

Dear Virtus Academy of South Carolina Community Members,

According to the bylaws of Virtus Academy, the Board of Directors shall consist of nine (9) Directors, with five elected and four appointed. A choice of membership of the Board will take place every year. In even years, three elected seats and two appointed seats will be filled. In odd years, two elected seats and two appointed seats will be filled. Therefore, in 2023 there are two elected seats and two appointed seats available to be filled. VASC is working with the Public Charter School Alliance of South Carolina (PCASC) to hold this year's election process. This ensures the integrity and confidentiality of the process. All potential candidates must register by completing the online filing form here: <https://forms.gle/c8rSFjytoUzPS3SG8>

All candidates will need to complete a criminal background check before being eligible to run, however, the school will pay the processing fee. If you register as a candidate, please contact Ms. Kleine ([kkleine@virtusacademysc.org](mailto:kkleine@virtusacademysc.org)) for the criminal background check form to fill out and return. Additionally, per state law, all board members are required to attend board training within 1 year of being elected. Free training will be offered by the South Carolina Department of Education.

The filing period will end on May 8<sup>th</sup>. Acceptance of Candidates will close at 12:00 pm (Noon) EST, and candidate profiles will be posted online on May 10<sup>th</sup>, 2023.

The remainder of the timeline will proceed as follows:

May 16<sup>th</sup> -18<sup>th</sup>, 2023: Voting open with e-ballot links emailed to each parent/guardian and employee of Virtus Academy. Voting will open at 8:00 AM on May 16<sup>th</sup> and close at 4:00 PM on May 18<sup>th</sup>. There is one vote per child enrolled in the school and one vote per employee. Each ballot will have a unique pin number to ensure confidentiality and integrity of the process. Computers will be available at the school during normal school hours for those with no internet access or who need additional assistance.

May 19<sup>th</sup>, 2023: No later than this date election results will be certified and school board members will be announced publicly.

June 2023: Appointments will be made during the regularly scheduled board meeting.

July 2023: All elected and appointed board members will take office and be formally sworn in during the first regularly scheduled board meeting of the 2023-24 school year. This completes the election process.