



---

# Board of Directors Election Policies & Procedures

# Table of Contents

---

Introduction.....	3
Board of Directors Composition.....	3
The Overall Function of the Board.....	3
Needs of the Board.....	3
School Board Member Candidates and Expectations.....	4
Election Dates and Voting Procedures.....	4
School Board Election Results.....	4

# COLOGNE ACADEMY

## ELECTIONS POLICIES AND PROCEDURES GUIDE

---

### Introduction

This *Elections Policy and Procedures* guide will give everyone in the Cologne Academy community information on the Cologne Academy School Board election. The election is important for Cologne Academy, as parents and staff consider the strategic needs of the school. Informed voting makes a difference.

### Board of Directors Composition

The Board of Directors consists of seven (7) members who are elected by the parents and staff of the school. The Board consists of accomplished people who represent one or more of the following constituencies: Cologne Academy teacher; Cologne Academy parent; and community member. Cologne’s bylaws require that it have at least one person from each of these three groups on the Board at all times. Currently, the Board is made up of one teacher member, five parent members, and one community member. There are two seats up for election this year, both currently held by parent members.

Board members have both a legal duty and an ethical obligation to ensure that Cologne Academy carries out its mission, vision, and goals. As stated in our charter approved by the State of Minnesota, our mission is to prepare students for academic success through excellence in literacy by integrating the Core Knowledge Sequence and create a content-rich learning environment that prepares PreK-8 children to achieve their best as students and as people of character who will contribute skill and knowledge to their communities. The board’s job is to map out the strategies that will carry Cologne Academy into its successful future.

Therefore, as part of the Board of Directors, individual board members should think of themselves as stewards of the school – responsible for the long-term viability of Cologne Academy. Whether a parent, teacher, or community member, board members do not represent particular constituencies, but rather focus on the overriding interests and welfare of the school.

### Needs of the Board

In order to make sure that the board has all the skills needed to chart Cologne Academy’s strategic future, we ask you to consider candidates that would fulfill several existing needs on the board.

- Experience in governance (includes financial management and leadership)
- Experience in human relations (includes people management)
- Experience in facility management (includes capital needs planning)
- Experience as an attorney (includes school and government experience, if possible)

# COLOGNE ACADEMY

## ELECTIONS POLICIES AND PROCEDURES GUIDE

---

### School Board Member Candidates and Expectations

A call for eligible candidates to complete a candidate profile will be distributed on our website and via ParentSquare no less than thirty (30 days) prior to the election. Candidate Profiles will be compiled and added to the voting guide.

Interested parties should consider the unique needs of the school board and ask themselves the following questions:

- Are you able to commit a minimum of 10 hours a month to board duties?
- Do you have experience that will be beneficial to our school?
- Can you represent the needs of a diverse student body and school community?
- Will you lead with a high degree of ethics and integrity?
- Do you believe in the mission and vision of Cologne Academy?
- Will you work to enhance our school's commitment to living out the mission and vision in our community?

### Election Dates and Voting Procedures

The Cologne Academy election for board members is scheduled every spring. Here's what you can expect:

- A voting guide introducing the candidates who are running for positions for the Cologne Academy School Board will be distributed on our website and via ParentSquare at least ten (10) days prior to the election.
- ELECTION DAY - April 10, 2026!
  - o The official election will be open via ParentSquare one week prior to the official election date.
  - o Per state statute, voting members shall be limited to two (2) voting members per enrolled family – one (1) vote per each parent or legal guardian. The CA staff cast one (1) vote per person. A staff member that is also a parent may only cast one (1) vote.
  - o One person cannot cast 2 votes. Each vote has a unique signature login. If there are 2 votes from one account, only the first time-stamped vote will be counted.
  - o If you would like a paper ballot, please vote in-person on Election Day, Friday, April 10, 2026 during office hours, 7:45 a.m. - 4:00 p.m.
  - o All votes must be cast no later than 4:00 p.m. on the date of the election. All votes timestamped later than 4:00 p.m. will not be counted.

### School Board Election Results

The results of the election will be presented to and approved by the current Board of Directors at the Cologne Academy School Board meeting following the election. The results will then be announced to the Cologne Academy community via ParentSquare and on our website.