

## **SEEKING CANDIDATES FOR 3 OPEN BOARD SEATS BOARD NOMINATION GUIDELINE AND REQUIREMENTS**

To become a Board Member of the HCPA Governing Board, individuals who are interested to run for a vacant board position must be elected by the parents, staff and stakeholders of the school. The HCPA District requires potential candidates to bring experience that meets one or more categories that are listed below to offer strong diversity of expertise. Background for potential nominees must include experience in the following areas:

- Higher Education Studies (Colleges or University)
- Financial and Budgeting Management
- Attorney or Legal Law Firm
- Professional Business Owners or Entrepreneur
- K-12 Education Teaching Experience
- Active Community Leadership
- Board Member Services Experience (Chairman or Board Member of Non-Profit Organizations)

Hmong College Prep Academy is seeking **nominations for three (3) open board seats for the 2019 Board Election.**

- **Newly elected board members for three board positions will serve a three (3) year term from July 1, 2019 through June 30, 2022.**

### **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 26, 2019.

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

**One (1) Board Seat A - available for licensed teacher:** Required by MN. Charter Law:

Term: July 1, 2019 to June 30, 2022

Current Incumbent – Mrs. Crystal Robideau

### **Requirements for Teacher Board Member:**

- Must be currently employed at HCPA as a full-time (1.0 FTE) teacher
- Must hold a current valid Minnesota Teaching License
- Must have a minimum of three (3) years teaching experience at HCPA
- Must be an active participant in HCPA school events, functions and committees
- Demonstrate leadership abilities for at least three (3) years (i.e. grade level lead, committee chair, mentor/master teacher or instructional coach, etc.) at HCPA or other schools

- Previous board training/experience desired.
- Knowledge of MN Charter School and statutes.
- Knowledge of Hmong College Prep Academy policies and procedures.
- Knowledge of Hmong College Prep Academy mission, vision, and core values.
- Pass a criminal background check.
- When the teacher is no longer employed at HCPA through resignation, terminations or reduction in employment force, the teacher is no longer eligible to hold the teacher seat on the board. The end date of employment for the teacher will also be the end date of their status as a board member.

One (1) Board Seat D - **parent/community members**: No requirement - criteria set by HCPA By-Laws: Term: July 1, 2019 to June 30, 2022  
Current Incumbent - Mr. Vue Thaow

Requirement for Parent/Community Members:

- Must have minimum three to five (3-5) years professional work experience in the area of entrepreneurship
- Must be a personal business owner
- If the candidate is a parent, he/she must have at least one child currently attending HCPA
- Must have influential community leadership within the Hmong and mainstream communities.
- All potential nominees must be active members in good standing.
- Previous board training/experience desired.
- Knowledge of MN Charter School and statutes.
- Knowledge of Hmong College Prep Academy policies and procedures.
- Knowledge of Hmong College Prep Academy mission, vision, and core values.
- Pass a criminal background check.

One (1) Board Seat G - **parent/community members**: No requirement - criteria set by HCPA By-Laws: Term: July 1, 2019 to June 30, 2022  
Current Incumbent – Fu Hang

Requirement for Parent/Community Members:

- Must have minimum three to five (3-5) years professional work experience in the area of entrepreneurship or economic development
- Must be a personal business owner
- If the candidate is a parent, he/she must have at least one child currently attending HCPA
- Must have influential community leadership within the Hmong and mainstream communities.
- Previous board training/experience desired.
- Knowledge of MN Charter School and statutes.
- Knowledge of Hmong College Prep Academy policies and procedures.
- Knowledge of Hmong College Prep Academy mission, vision, and core values.
- Pass 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 26, 2019 at 3:00 pm via:**

- Email: Lisa Yang at [lisa.yang@HCPAK12.org](mailto:lisa.yang@HCPAK12.org)
- Fax received by 3:00 pm - Attn: Lisa Yang 651-209-8002
- Mail post marked by April 26, 2019  
Attn: Lisa Yang  
Hmong College Prep Academy  
1515 Brewster St., St. Paul, MN 55108

**Timeline for 2019 HCPA Board Nominating Committee Process:**

April 26, 2019 - Candidate application packets are DUE

May 3, 2019 – Selected candidates are notified by Board Nominating Committee Chair

May 6, 2019 – May 10, 2019 – Board Nominating Committee interviews new candidates

May 20, 2019 to May 31, 2019 – Voting

June 26, 2019 – 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 Licensed Teacher
- 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 29, 2019 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 (with artifacts to show qualifications for board positions)