



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

August 27, 2024

Parents, Guardians, and CCS Staff,

This is a formal call for nominations to fill Board Director openings on Crosslake Community Schools's Board of Education. In order to be eligible to be placed on the ballot for consideration,

- a teacher must have been employed by Crosslake Community Schools for a minimum of one year.
- for a parent/guardian, their student needs to be enrolled in the school for a minimum of one year.

There are five openings on the Board of Education beginning January 6, 2025 as follows:

- Teacher - Online Learning (one)
- Teacher - Seat-Based Learning (one)
- Parent - Online Learning (one)
- Parent - Seat-Based or Online Learning (one)
- Community Member (one)

For Board Directors to be eligible to attend a Board meeting, they must be able to be seen and heard at all times during the meeting. Directors may attend a meeting virtually but will need to provide the address each month where they will join the meeting from. This allows parents/guardians and staff who may not reside in Crosslake to be eligible to participate as Board Directors and to do so legally.

Following is the election timeline:

8/27	Open House - formal call for nominations to the Board
9/11	Final reminder to parents/guardians and staff regarding nominations to the Board
9/18	Nominations collected
9/21	Correspondence sent electronically to parents/guardians and staff with candidates' biographies if no second call is needed
9/19 to 9/20	Election Officials determine if Second Call for Nominations is needed
9/20	Notify Eligible Voters of Election (10/25 to 10/29) if no Second Call is needed
10/01	Formal Second Call for Nominations if Second Call is Needed
10/02	Final Reminder to Parents/Guardians and Staff or Second Call for Nominations
10/09	Second Call Nomination Window Closes
10/11	Correspondence sent electronically to parents/guardians with candidates' biographies if no second call is needed
10/11	Election Officials Notify Eligible Voters of Date of Election (11/13 to 11/17)
10/21 to 10/25	Election Occurs if Second Call is Not Needed
11/11 to 11/15	Election Occurs if Second Call is Needed

Parents/guardians and CCS staff interested in serving on the Board should submit a Letter of Interest and a short biography as well as personal hopes and goals for the school by September 20. Send applications via email to paulagreen@crosslakekids.org to be placed on the ballot.

One important note for candidates is there is required training for all new Board members based on Minnesota Statutes. More information will be available on the training components. If candidates have questions, please contact Paula Green or Beth Duffy.

Election Officials

Beth Duffy, Paula Green, Jennifer Miller

Qualifications to be a Board of Education Nominee

Teacher:

Any teacher nominated and elected as a Board Director must have one or more years of experience at Crosslake Community Schools or an educational cooperative district that works in Crosslake Community Schools.

Parent/Guardian:

A parent/guardian must have a student enrolled at Crosslake Community Schools for at least one school year preceding their nomination.

Community Member:

A community member interested in serving on the Board of Education needs to be 18 years of age or older; must not have a student that attends or is enrolled at Crosslake Community Schools; and cannot be employed by Crosslake Community Schools. A community member must reside in the State of Minnesota.

Time Commitment

Approximately four to five hours a month. Additional scheduled meetings will require additional time.

Attendance at Board Meetings

For Board Directors to be eligible to attend a Board meeting, they must be able to be seen and heard at all times during the meeting, during discussion, and any presentations or public input, regardless of where they are located. Directors may attend a meeting virtually but will need to provide the address each month where they will join the meeting from five days prior to the date of the board meeting. Each location at which a Director of the board is present is open and accessible to the public - not your personal residence. The meeting agenda must include advance notice that Directors will be participating remotely and the address of where they would be participating from. This means it cannot be an impromptu decision. The board member must provide notice ahead of time and the public must be notified ahead of time. This allows parents/guardians and staff who may not reside in Crosslake to be eligible to participate as Board Directors and to do so legally.

All Board Directors joining remotely must use the background of their location. No other background is acceptable.