

HOPE Community Academy School Board

DISTRICT MISSION STATEMENT

The mission of HOPE Community Academy is to inspire students to achieve high academic success while embracing Hmong language and culture.

VISION STATEMENT

It is the vision of HOPE Community Academy to be a public school of excellence, with high quality staff and programs and successful students.

HOW CAN THE PUBLIC BE INVOLVED IN THE SCHOOL BOARD?

Join us at a Board Meeting. All school board meetings are open to the public. The HOPE School Board of Directors invites public comments during its monthly board meetings. The board is interested in the thoughts, concerns, and ideas of the community. See the Board Meeting Schedule (provided on the website) for dates. Sign up for the Community Comments at a Board Meeting. Please Contact the School Office if an interpreter is needed.

Join the Board. The HOPE School Board of Directors invites Parents, Teachers, and Members of the community to join the Board. New Board members are elected each year at our Annual meeting.

Board members help guide the school by making important decisions about its goals and how it operates. They approve budgets, create policies, hire and evaluate the school leader, and make sure the school follows rules and laws. Their job is to support the school's mission, keep it on track, and make sure students are successful.

SCHOOL BOARD APPLICATIONS & NOMINATIONS

School Board members are elected at our Annual Meeting (and when there are unexpected vacancies). Interested and committed candidates should apply to the School Board. Please see the description below to apply or nominate someone.

Application & Nomination Form

Please submit the completed form to the **Board Operations Committee, c/o**

Executive Director: HOPE Community Academy, 720 Payne Avenue, St. Paul, MN 55130

DATES

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| • Nomination of Candidates | March 2026 |
| • Notification of Election & Mailing of Ballot | April 2026 |
| • Annual Meeting & Election | May 2026 |

BOARD POSITION DESCRIPTIONS

Time commitment:

- Board orientation to be completed within one month of being seated (1 hour).
- A monthly board meeting (1 hour).
- A monthly and/or quarterly committee meeting (1 hour).
- A board retreat meeting (6-8 hours).
- Annual Meeting (2 hours).
- Attend school functions/events (8-10 hours combined).

Term of office:

- Three-year term. May serve consecutive terms.

Major responsibilities:

- Attend the monthly meeting.
- Attend board retreat.
- Chair and/or serve on committees, as directed.
- Approve annual operating and capital budgets.
- Review and set policies.
- Attend 4-5 school functions/events.

Required qualifications:

- ***Community Member.***
 - Not employed by the school and does not have a child enrolled at the school.
 - Must be eighteen (18) years of age or older.
- ***Teacher Member.***

- Must be a licensed teacher employed by the school in a teaching role.
- Must be eighteen (18) years of age or older.
- ***Parent Member.***
 - Must be a parent or legal guardian of a student currently enrolled at the school.
 - Must be eighteen (18) years of age or older.

Training:

- New Board member orientation.
- Board members must attend ANNUAL training throughout their term(s).
- New Board members must attend the following training within the first year:
 1. **Board Governance (Board roles and responsibilities)**
 2. **Employment Laws (employment policies and practices)**
 3. **Finance (finances and financial management)**

ELECTION PROCEDURES

Annual Meeting

The election of directors to fill all open positions on the HOPE Board of Directors shall be held at the Annual Meeting, where each eligible voter is eligible to vote for a candidate to fill each open position. Notification of the Annual Meeting shall be by newsletter or other postal service mailed first class at least thirty (30) days prior to the meeting date.

Nomination Process

At least sixty (60) days prior to the annual meeting, the HOPE Board of Directors will solicit nominations for all the Director positions that will be filled at the next Annual Meeting. The Board of Directors shall submit a slate of nominees for all positions to be filled, to the eligible voters at least thirty (30) days prior to the annual meeting.

Eligible Voters

Eligible Voters for the election of the school's Board of Directors.:

1. Staff Members employed at the HOPE Community Academy, and
2. All Parents or Legal Guardians of Children enrolled in the school, and
3. Community members of the Board of Directors

Voting Rules

- Every eligible voter shall have one (1) vote.
- Eligible voters may vote:
 - In Person at the annual meeting OR
 - By Mail Ballot.

- Votes cast by mail must be received before the convening of the Annual Meeting.
- The affirmative vote of a majority of a quorum of voters shall constitute a duly authorized action of the membership.

Quorum

For the Annual Meeting, 20 percent of the total number of eligible voters based on the October 1st count of eligible voters (Staff, Parents and Guardians, and Community Board Members) shall constitute a Quorum.