



STEP Academy

Building a better tomorrow
one student at a time.

835 5th Street East
St. Paul, MN 55106
(651) 289-6120
Fax: (651) 457-4692

Date April 21st 2020

This notice informs you of the upcoming election of members of the board of directors of STEP Academy. We are therefore inviting interested parents, teachers, and members of the Community to apply for nomination. Elections will be held between May 18th and May 25th 2020

What are the duties and responsibilities of a Board member? According to our By Laws, “**ARTICLE IV, BOARD OF DIRECTORS Section 1. General Powers.** The Board of Directors is responsible for governing, managing, and directing the affairs of the Corporation (STEP Academy-MN Charter School). Toward that end, The Board of Directors is authorized to exercise all corporate powers except as limited by law, the Articles of Incorporation, or these Bylaws.” We review and approve the budget, and monthly finances We make a number of important decisions about hiring and evaluating the Executive Director (the Principle), set policy, and provide the vision for the school. We make sure that this is an efficient and responsible organization that allows teachers to teach and students to learn.

The Board meets each month on the third Monday between 5:30 and 8:00 pm, at the school.

This is a volunteer position. We expect that those who show interest in being a part of this Board would be willing and able to commit themselves to regular attendance at the Board meetings and participate fully. We would also expect that the applicant would be knowledgeable about the school and its policies, challenges, and strengths. We would also expect the applicant to be able to contribute his or her knowledge and skills to the Board. The role of the Board Member is critical to the best operation of STEP Academy and we would also expect that anyone aspiring to this position would covenant to fulfill all duties with a solemn commitment.

How many Board Members are to be elected and how long would they serve? We are filling three (3) positions, for 3-year terms. The term would begin on July 1, 2020

What should I do if I wish to apply? We have enclosed an application form. Please fill it out completely including the Personal Statement. Send it and a current resume´ to the address on the form. The complete application will be accepted between April 28th 2020 (9 am) and May 12th 2020 by (5:00 pm) You may mail it, or hand deliver at the school.

Timeline:

- April 21 Invitation to apply for nomination
- April 28 (9:00 am) – May 12th (5:00 pm) Accepting applications
- May 18th Ballots are mailed to parents, teachers, and other qualified voters.
- May 25th 5:00 pm, the polls close. Ballots will be counted by a small group not connected with STEP .
- June 15th The Board election results will be announced at the Board Meeting.
- July 1, 2019 New Board members are installed.

Best wishes, STEP Academy Board of Directors