

## Elections Committee convened 8/27/24 to start planning Fall 2024 SAC Election

- In attendance: Lisa Griffin , Danielle Fox, Yaning Liu, Tien Tong
- Check-in with Recruiting, which was going well. Danielle has created some new print material and other formats for marketing recruiting this year and agreed to help with renewing some of the Elections communications as well.
- Confirmed the Scope for School Accountability Committee (SAC) 2024 Election.
- Scheduled meeting for 9/12/24 to set-up the Fall ballot.

## Action items:

- Tien sent list of Elections communications to Danielle to spruce up and set-up via various mediums, including print, email (IC), StarNews newsletters, and social media. A renewed idea is to include some comms in teacher grade level newsletters home to parents as well.
- Yaning ran mock election to confirm budget for both Fall and Spring Elections.
- Yaning got the list of IC emails (parents and staff) on September 5<sup>th</sup> from Maggie Anderson.
- Danielle created content for nominee information on the Elections page.
- Yaning pulled candidate info for ballots: names, photo, short intro; and drafted the ballot.

## 9/12/24 Ballot Set-up Meeting

- In attendance: Lisa Griffin , Danielle Fox, Yaning Liu, Tien Tong. Maggie joined at the end.
- Set-up timeline for comms, coordinated between Simply voting emails and other comms.
  - 9/16 IC email and SimplyVoting email; Post Yard signs.
  - 9/17 FB post
  - 9/19 SimplyVoting
  - 9/20 StarNews
  - 9/23 Monday folders and FB
  - 9/25 SimplyVoting
  - 9/27 StarNews
  - 9/30 SimplyVoting and IC email.
- Updated staff emails to correct one invalid staff email.
- Changed reference link in the ballot to Election site.
- Proofed ballot for both staff and parent ballots.
- With Maggie Anderson, removed all part-time staff from list.
- Question/discussion came up about Officer Couture (staff SAC candidate/nominee), and his classification. Specifically, per Election policy, staff members holding Committee seats must be full-time. Agreed to follow-up with board and other administrative staff on an opinion around his status and eligibility for SAC and circle back tomorrow.
- Finalized parent election.
- SimplyVoting logoff at 8:28 PM 9/12/24

## 9/13/24 Ballot discussion continued – to finalize staff ballot

- Received feedback from board and consulted with Jennifer Roach (HR) around Officer Couture's classification.

- Elections and Recruiting committees collectively made a decision to allow Officer Couture to remain on the ballot.
- Finalized staff election.
- Lisa and Yaning collaborated on a password to lock the Election.
- Submitted a statement to the board around the decision for Officer Couture's eligibility.