



Board Elections, Responsibilities, and Governance Committee

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**Friday, February 11 at 4:45pm
Via Zoom Only**

**[https://aspenacademymn-org.zoom.us/j/95623180789?
pwd=bHV4Z3licTZHT2ZCME9KcU1ab0F1QT09](https://aspenacademymn-org.zoom.us/j/95623180789?pwd=bHV4Z3licTZHT2ZCME9KcU1ab0F1QT09)**

Committee Members: Stephanie Smitley, Misty Schutrop, Rachel Mong, Kirsten Tyler

- I. Board Election Planning for Spring of 2022
 1. Determine dates for applications due, date ranges for voting and the deadline for ballots
 2. Review the draft ballot
 3. Review of which spots are up for election in Spring 2022
 - a. 2 Community Members
 - b. 3 Teachers
 - c. No parent board member terms are ending in Spring of 2022
- II. Review of Board Technology options



Dear Aspen Parents and Employees,

Aspen Academy's annual School Board election will be held on _____. The Aspen community will be voting for up to 3 teacher Board members, 2 community Board members and ____ parent members. Teacher and community member terms are 2 years each, parent member terms are 3 years each. Terms begin on July 1, 2022.

Candidate Information

Who are the candidates?

In the following pages, you will find a Candidate Information Guide showing the completed applications of each board candidate

How do I learn more about the candidates?

If you have questions after reading the Candidate Information Guide, you may contact the Election Committee by emailing them at Board.Of.Directors@aspenacademymn.org and your question will be forwarded to all candidates for response.

Voting Information

Who may vote in the election?

There are three categories of eligible voters and each individual gets only one vote:

- 1) Each parent or legal guardian of an Aspen student.
- 2) Each employee of the school.
- 3) Each Board member

How do I vote in the election?

Aspen's eligible voters are asked to do one of the following:

- Mail in the absentee ballot included in this packet and follow all instructions described on that ballot. (Ballots should NOT be sent with students to ensure proper delivery).

Or

- Drop your ballot in person during regular office hours. Ballots must be in a sealed envelope with your return address of each voter on the outside of the envelope.

Or

- Participate in any in person opportunity that may be provided with or without notice.

How do teachers and staff vote in the election?

Teachers may vote in any of the above ways, or they may drop their ballot in the ballot box without an envelope as long as their name appears on the ballot in some manner.

Aspen Academy depends on the School Board to govern and help shape the future of the school. It is up to the school community to choose the Board members that will help Aspen achieve and maintain its success. Please take a few minutes to participate in this important part of Aspen Academy and cast your vote!

Sincerely,

Aspen Academy Board of Directors

Attachments: Absentee Ballot and Instructions
Candidate Information Guide



Absentee Ballot Election for Board of Directors

Voting Starts on _____

Ballots must be received no later than the regular mail delivery on _____. Please plan accordingly to ensure your ballot is received by the deadline. Please read each category carefully. A ballot with more votes than each category allows or with votes not clearly marked will be considered invalid and will not be counted.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">Vote for up to <u>3</u> Teacher Member candidates from the following:</p> <p><input type="checkbox"/> Rachel Mong</p> <p><input type="checkbox"/> Brandy Mosser</p> <p><input type="checkbox"/> Stephanie Smitley</p> <p><input type="checkbox"/> CANDIDATE _____</p> <p><input type="checkbox"/> CANDIDATE _____</p> | <p style="text-align: center;">Vote for up to <u>2</u> Community Member candidates from the following:</p> <p><input type="checkbox"/> Stacy Crakes</p> <p><input type="checkbox"/> Erica Schipani</p> <p><input type="checkbox"/> CANDIDATE _____</p> <p><input type="checkbox"/> CANDIDATE _____</p> <p><input type="checkbox"/> CANDIDATE _____</p> |
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Please note that all candidates are approved for membership only after receipt of a background check and completed conflict of interest form.

In the event of a tie between candidates an additional election will be held for just those individuals and may delay the start of their term.

INSTRUCTIONS FOR SUBMITTING A BALLOT (NON STAFF INSTRUCTIONS)

- For parents and legal guardians mailing in or dropping off a ballot, please write your FIRST and LAST names as they appear on Aspen’s records clearly in the return address section of the envelope. If the name on the return address does not match Aspen’s records, the ballot will not be counted. **Multiple ballots coming from one household may be mailed in the same envelope; however, both names must appear in the return address. This ballot may be photocopied.**
- Upon receipt, all ballots will be held until the voting period is complete. After voting closes, we will go through the ballots and cross your name off the master list as having voted. Your ballot will be separated from the envelope and added to all other ballots for counting. If you would like additional anonymity, you may place your ballot in a second, blank envelope or seal it with tape.
- All Ballots must be received in the Aspen Office by the time of mail delivery on or before _____

Ballots need to be mailed to:
Aspen Academy
ATTN: ELECTIONS COMMITTEE
14825 Zinran Avenue, Savage, MN 55378