



Board of Directors Election Policies and Procedures

The decision to run for your local school board is one to which much thought and consideration must be given. Serving as a board member is one of the most important responsibilities that a citizen can undertake. If elected, the educational standards which you, together with your fellow board members, establish will affect the future of the students, the community, and society. Being a board member is a complex and varied position. However, it is also rewarding, as you watch students succeed and go on to lead productive lives as the result of educational opportunities you helped to create.

If you are willing to devote your time and talents to meeting these challenges, the DaVinci Academy community applauds your decision to run for election and wishes you the best of luck. We are ready and willing to serve you.

The DaVinci Academy Board of Directors is an elected body that governs the school. Minnesota State Statute 124E.07, Subd. 3 states, "(a) The ongoing charter school board of directors shall have at least five members. The board members must not be related parties. The ongoing board must include: (1) at least one licensed teacher; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school."

Further, "A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section." See Minnesota Statutes, section 124E for information regarding conflict of interest, further guidance, and updates.

In compliance with Minnesota state statute, as well as the school's Bylaws, DaVinci Academy conducts an annual election of members to its Board of Directors via a detailed and thorough process. DaVinci Academy elections will be public, open, and fair. For additional information, see below.

Please consider serving! The DaVinci Academy Board of Directors encourages everyone to consider serving on the Board of Directors. Please contact the DaVinci Academy Charter School Board Chair for more information.

I. COMMUNICATION OF BOARD ELECTION

- A. Utilizing DaVinci Academy's election process, the Board of Directors will solicit candidates for open Board positions at least two months prior to the election.
- B. At least one month prior to the election, information regarding candidates running for open Board positions will be made available to eligible voters.

- C. The communication will include information on the timeline, process, and location for voting.

II. MASTER VOTER ELIGIBILITY LIST

- A. Voter eligibility will be limited to:
 - 1. Any parent or legal guardian of a student enrolled at DaVinci Academy (they shall have one vote).
 - 2. All DaVinci Academy staff members employed at the school (at the time of the election), including teachers providing instruction under a cooperative (they shall have one vote).
 - 3. All DaVinci Academy School Board members shall have one vote.
 - 4. No person shall have more than one vote.
- B. A Master Voter Eligibility List shall be compiled 2 days prior to the first date election ballots are accepted.
 - 1. The Master Voter Eligibility List will be confidential and maintained in a double locked location supervised by the Executive Director.
- C. Any eligible voter that was either missed or became eligible since the compilation of the Master Voter Eligibility List will have to register in person in the DaVinci Academy school office with a photo ID.

III. VOTING

- A. The Election shall be held in May, during a period of three (3) weeks, as determined by the Board of Directors.
- B. Voting shall be conducted in person only, with ballots being sent home with the oldest and only children to DaVinci Academy families. Families may request to have their ballots emailed or mailed home by contacting the school office. DaVinci Academy staff will receive their ballots in their mailbox available in the DaVinci Academy school office, or from their supervisor if they do not have a mailbox. Community board members will have their ballots mailed or emailed to them. All ballots are to be turned in using the locked ballot box located in the DaVinci Academy school office, either in person or by mailing the completed ballot to DaVinci Academy.
- C. Families who have misplaced their ballot may request another copy in the DaVinci Academy school office and will have to provide a Driver's License, State Issued I.D., or other eligible form of photo identification, as determined by the School Board, as a method to establish eligibility.
- D. The DaVinci Academy school office staff will ensure security of the ballot box at all times. Ballot box will be maintained in a double locked location supervised by the Executive Director.

IV. VERIFYING ELECTION RESULTS

- A. Verification of election results will be done by a group of Board-approved designees prior to the annual school board meeting in May. They will secure the results of the election until the voting period has ended and results have been announced at the May Board of Directors annual meeting.
- B. In the event of a tie, a runoff election between the tied candidates will be held within two weeks.
- C. After the election results have been verified, and the elected candidates determined, the Master Voter Eligibility List will be maintained in a secure location for one year.
- D. No official announcement will be given until the results have been certified by the School Board. Stakeholders are invited to observe the tallying of votes. Observers must remain at a sufficient distance so that those tallying may concentrate on accurately completing the vote tally. Observers will be asked to refrain from responding to the posting of the tally. The School Board Chairperson is responsible for communicating the results of the election. No other school board member, designee, or outside observer is permitted to communicate the results in advance of the formal announcement.
- E. The School Board Chairperson will call all candidates to inform them of the results (winners first). New school board members will take their seats during the June school board meeting, contingent upon a background check and completion of board training.

V. ADDITIONAL INFORMATION

Candidates are required to complete a Candidate Questionnaire. No portion of any Candidate Questionnaire will be posted on the DaVinci Academy website or DaVinci Academy affiliated social media platform. Should a candidate decide to post their own questionnaire, or provide express permission to post their Candidate Questionnaire on any social media platform, it will not be a DaVinci Academy affiliated social media account nor will it not be monitored by DaVinci Academy.

DaVinci Academy is responsible for providing all eligible voters with access to a public candidate forum for the purpose of learning about the candidates interested in being elected to the school board. The candidate forum will be held in April. No social media platform(s) used for this purpose is affiliated with or monitored by DaVinci Academy.

Five DaVinci Academy stakeholders with no close family members on the school board or connected to any of the candidates, will count and tally the votes. Stakeholders will be appointed by the Executive Director, and will ensure that the tally proceeds accurately, as follows:

- Member #1 will take each ballot out of the ballot box, will check that each ballot is submitted by an eligible voter using the Master Voter Eligibility List, then mark the Master Voter Eligibility

List as a ballot counted. This member will ensure that this is the one and only ballot submitted for that voter.

- Member #2 will call out names of candidates who have received votes. This member will ensure that the name matches the ballot number assigned.
- Member #3 will cross-check each ballot and verify that names called-out are accurate and cross-reference with the Master Voter Eligibility List.
- Members #4 and #5 will tally votes based on called-out names. They will place a tally mark next to those candidates' names on a tally sheet. This sheet will contain all candidates' names and will be sufficiently large for all observers to see that the candidates' names called out by member #2 receive a tally mark on the tally sheet. The Members may choose to use a paper tally sheet or one projected on a screen.

VI. SAMPLE BALLOT

(Front of Ballot)

Please find Ballot and Voting instructions below. All ballots must be turned in by Friday, May 23rd at 4:30pm to be counted.

For your completed ballot to be counted, you must:

1. Place your completed ballot in the locked ballot box in the front office by the date and time indicated above
2. Sign your legal name on your ballot and Legibly print your name on your ballot to substantiate your legal signature
3. If this ballot replaces a ballot you previously submitted for this election, indicate this is a replacement ballot on the replacement ballot; If duplicate ballots are received from a voter and one of them does not indicate it is a replacement ballot, neither ballot will be counted.
4. Ballots that are unsigned or missing the printed name will not be counted.
5. Return your ballot by postal mail or in-person to the locked ballot box located at the front desk of DaVinci Academy.

The deadline for returning ballots is Friday, May 23rd at 4:30pm

Ballots will be counted at DaVinci Academy on the day of the annual meeting. The results of the election will be announced at the Annual Meeting which will begin at 6:00 p.m. Everyone from the DaVinci community is invited to attend.

(Back of Ballot)

Instructions: Vote for one candidate per seat. Seats are divided below on your ballot, and labeled. Vote using a check mark, X, or by filling in the box completely. If you make a mistake please note this on your ballot so the tabulators clearly know what your vote is. See example:			
Ballot # 1 SAMPLE BALLOT Signature Below <hr/> Print Name Below 	Seat E (Community Member; Vote for one)		
	Durowaa Agyeman-Mensah (Incumbent) <input type="checkbox"/>	Candidate 2 <input type="checkbox"/>	Candidate 3 <input type="checkbox"/>
	Seats D & H (Parent Member; Please Vote for 2)		
	Emily Uhl (Incumbent) <input type="checkbox"/>	Jacob Stith (Incumbent) <input type="checkbox"/>	Candidate 3 <input type="checkbox"/>
		Candidate 4 <input type="checkbox"/>	
	Seat ___ (Teacher Member) No Candidates		

SAMPLE BALLOT