

SEEKING CANDIDATES FOR 2 OPEN BOARD SEATS!! BOARD NOMINATION GUIDELINES

Hmong College Prep Academy is seeking **nominations for two (2) open board seats for the 2018 Board Election.**

- **Newly elected board members for two board positions will serve a three (3) year term from July 1, 2018 through June 30, 2021.**

For Current Board Members:

If your board seat is up for election during the current year, you may choose to run for another board term. You must send a letter of interest to run for an open seat and self-nominate to be officially considered for the election race. You may send the letter of interest to Lisa Yang by April 27, 2018.

Two (2) Board Seats E and F available for parent/community members:

- Parent/Community - No requirement - criteria set by HCPA By-Laws Term: July 1, 2018 to June 30, 2021

All interested candidates must meet the basic requirements for the community member and parent member as listed below in order to be considered for any of the two open board positions.

Requirements and General Guidelines for all potential nominees who are running for a board position:

1. All potential nominees must be active members in good standing.
2. Previous board training/experience desired.
3. Knowledge of MN Charter School and statutes.
4. Knowledge of Hmong College Prep Academy policies and procedures.
5. Knowledge of Hmong College Prep Academy mission, vision, and core values.
6. Passed a criminal background check.

Nomination Requirements:

- A Completed Nomination Form requesting consideration as a nominee for a specific board position (use attached Nominating Form).
- Statement of Interest (limit to 200 words: address to Nominating Committee your envisioned actions as relevant to the position for which you are seeking election): Why do you desire to serve on the Governing Board? What experience and/or skills you will bring to the board?
- A Short Biography: should the nominee be elected to appear on the final ballot, the biography will appear on the ballot and HCPA's website.
- Three (3) Letters of Support: Letters should include responses that highlight an understanding of the nominee's experience and specific strengths. Members of the Nominating Committee or current board members seeking an additional term are not required to provide letters of support. Individuals shall not provide a letter of support for more than one nominee running for a board position. If the nominee is a teacher, one letter of support must be provided by a student.
- An overview and/or list of accomplishments within and outside of HCPA.
- Must be present in person for an interview with the Nominating Committee.

Requirements for Community Members:

- Must have minimum three (3) years professional work experience.
- Must have influential community leadership within the Hmong and mainstream communities.
- Must fall into one of the category listed below to bring overall diversity to the HCPA board. Background for potential nominees must include experience in: higher education, finance, attorney, professional business management, and community leadership, etc.
- Preferred members with prior board experience, non-profit or for-profit background, and/or Law or Attorney background.
- Passed a criminal background check.

Requirements for Parent Member:

- Must have minimum three (3) years professional work experience.
- Must be an active participant in the Parent/Teacher Organization or school community and activities.
- Must be a parent with a child currently enrolled at the school to hold the Parent Seat on the board. When the parent no longer has an active child enrolled at the school, the parent is no longer eligible to hold the parent seat on the board. The end date of the child's enrollment at the school will also be the end date of that parent's role as a board member.
- Passed a criminal background check.

All interested candidates that do not meet the general guideline specifications listed below or if applications are received after the filing deadline will be disqualified. All nominations must be submitted to **Lisa Yang by April 27, 2018 at 3:00 pm via:**

- Email: lisa.yang@hcpak12.org
- Fax by 3:00 pm - Attn: Lisa Yang 651-289-1802
- Mail posted marked by April 25, 2018
Attn: Lisa Yang
Hmong College Prep Academy
1515 Brewster St., St. Paul, MN 55108

Timeline for 2018 HCPA Board Nominating Committee Process:

- April 27, 2018 - Candidate application packets are DUE
- May 4, 2018 – Selected candidates are notified by Board Nominating Committee Chair
- May 7, 2018 – May 11, 2018 – Board Nominating Committee interviews new candidates
- May 21, 2018 to June 1, 2018 – Voting
- June 22, 2018 – Annual Board of Director's Meeting – acceptance or rejection of recommended finalist candidates

HMONG COLLEGE PREP ACADEMY DISTRICT 4103-07 CANDIDATE NOMINATION FORM

BOARD NOMINEE CANDIDATE INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home/Cell: () _____ MN Driver's License Number: _____

Social Security _____ Date of Birth: _____

Please check applicable box:

- One Board Seat for Parent/Community
 One Board Seat for Parent/Community

By signing this form, I attest that I am a member in good standing in the community and am willing to have my name submitted for consideration by the Nominations Committee.

Signature

Date

*Please attach the nomination requirements listed in the nomination packet with this form. It is the candidate's responsibility to ensure that the application is complete. Submitting a nominee's name does not imply that nominee will appear on the final ballot. Selection is based on nominating guidelines. Deadline for application is **April 27, 2018 by 3:00 PM**. All materials in your nomination packet should include all of the following items:*

Check List:

- Nomination Form
 Statement of Interest
 Short Biography
 3 Letters of Support
 An Overview and/or List of Accomplishments