# PARNASSUS PREPARATORY SCHOOL

# PROCEDURES FOR SCHOOL BOARD ELECTIONS

REVISED OCTOBER 2026
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## Part I. General Procedures

Parnassus Preparatory School ("Parnassus") shall conduct elections according to the Bylaws for any open seats on the Parnassus School Board ("Board") on an annual basis. Elections shall be conducted by a disinterested election services vendor in accordance with the policies and procedures set forth herein and in a manner that is public, open, fair, and transparent to the Parnassus community. Any material deviation must be approved by the Board.

## Part II. The Policy and Election Committee

The Policy and Election Committee (P&E Committee) is a committee of the Board whose function is to promulgate any policies and procedures required by the Board and to revise any existing policies and procedures as directed by the Board. All policies promulgated or revised by the P&E Committee must be approved by the Board to be effective. The P&E Committee also shall be responsible for conducting all required Board elections as set forth herein and as directed by the Board. The members of the P&E Committee shall be determined by the Board in accordance with the P&E Committee charter, as in effect from time to time. If a member of the P&E Committee is a candidate, he/she will not participate in the duties and responsibilities of the P&E Committee regarding the Board election process described herein.

## Part III. Eligible Voters

Eligible Voters for Board elections are defined in Section 5 of the Fifth Amended and Restated Bylaws as follows:

> Section 5. Eligible Voters. Each parent and legal guardian of a child enrolled at the school and each employee of the school, in each case as of a date not more than sixty (60) days prior to the election reasonably established by the Board (a "Record Date"), shall be a member of the Corporation and shall have the limited right to exercise one (1) vote for nominees to the Board in each category to be filled. For purpose of this section, employee means staff members employed at the school, including teachers providing instruction under a contract with a cooperative. Besides parents and legal guardians and employees, members of the Board of Directors as of the Record Date also have the right to elect the Directors. An individual holding positions in multiple categories (i.e., parent/legal guardian who is also employed at the school; parent/legal guardian who is a Director; teacher who is a Director) shall have the right to exercise only one (1) vote. The Board nominee (or, in the event more than one Director position in a category is to be filled, the nominees) in each category receiving the highest number of votes shall be elected as a Director. Notwithstanding the foregoing, a person eligible to vote for Directors pursuant to the foregoing shall not be eligible to vote on any other matter affecting or concerning the Corporation, and shall have no other rights or privileges except as explicitly set forth in these Bylaws or provided by Minnesota Statutes chapter 124E, as amended.

"Parent" is defined as a legal guardian of a student(s) whose address has been given to Parnassus Preparatory School as the address of record to send school communications. For fully electronic elections, individuals with a valid mailing address but no email address on file will receive a paper mailing with voting instructions.

For clarity, these definitions shall be applied as follows:

1. Two-parent families, with both parents living at the same address, will receive two ballots, one per parent.

2. Single-parent families will receive one ballot, one per parent.

3. Divorced/separated parents, living at separate addresses, will each receive one ballot, one per parent. This assumes that each parent's address is on file at Parnassus Preparatory School as receiving school communications.

4. Divorced/separated parents who have not registered their address with Parnassus Preparatory School as an address to send school communications will not receive a ballot. In order to vote, these parents should come to school and identify themselves to a member of the administration team. The administrator will notify the P&E Committee of the names and addresses of these parents, which will be added to the master list of eligible voters, and work with the election vendor to provide them with a ballot.

5. Step-parents/grandparents/foster parents will not vote unless they are legal guardians.

By policy, the Record Date for Voter Eligibility is January 1st of the fiscal year during which the election occurs

**Part IV. Overview and Timing of Election Process**

1. Nominations Solicited – Second Thursday of November

2. Nomination Solicitation Window Closes – First Tuesday of December

3. Questionnaire Distributed to Nominees – First Thursday of December

4. Deadline for Candidates to Return Questionnaire – The Tuesday before the Parnassus Winter Break

5. Voting Guide and Ballots Distributed to Eligible Voters – Fourteen calendar days after the fourth Tuesday of December

6. Candidate Forum – Third Tuesday of January

7. Ballot Return Deadline – End of the day on First Thursday of February (Ballots must be received by the vendor to be counted)

8. Ballots Counted and Results Announced – Second Tuesday of February

In the event of impending inclement weather or any other force majeure, the Chair of the School Board may change the above dates when necessary.

**Part V. Nomination Process**

Nominations will be solicited on the Second Thursday of November via the School Board Election Memorandum ("Election Memo"). The P&E Committee may customize the Election Memo based on the type of open seat and any unique issues, but the Election Memo shall be substantially as set forth in Annex A here. The Election Memo shall be sent to all Eligible Voters. Eligible Voters may nominate a candidate or individuals may nominate themselves by completing the Board Nomination Form attached to the Election Memo and returning it to the Designated School Administrator indicated in the Election Memo by the First Tuesday of December. The Designated School Administrator may not be a candidate, spouse or relative of a candidate, or have a similar conflict of interest relative to the election. The Board Nomination Form must be completed in its entirety and Board Nomination Forms will not be accepted after the deadline. Nominations will only be accepted from Eligible Voters.

Nominees must meet the criteria of the open Board seat (parent, teacher, community member). Though the Election Memo will describe the background and skills that the Board is seeking in a particular Board member (such as legal, finance, marketing, fund-raising, classical educational experience) and strongly encourage nominees with that background and experience, nominations will not be rejected if the nominee does not possess those attributes. All Nominees must also complete the same background check required of school volunteers.

The Designated School Administrator will provide the returned Board Nomination Forms to the P&E Committee. The P&E Committee shall send each nominee a Candidate Instruction Memo ("Candidate Memo"). The P&E Committee may customize the Candidate Memo as necessary to address any unique issues with the particular election, but the Candidate Memo shall be substantially as set forth in Annex B hereto.

Nominees must complete the Candidate Questionnaire attached to the Candidate Memo and electronically return it to the Designated School Administrator no later than 4:00pm Central Time on the Fourth Tuesday in December. Plain-text responses to the Candidate Questionnaire must be provided electronically and free of any formatting to eliminate transcription or formatting errors. Responses shall be limited to no more than two printed pages, single-spaced, at 12-point, Times New Roman font with one-inch margins. Candidates Questionnaire responses may reference a personal website address. If a nominee does not have access to appropriate technical facilities to complete this requirement, they may contact the Designated School Administrator to coordinate the use of school equipment to complete the questionnaire.

If a nominee has not completed a Parnassus-initiated background check during the current school year, such nominee must contact the Designated School Administrator immediately to initiate the background check process. Nominees who do not electronically return a

Candidate Questionnaire by the required deadline will be deemed to have not accepted the nomination and not be eligible to be elected.

The Designated School Administrator shall deliver the Candidate Questionnaires to the P&E Committee. Candidate Questionnaires shall be incorporated into the Voting Guide (described in Part VI below) verbatim, as provided electronically by the candidate.

## Part VI. Voting Guide

No later than fourteen calendar days after the fourth Tuesday in December, the Voting Guide and ballots shall be distributed to all Eligible Voters as set forth in Section III by the election vendor. The P&E Committee and election vendor may customize the Voting Guide as necessary to address any unique issues with the particular election, but the Voting Guide shall be substantially as set forth in Annex C hereto. The Voting Guide may be printed and mailed to eligible voters without email addresses.

## Part VII. Candidate Forum and Campaigning

A Candidate Forum (the "Forum") shall be held on the third Tuesday of January. Candidates will be able to make a case for their election to the School Board by describing their proposed contribution for the school's future and their qualifications for the position. For the community, the forum will provide an opportunity to hear from and meet the candidates. The Forum shall be organized by the P&E Committee in accordance with the policies and procedures set forth herein. The Forum shall be held on school premises. The Forum may not be photographed or videotaped without the consent of the P&E Committee. The P&E Committee will make an official video recording of the Forum. The P&E Committee shall appoint an experienced neutral moderator. A member of the P&E Committee will serve as timekeeper.

The Forum shall take place in the following format:

1. Introductions. The School Board Chair will open the forum with a welcome to candidates and the community members, acknowledge current and departing School Board members, and then introduce the moderator. The moderator will explain the format of the evening, the guidelines for candidates and attendees, and the timing of the three segments of the forum: candidate presentations, question and answer session, and informal discussion.

2. Candidate Presentations. All candidates will have two minutes to introduce themselves and an amount of time set by the moderator (which will be communicated to the nominee(s) in advance) to present their prepared responses to two general questions posed to the candidates before the Forum by the P&E Committee. Total Time: up to 20 minutes.

3. Question and Answer Session. While the candidates are presenting their responses to those two questions, community members will be encouraged to write additional questions they would like all the candidates to answer on index cards. These cards will be collected throughout the candidate presentations. Two Policy and Election Committee members will sort the questions as they come in. This process is designed to ensure that the most-often-noted questions get answered, that we avoid repetition, and that any inappropriate questions are weeded out. The sorters will pass several of the most common questions to the moderator. At the end of the candidates' prepared presentations, the moderator will ask as many of these questions as can be covered in this one-hour segment. The moderator will randomly give each candidate the chance to answer first or last, so that seating doesn't determine answer order. Each candidate shall have one minute to answer each question. There will be no open-microphone questions. Total Time: up to one hour.

4. Informal Discussion. Candidates and community members will then have an opportunity to speak informally with one another. This segment allows for discussion and questioning of individual candidates by community members. Total Time: up to 1 hour.

Per Board policy 923, candidates may not post or distribute materials on school grounds. For purposes of election campaigning, the definition of "School Materials" excludes candidate campaign materials even if the candidate campaigning is a qualified "School Person." Candidates are encouraged to review all Parnassus Board policies, especially Election Policy and policy 923 Distribution of Materials for Students and Families.

Parnassus expects candidates to be respectful to one another, respect the privacy of students and families, and exemplify the Parnassus Pillars of Character in their campaigning activities.

**Part VIII. Distribution and Receipt of Ballots**

The vendor shall execute a fully electronic election and provide a secure mechanism for eligible voters to register their votes. Ballots and instructions for ballot completion will be distributed to all Eligible Voters within fourteen calendar days of the fourth Tuesday of December. Voters without an email address on file will receive a paper mailing with voting instructions.

The vendor shall ensure that only one vote is counted per Eligible Voter and any subsequent attempts to vote are rejected. Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, their votes for that seat will not be counted. Ballots that have not arrived at the vendor's processing center or been cast electronically by the end of the day on the first Thursday of February will not be counted. The vendor shall maintain an auditable record of ballots collected for seven years but shall not disclose voters' selections.

## Part IX. Counting of the Ballots and Announcement of Results

The vendor shall count ballots in accordance with their standard practices for executing a secret election. The vendor shall keep the election results secret until the Parnassus Board election meeting where the winner(s) will be announced. The candidate for each open seat with the most votes wins for that seat. Election results shall be certified in writing by the vendor within 72 hours of the Board election.

Candidates may request, at their own expense, an audit of the vendor's election results, in accordance with the vendor's procedures, within 24 hours of the announcement of the winner(s) at the Board election meeting. The audit must be completed by the vendor within ten business days. The vendor and auditor must maintain the confidentiality of voters' selections.

In the event that the top candidates for an open seat receive exactly the same number of votes, a random draw will be held at the Board election meeting to select the winner amongst the top vote-receiving candidates.

Newly-elected Board members shall begin their service in August (the start of the Parnassus fiscal year).

## ANNEX A – SCHOOL BOARD ELECTION MEMORANDUM

## PARNASSUS MEMORANDUM

**TO:** PARNASSUS STAFF AND FAMILIES
**FROM:** <BOARD CHAIR>
**SUBJECT:** **SCHOOL BOARD ELECTIONS**
**DATE:** <DATE>

School Board Election Memo

In February, Parnassus will hold School Board election(s) for <number of positions> School Board member position(s). The School Board asks that you consider and recommend individuals – or yourself – with the competence and vision to provide skilled leadership to the School. Nominations are due on or before <date>.

Below is a description of the nomination and elections process. In addition to informing you about the upcoming sequence of events related to the election, we have also articulated the needs of the School Board. Our goal – and yours – is to ensure that individual members of the School Board bring the necessary skills and commitment to continue the work already started to fulfill the mission, vision, and goals of our young school.

### Current Board Structure

The School Bylaws require at least five Board Members, including one teacher, one parent, and one community member. Each member was invited or elected onto the School Board because of the particular set of skills that each could contribute to the work of leading Parnassus. As a result, School Board membership includes a mix of parents, faculty, and community members with a wide variety of professional backgrounds and competencies.

### Board Member Selection Process

We would like to ask you, as members of the Parnassus community with a strong vested interested in the school, to nominate potential School Board members. Once we receive the nominations, the election process will follow this sequence.

- All nominees will receive an information packet that will contain detailed descriptions of the requirements of School Board service. It will also contain a Candidate Questionnaire for each nominee to complete. Nominees must electronically submit this completed questionnaire by the fourth Tuesday of December to become a candidate for election, and must successfully complete a background check like those required to volunteer in other capacities at Parnassus no later than the 4:00 PM Central Time on [the fourth Tuesday of December] to be included on the ballot.

- With the information from each candidate, the Parnassus Policy and Election Committee will put together a Voting Guide for all parents and staff. This guide will list the candidates, their qualifications, and their views – all taken from the questionnaire that they submitted. You will receive the Ballot and Voting Guide on <date>.

- On <date>, you will be invited to a Candidate Forum. This forum will provide an opportunity to meet and question all of the candidates who are running for election. All candidates must take part in the forum.

- The election itself will be conducted by an experienced, competent, disinterested election vendor chosen by the Board of Directors. The vendor shall ensure that only one vote is counted per Eligible Voter and any subsequent attempts to vote are rejected. Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, their votes for that seat will not be counted. Ballots that have not arrived at the vendor's processing center or been cast electronically by the end of the day on [the first Thursday of February] will not be counted. Late ballots will not be counted.

- The results of the election will be announced at the Board election meeting on <date>.

**Nominations**

Attached is a nomination form for you to complete if you wish. You are welcome to nominate someone else or yourself. If you are nominating someone other than yourself, please discuss the nomination and what it takes to be a School Board member with that person. Make additional copies of the form if you need more than one.

[In this year's election, we are specifically electing a teacher representative. A teacher is defined as a person who is licensed as a teacher by the State of Minnesota and employed at Parnassus, with or without a child enrolled at Parnassus (such individuals aren't eligible to run for a parent position on the School Board, but are eligible for the teacher position on the School Board). Existing School Board members may re-run and all teachers are eligible.]

OR

[In this year's election, we are specifically electing a parent representative. A parent is defined as a parent or legal guardian of a child enrolled at Parnassus. Existing School Board members can re-run and all parents are eligible.]

OR

[In this year's election, we are specifically electing a community member representative. A community member is defined as person who is not employed by Parnassus and does not have a child enrolled at Parnassus. Existing School Board members can re-run and all community members are eligible.]

As you think about possible nominations, please also keep these additional points in mind:

- An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy).
- School Board members serve a four-year term.
- This is a hard-working School Board, and Board members can expect to spend at least 20-25 hours per month on School Board work. Some current Board members report spending upwards of 10 hours per week.
- School Board members are expected to attend all meetings and events, which include ten monthly School Board meetings (held on weekday nights lasting approximately 2-3 hours), regularly scheduled meetings of the School Board committees and task forces on which members serve, and school events where a School Board presence is needed.
- Additionally, there are several intense working sessions devoted to planning, training and evaluation.
- School Board members will be expected to review in detail all materials distributed in advance of the School Board meetings.

**Submitting nominations**

The nomination form is attached hereto. It must be completed in its entirety. If you are nominating someone other than yourself, please discuss the nomination and what it takes to be a School Board member with that person. Once you have completed the attached nomination form and contacted your nominee, please submit the nomination to [Designated School Administrator] .

**The deadline for submitting nominations is <date> no later than <time>.** Late nominations will not be accepted. We are confident that you understand the importance of these nominations. By choosing qualified nominees, you will help Parnassus meet the significant challenges that face the school in the coming years.

Many grateful thanks for giving this opportunity your careful thought and attention. As Parnassus grows and thrives, we are continually impressed with the commitment of families and staff to ensure the school's success.

## PARNASSUS SCHOOL BOARD NOMINATION FORM

**Nominator's Name:**

**(Not necessary to complete if you are nominating yourself.)**

Address: _____ E-mail Address: _____

Telephone: _____ Relationship to nominee: _____

**Nominee's Name:**

Address: _____ E-mail Address: _____

Telephone: _____

**[Nominated for which open seat?]**

_____ Parent _____ Teacher _____ Community Member

**Please answer the following question. Attach an additional sheet if necessary.**

An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you/this nominee possess?

What additional skills/personal characteristics would recommend you/this nominee further?

What is your/their interest in serving on the School Board?

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. PLEASE RETURN THE COMPLETED FORM TO PARNASSUS PREPARATORY SCHOOL, PLACE IN A SEALED ENVELOPE LABELED "BOARD NOMINATION" AND SUBMIT TO [DESIGNATED SCHOOL ADMINISTRATOR].**

**THE DEADLINE FOR SUBMISSION IS [DATE] AT [TIME]!**

**ANNEX B – CANDIDATE INSTRUCTION MEMORANDUM**

TO: Nominees to the Parnassus Preparatory School Board of Directors
FROM: <Board Designee>
SUBJECT: Election to the School Board
DATE: <Date>

We have received your nomination for election to the School Board of Directors. We appreciate both your commitment to the success of Parnassus Preparatory School and your willingness to take a leadership role. This letter will explain what is involved in running for election to the School Board – and what we need from you to prepare for the election. Additionally, please refer to the enclosed Parnassus Election Policy and Parnassus Election Procedures which govern the election process.

The next several years will be crucial ones for ensuring the continued growth of Parnassus Preparatory School, and the School Board will play a central role in shaping the direction of the school. We are pleased that you want to participate in this exciting time.

## *Step One*

Please complete the attached questionnaire and return electronically to the school by [_____]. Your responses to the questionnaire will be used to prepare your candidate profile in the *Voting Guide*. All parents and staff will receive this guide early in January along with their ballot; it will contain profiles of every candidate to help voters prepare for the election.

You must also complete a Parnassus-initiated background check. If you have not yet completed a Parnassus-initiated background check this year, please contact [Designated School Administrator] immediately to initiate the process.

The questionnaire responses must be returned electronically to [Designated School Administrator] via email at [DSA email address]. Responses may be no more than two printed pages, single-spaced, at 12-point, Times New Roman font with one-inch margins. Candidates Questionnaire responses may reference a personal website address. Any text formatting may be removed or rejected. Please also attach a photograph of yourself. If you do not have access to appropriate technical facilities to complete this requirement, you may contact [the Designated School Administrator] to coordinate the use of school equipment to complete the questionnaire. Return questionnaire responses by [_____]. Failure to return the questionnaire by the deadline will indicate that you do not accept the nomination and do not want to be a candidate for the School Board.

## *Step Two*

Plan to attend and participate in the Candidate Forum on [date and time] at Parnassus. All parents and staff will be invited to this event to meet and question the candidates in advance

of the election. We will send you more specific information on this forum along with the voting guide. All candidates are required to participate in the Candidate Forum, even if running uncontested.

## *Step Three*

After the voting period is over on [_____] and the ballots are tallied, the results will be publicly announced at the Parnassus Board election meeting on [_____]. Newly-elected School Board members will begin their School Board service as of August, the start of Parnassus Preparatory School's [20__] fiscal year.

## *Additional Information*

In addition to the questionnaire, please review the Policies and Procedures for School Board Elections, the Handbook for additional information including expectations of School Board members and other documents related to the school. If you have questions about this process, you are welcome to contact [member of Policy and Election Committee]. Many thanks for your willingness to contribute your interests and skills to help Parnassus Preparatory School thrive.

## PARNASSUS SCHOOL
## BOARD CANDIDATE QUESTIONNAIRE

**Name:** _____ **Phone:** _____

**Address:** _____

**E-mail Address:** _____

1) **Why are you interested in serving on the School Board?**

2) **Which aspect of our organization interests you most?**

3) **What are some of your previous volunteer experiences or leadership roles in non-profits?**

4) **What appeals to you about School Board services as a volunteer activity?**

5) **An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you possess?**

6) **What additional skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of Parnassus (such as fundraising, grant writing, previous board experience, etc.)?**

*Your questionnaire responses must be returned electronically to [Designated School Administrator] via email at [DSA email address]. Responses may be no more than two printed pages, single-spaced, at 12-point, Times New Roman font with one-inch margins. Candidates Questionnaire responses may reference a personal website address. Any text formatting may be removed or rejected. Please also attach a photograph of yourself. If you do not have access to appropriate technical facilities to complete this requirement, you may contact [the Designated School Administrator] to coordinate the use of school equipment to complete the questionnaire. Return questionnaire responses by [_____]. Failure to return the questionnaire by the deadline will indicate that you do not accept the nomination and do not want to be a candidate for the School Board.*

**ANNEX C – VOTING GUIDE**

TO: Parnassus Preparatory School Staff and Families
FROM: Policy and Election Committee
SUBJECT: School Board Elections
DATE: <Date>

As you are aware, Parnassus Preparatory School's School Board of Directors' election is coming up in February. Please note we have engaged an election processing vendor and the process has changed this year. Please read this entire memo to understand how to vote.

Please mark the following dates on your calendar:

Candidate Forum: _____

Deadline for Return of Ballots: _____

Results Announced: _____

**Candidate Forum**

All Parnassus Preparatory School parents and staff are strongly encouraged to attend this forum to be held [_____] at [_____] at Parnassus.

The forum will have three components.

1. *Candidate Presentations:* All candidates will have a few minutes to introduce themselves and present their prepared responses to general questions selected by the Parnassus Policy & Election Committee.
2. *Question and Answer Session*: The moderator will ask all candidates to respond to additional written questions. While the candidates are presenting their responses to the prepared questions, community members will be encouraged to write additional questions they would like all the candidates to answer on index cards. These cards will be collected throughout the candidate presentations. Two Policy and Election Committee members will sort the questions as they come in. This process is designed to ensure that the most-often-noted questions get answered, that we avoid repetition, and that any inappropriate questions are weeded out. The sorters will pass several of the most common questions to the moderator. The moderator will ask as many of these questions as can be covered in our remaining time. The moderator will randomly give each candidate the chance to answer first or last, so that seating doesn't determine answer order. All candidates will answer these questions, and each will have 1 minute per response. There will be no open-microphone questions. This session will last no more than one hour.

3. *Informal Discussion:* At this point in the forum, the formal program ends. Candidates and community members will then have an opportunity to speak informally with one another. Whereas Parts I and II were focused on hearing from all the candidates, this segment allows for discussion and questioning of individual candidates by community members.

**Voting Guide**

Attached to this communication, you will find your copy of the *Voting Guide*. This guide is designed to let you know who is running for the School Board and give you background on the candidates' views. The responses were prepared and submitted by the candidates and have not been edited in any way other than formatting. Please bring your *Voting Guide* with you to the forum on [the Third Tuesday of January].

**Submitting Your Vote**

Please note that we are using a trusted, competent, disintegrated vendor, [NAME OF VENDOR], to conduct this year's election. To be sure that your vote is counted properly, please follow the instructions on the ballot enclosed in this package. You will note that you may choose to vote electronically or via mail. The vendor shall ensure that only one vote is counted per Eligible Voter and any subsequent attempts to vote are rejected. Your vote must be received at the election vendor's processing center **by [deadline time determined by vendor] on [the First Thursday in February].**

If you would like more information about the election process, please see the Election Policies and Procedures documents posted on the school website.

If you have questions about how to vote, please contact [our election vendor]'s customer service hotline at [customer service phone number].

**Results Announced at Board of Directors Election Meeting**

The results of the election will be announced at Parnassus Preparatory School on [the Second Tuesday in February], during the Board of Directors' election meeting which begins at 6:00pm. Everyone in the Parnassus Preparatory School community is welcome to come and observe.

Thank you very much for participating in this School Board election at Parnassus Preparatory School.

*PARNASSUS PREPARATORY SCHOOL*

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# *VOTING GUIDE*

## *TO THE CANDIDATES FOR ELECTION TO THE SCHOOL BOARD OF DIRECTORS*

**[__DATE_____]**

# INTRODUCTION

This **Voting Guide** is designed to help everyone in the Parnassus Preparatory School community become acquainted with the candidates for the School Board election. Please consider Parnassus's strategic needs and the following background as you think about your choices.

## *The Overall Function of the School Board*

School Board members have a legal duty and an ethical obligation to ensure that Parnassus carries out its mission, vision, and goals for the entire school. As stated in our charter approved by the State of Minnesota, Parnassus's mission is to provide students with a classical education grounded in the classical Trivium that demands their best in intellectual achievement and character development. The School Board's job is to map out the strategies that will carry Parnassus into its successful future for the entire school community.

Therefore, as part of the School Board, each School Board member is a steward of Parnassus, responsible for its long-term viability. Whether a parent, legal guardian, teacher, or community member, School Board members do not represent particular constituencies, but focus on Parnassus's overriding interests and welfare.

## *This Election*

In this election, you will be voting for **[INSERT OPEN SEAT(S)].** This **Voting Guide** will give you information on all the candidates. In addition, we hope you will also plan to attend the **Candidate Forum** on [the Third Tuesday of January] to meet and hear more from the candidates.

## *Needs of the School Board*

An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we must have the following types of experience represented: finance, accounting, legal, marketing, technology, public affairs and education (particularly experience with classical philosophy). Of the skills needed on the School Board, which do you possess? We ask you to consider candidates that would fulfill several existing needs on the School Board.

Many thanks for participating in this election. We have a very special school; by selecting thoughtful and committed School Board members, we can ensure that Parnassus builds on its promising beginning.

## [NAME OF CANDIDATE] INCLUDE FOR EACH CANDIDATE

| | |
|---|---|
| **Contact Information**<br>**Phone:** _____<br>**Address:** _____<br>_____<br>**E-mail Address:** _____ | Insert Photo of Candidate (if available) |

1) **Why are you interested in serving on the School Board?**

2) **Which aspect of our organization interests you most?**

3) **What are some of your previous volunteer experiences or leadership roles in non-profits?**

4) **What appeals to you about School Board service as a volunteer activity?**

5) **An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you possess?**

6) **What additional skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of Parnassus (such as fundraising, grant writing, previous board experience, etc.)?**

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**ANNEX D – FORM OF BALLOT**

**[ INSERT SAMPLE BALLOT FROM VENDOR HERE ]**