



MINNESOTA SCHOOL BOARDS ASSOCIATION  
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800-324-4459  
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**DIRECTOR ELECTIONS AT THE MSBA LEADERSHIP CONFERENCE  
(January 12-13, 2023)**

Congratulations on seeking an MSBA Director candidacy in January 2023! Following are a few things to help you get the word out to the board members in your Director District.

If you choose to do so, you can send an email or write a letter to all board members, chairs, and/or superintendents (a sample is attached). MSBA will send the email or provide one set of mailing labels for members of your Director District. You are responsible for writing the letter, and a few items you can include in the letter are:

- You are interested in the candidacy for **Director District #7** board member. This is a **three-year** term.
- The Director District Discussion (formerly caucus) at the Leadership Conference is Thursday, January 12, from 1:00-1:30 p.m. in **Room M100B** at the Minneapolis Convention Center.
- The Election booth is open Thursday from 2:00-5:00 p.m. and Friday from 8:00-10:00 a.m.

The procedure at the Discussion is:

- If only one candidate, the caucus elects that person.
- If multiple candidates, the goal of the caucus is to narrow it down to two candidates.
- Voting is done by all board members of the Director District in attendance Thursday afternoon or Friday morning.

If you are elected to the MSBA board, here is information regarding upcoming meetings of the MSBA Board of Directors, paperless meetings, etc., for planning purposes.

**2023 MSBA BOARD OF DIRECTOR MEETINGS:**

NEWLY ELECTED BOARD MEMBERS WILL ATTEND THE BOARD MEETING IMMEDIATELY FOLLOWING THE GENERAL SESSION ON FRIDAY, JANUARY 13, 2023, at the Hilton Hotel Minneapolis.

The MSBA Board of Directors usually meets six times a year. When possible, meetings are in conjunction with a workshop or statewide meeting (Delegate Assembly, Leadership Conference.)

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**MSBA Board Meeting Dates in 2023:**

January 13 - Board of Directors' Meeting immediately following the General Session at the Leadership Conference (approximately 12:30 p.m. - this will be a luncheon meeting at the Hilton Hotel Minneapolis).

March 19 - Board of Directors' Meeting. We begin planning the budget for 2023-2024 (in conjunction with March 20 School Board Member Day at the Capitol).

May 11-12 - Annual Meeting. This is the final budget meeting and when we adopt the calendar. This meeting will be held in St. Peter at the MSBA office.

We have board meetings in October, November, and December, and those dates will be set during the Annual Meeting when we adopt the calendar.

MSBA staff will meet with the new Directors in January or February for a *New Board Member Orientation* session at the MSBA office. We conduct paperless board meetings through BoardBook and will discuss your connectivity ability at that time.

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Please see the online MSBA calendar for regional meeting dates board members attend. If you have any further questions, please contact Kirk Schneidawind ([kschneidawind@mnmsba.org](mailto:kschneidawind@mnmsba.org)) or Kelly Martell ([kmartell@mnmsba.org](mailto:kmartell@mnmsba.org)) at 800-324-4459.

Thank you.

Kelly Martell, Executive Assistant  
507-934-8120 (d); 507-420-0370 (m)

\*\*\*\*\* SAMPLE LETTER \*\*\*\*\*

Dear School Board Member of Director District 7:

My name is \_\_\_\_\_ and I am a school board member from \_\_\_\_\_, Minnesota.

I would like to announce that I am a candidate for the Minnesota School Boards Association Director District 7 position, and I am asking for your support. The term of office is for 3 years. The nominating process takes place during the MSBA Leadership Conference at the Director District Discussion on Thursday, January 12, 2023 (1:00-1:30 p.m. in Room M100B) at the Minneapolis Convention Center.

I have been a school board member in the \_\_\_\_\_ school district for \_\_\_ years. (List dates and offices you have held.)

(Here you can list personal information, such as children, grandchildren, and your profession/occupation, if you desire.)

(You can also list other professional experiences.)

Sincerely,

Your Name and Contact Information