

GB Election Procedures

The Election Committee will be appointed by the Governing Board and must consist of at least one employee designated by the School Leader, 2 Board Members and an ACS Parent.

The Election Committee will maintain a single master list of all eligible families and dual custodianship of the list by staff at the front desk.

Each ACS family will have up to 2 votes. Eligible voters are considered the parent(s) or legal guardian(s) of any student currently attending ACS, as well as, all current ACS staff members.

The Election and voting may be held electronically or in person, as directed by the Board.

Voters may count 1 hour of volunteer time for casting their ballots.

Election timeline:

- Application announcements will be made no later than the last Tuesday of March.
- Applications will be accepted from the announcement time through 4pm on the Wednesday preceding the third Tuesday of April.
- Voting will take place via secret paper ballot during normal school hours, or via electronic voting, from the third Tuesday in April until 4pm on the the Friday in the same week in April.
- Votes shall be tallied by the election committee upon the close of the voting period, with the results published via normal school communication means.

In-Person Ballot/Voting Procedures:

Voter list will be maintained by the election committee and the front office staff. This list will have two assigned numbers for each family that correspond to two numbered envelopes. Each envelope will contain a single generic ballot (non-identifiable).

- 1) When a family member comes in, they will receive their assigned envelopes and will be instructed to return the ballots sealed in the provided envelopes, one per envelope.
- 2) As they are "checked out" staff will note that on the list, and as they are returned staff will note that as well (i.e., if a voter picks up their ballot and votes at the same time staff will make two check marks, one for each action. If they take one or more ballots out of the building staff will make one mark, and the second mark if and when the ballot returns).
- 3) As the ballots are returned the list will be updated to indicate its receipt. The ballot will remain in the sealed envelope and will be stored in a safe place until after 4pm on Friday.
- 4) After 4pm on Friday all envelopes that have been received will be counted and that total will be compared to the total the tracking sheet indicates were received. If a discrepancy is discovered the envelopes will be trued up with the tracking list using their numbers. If extra ballots are discovered they will be invalidated. If ballots are found to be missing an attempt will be made to contact the affected voters and they will be given the option to recast their vote.
- 5) The envelopes with their ballots will then be turned over to the Election Committee and moved to a location physically separated from the eligible voter list so that no ballot can be associated with the voter who completed it.
- 6) The envelopes will now be opened and the committee will verify that each envelope contains a single ballot.
(Should an envelope be found either empty or containing multiple ballots it will be set aside and not included in the official voting tally. The envelope and any ballots it contains will be considered invalid. The master list will be updated to indicate the invalid ballot(s) and an attempt will be made to contact the family to whom the ballot(s) belonged to informing them of the disposition of their ballot.)
- 7) The ballot will be removed from the envelope and placed into a collection bin with all of the other ballots.
- 8) Once every valid ballot has been placed into the collection bin, a count will take place to determine the total number of valid ballots received and the resulting number will be recorded.
- 9) Upon confirming the totals match, the ballots in the collection bin will be tallied.
- 10) The Election Committee members will collectively review each ballot and a count will be kept to record each vote cast for each individual candidate.
(Should a ballot contain more than the maximum number of allowable votes it will be considered as invalid and will not be included in the count)
- 11) Once every ballot has been reviewed and each vote accounted for the results will be documented and each member of the Election Committee will sign a document indicating it to be the official record of the election results.
- 12) Each candidate will receive an individual communication from the Board President informing them of the outcome.
- 13) The names of the successful candidates will be communicated to the ACS community through standard communication channels such as email and newsletters.

Electronic Ballot/Voting Procedures:

- 1) The Board may choose which online platform to use, but it is recommended to use the current Survey Monkey account.
- 2) Online voting should require a password to enter the ballot.
- 3) Family names and carpool numbers are required.
- 4) Staff may use the area they work in in place of the carpool number, i.e 6th grade, front office, assistants, etc.
- 5) Any ballot without the required information will not be counted.
- 6) No more than 2 ballots per family/carpool number will be counted. In the event there are more than 2 ballots cast per family, only the first two submitted votes will be counted. Each ballot must be cast separately.
- 7) Staff may only cast 1 ballot, unless they are also a parent of a student at ACS. Then it would be the 2 votes per family/carpool number.
- 8) Only 1 candidate per ballot will be counted. Any ballot cast with more than one vote will not be counted.

sample emails below

To ACS Families and Staff:

Governing Board Election 2020

Announcement to Parents: Recruiting New Board Members

This spring, ***we have four positions open or up for re-election.*** We are asking parents to please consider applying to be a part of the Governing Board. All positions require an application to be submitted.

What does a School Board do?

As Charter Schools are independent Public Schools, we have our own School Board. This group of seven parents oversees and makes decisions about school policies, operations and finance, and oversees the academic goals and programs of the school.

What you can expect from us:

The ACS Board will welcome you and will want to understand how you'd like to contribute. We will be engaging in training to ensure we utilize best practices for high-performing Boards. We will work as a team to set and accomplish goals, and we will engage with ACS parents, staff, and the larger Castle Rock community. Specifically, the Board will engage in the following activities:

- Develop and use a strategic plan
- Make decisions concerning finances, policies, and academics
- Ensure adequate resources for the school and maintenance to the building
- Enhance the school's public image
- Communicate with stakeholders as a Board

What we are looking for in a Board Member:

ACS needs two dedicated parents who have excellent communication skills, are team players, want to make a difference at ACS, are learners, will promote ACS in our community, and will work to see ACS grow.

Interested in serving on the Governing Board?

Please apply to be part of the ACS Governing Board by completing an application through [Google Forms](#). To apply, you must be the parent or legal guardian of a currently enrolled student at ACS.

We will be accepting applications starting **March 31 through April 15 at 4 pm. Elections (if necessary) will be held April 21 – April 24**, which will allow time for all parents to read the applications and vote for the persons they feel will best represent the ACS community. We will announce the new Board Members shortly after the elections and the official term will begin in July 2020.

[Governing Board Application Link](#)

Specific Needs:

Communications	Legal	Operations	Education
<p>The Board will need a person who is skilled in writing and distributing communications in a timely manner, getting input from administration, the Board, and larger ACS community.</p>	<p>We would like to find someone with a legal background that can support the Board in navigating legal issues. This person will <i>not</i> serve as legal counsel for ACS, rather they will be asked to add perspective when dealing with legal issues.</p>	<p>The Board is seeking an individual skilled in operations management, who can help us ensure adequate resources for the school and maintenance for the building.</p>	<p>We are also looking for someone with an Education background to help guide us through the Dean Evaluation Process and decisions as they relate to staff, academic goals, curriculum and other education processes.</p>

Questions?

Contact the Governing Board at govboard@academycharter.org.

Thank you for your continued support and dedication!

To Front Office Staff:

The GB has an upcoming election. Applications will be accepted 3/26-4/10 and will be completed online through Google Forms. The link is on the website and was sent in an email. Voting will take place 4/16-4/19 until 4pm. The election committee will begin counting the ballots after 4:01pm on 4/19. Lisa Hinton and I will be counting the ballots. We do need one ACS employee to count with us. Would either of you ladies be available to help?

Last time, I believe Anne created the ballots for us and Liz created the family sign out list. We would be ever so grateful if you wouldn't mind doing that again for us. We don't need the ballots until 4/15. I do have the ballot box and will bring it in on 4/15.

Below, you will find the rules for the GB In-person election. Please let me know if you have any questions.

The Election Committee will maintain a single master list of all eligible families and dual custodianship of the list by staff at the front desk. This list will have two assigned numbers for each family that correspond to two numbered envelopes. Each envelope will contain a single generic ballot (non-identifiable).

1) When a family member comes in they will receive their assigned envelopes and will be instructed to return the ballots sealed in the provided envelopes, one per envelope.

2) As they are “checked out” staff will note that on the list, and as they are returned staff will note that as well (i.e., if a voter picks up their ballot and votes at the same time staff will

make two check marks, one for each action. If they take one or more ballots out of the building staff will make one mark, and the second mark if and when the ballot returns).

3) As the ballots are returned the list will be updated to indicate its receipt. The ballot will remain in the sealed envelope and will be stored in a safe place until after 4pm on Friday.

4) After 4pm on Friday all envelopes that have been received will be counted and that total will be compared to the total the tracking sheet indicates were received. If a discrepancy is discovered the envelopes will be trued up with the tracking list using their numbers. If extra ballots are discovered they will be invalidated. If ballots are found to be missing an attempt will be made to contact the affected voters and they will be given the option to recast their vote.

5) The envelopes with their ballots will then be turned over to at least two different individuals who are not staff and moved to a location physically separated from the eligible voter list so that no ballot can be associated with the voter who completed it.

6) The envelopes will now be opened and the custodians of the ballots will verify that each envelope contains a single ballot.

(Should an envelope be found either empty or containing multiple ballots it will be set aside and not included in the official voting tally. The envelope and any ballots it contains will be considered invalid and returned to the entire Election Committee. The master list will be updated to indicate the invalid ballot(s) and an attempt will be made to contact the family to whom the ballot(s) belonged to informing them of the disposition of their ballot.)

7) The ballot will be removed from the envelope and placed into a collection bin with all of the other ballots.

8) Once every valid ballot has been placed into the collection bin a count will take place to determine the total number of valid ballots received and the resulting number will be reported back to the Election Committee.

9) Upon confirming the totals match, the ballots in the collection bin will be turned over to the Election Committee for the votes to be tallied.

10) The Election Committee members will collectively review each ballot and a count will be kept to record each vote cast for each individual candidate.

(Should a ballot contain more than the maximum number of allowable votes it will be considered as invalid and will not be included in the count)

11) Once every ballot has been reviewed and each vote accounted for the results will be documented and each member of the Election Committee will sign a document indicating it to be the official record of the election results.

12) Each candidate will receive an individual communication informing them of whom was elected.

13) The names of the successful candidates will be communicated to the ACS community through standard communication channels such as email and newsletters.

To Front Office Staff:

Please see below for details on our election next week.

We will need a list of all eligible voters and their carpool numbers, as well as, a list of all staff and the areas they work in. We also need 1 staff member to help us count votes. Would any of you be available to help count next friday 4/23 at 4pm? If not, Erin, could you recommend someone for us? We would like to be able to meet in the conference room to count the online votes. It will be 2 board members, 1 staff member and 1 parent. Erin you are welcome to be present as well.

The election will be held online this year in an effort to help maintain the health and safety of all students, staff and families. The ACS Governing Board 2021 Election will open on April 20th and close on April 23rd at 4pm. Please see below for Election details and guidelines.

Voters will click here to enter the online voting system <https://www.surveymonkey.com/r/ACSGB2021ELECTION>. They will need to enter the password "acseagles" to access the voting site.

- Each ACS family is allowed to cast 2 ballots. Please be sure to cast each ballot separately. No more than 2 votes per family/carpool number will be counted. Eligible voters are considered to be the parent(s) or legal guardian(s) of any student currently attending ACS, as well as, all current ACS staff members.
- Staff members are allowed to cast only 1 ballot, unless they are also a parent of a student at ACS. Then it would be the 2 votes per family/carpool number.
- Please vote for only ONE candidate per ballot. Any ballot cast with more than one candidate selected will not be counted.
- Voters MUST include their first and last name, as well as, their carpool number in order for the vote to be valid. Any vote cast without the family name and carpool number, will not be counted.
- Staff members will need to enter the grade they teach or the area they work in the carpool number box, i.e. 6th grade, front office, assistants, etc.
- The Election Committee will count the ballots submitted on April 23rd beginning at 4:01pm. The results will be announced shortly thereafter.
- Voters may record 1 hour of volunteer time for casting their vote.

Please let me know if you have any questions!

ACS Families and Staff,

It is with great pleasure that we introduce to you the 2021 Governing Board Candidates! Please take a moment to review each candidate's application. We are excited to see such a strong group of candidates!

The election will be held online this year in an effort to help maintain the health and safety of all students, staff and families. The ACS Governing Board 2021 Election will open on April 20th and close on April 23rd at 4pm. Please see below for Election details and guidelines.

Please click here to enter the online voting system <https://www.surveymonkey.com/r/ACSGB2021ELECTION>. You will need to enter the password " _____ " to access the voting site.

- Each ACS family is allowed to cast 2 ballots. Please be sure to cast each ballot separately. No more than 2 votes per family/carpool number will be counted. Eligible

voters are considered to be the parent(s) or legal guardian(s) of any student currently attending ACS, as well as, all current ACS staff members.

- Please vote for only ONE candidate per ballot. Any ballot cast with more than one candidate selected will not be counted.
- Voters MUST include their first and last name, as well as, their carpool number in order for the vote to be valid. Any vote cast without the family name and carpool number, will not be counted.
- The Election Committee will count the ballots submitted on April 23rd beginning at 4:01pm. The results will be announced shortly thereafter.
- You may record 1 hour of volunteer time for casting your vote.

Please contact the Governing Board with any questions at govboard@academycharter.org.

Thank you for your continued support and dedication!

ACS Governing Board