



## Principal Advisory Council Voting FAQ

*The purpose of this guide is to prepare parents and school employees to participate in Fall 2018 Principal Advisory Council electronic elections.*

### **1. Which schools are participating in Fall 2018 electronic elections?**

Principal Advisory Councils (PAC) have been established at 114 DeKalb County School District schools. All schools with Principal Advisory Councils will participate in electronic elections.

### **2. When are Fall elections?**

The candidate declaration window will be open Monday, April 9<sup>th</sup> through Friday, August 31<sup>st</sup>. Electronic voting will be held from 8:00am on Tuesday, September 18<sup>th</sup> through 5:00pm on Tuesday, September 25<sup>th</sup>.

### **3. How will the elections be administered?**

Elections will be administered by the DCSD Charter Schools, School Governance, & Flexibility Office. All eligible voters will vote via an online election system. Voters will use the following steps to cast their ballots over the internet from any computer, smartphone, or other web-enabled device:

1. An email containing your electronic ballot will be sent to the email address on file in Infinite Campus (parents/guardians) or Outlook (teachers).
2. Click on the link in the email to access your electronic ballot.
3. Cast your vote. A receipt will be sent to your email address confirming that your vote was recorded.

All votes will be anonymous. Parents without access to computers and the internet can cast their votes at their neighborhood school(s). DCSD will announce winners via our Principal Advisory Council website within 5 days of the close of the election window. Winners will be posted at <http://dekalbschoolsga.org/school-councils>.

#### **4. Who is eligible to vote?**

**Parents/Guardians:** The electing body for the parent/guardian members (as verified through Infinite Campus) shall consist of all parents/guardians eligible to serve as a parent/guardian member of the Principal Advisory Council. DCSD parents/guardians will receive one vote per parent/guardian listed in Infinite Campus. An email containing your electronic ballot will be sent to the email address on file in Infinite Campus.

**Teachers:** The electing body for teachers shall consist of all full-time non-supervisory staff eligible to serve as a teacher member of the Principal Advisory Council.

#### **5. How can I learn about the candidates at my school?**

When candidates submit their electronic declaration forms, they are asked to provide a short statement on their background and why they are interested in running for a position on the Principal Advisory Council. This statement will be available to voters upon accessing the online election system. Additionally, some schools may choose to host forums that will allow candidates to introduce themselves and share their perspectives and vision with the school community. Schools are also encouraged to upload candidate statements to the school website, post bios at the school, and/or include bios in the school newsletter.

#### **6. What other (non-elected) positions are on the Principal Advisory Council?**

Principal Advisory Councils may appoint additional parents, teachers, school employees, community members, or students (at high schools only) nominated by the elected Council members and approved by the remaining voting Council members.

#### **7. Once elected, how long will Principal Advisory Council members serve?**

All elected Principal Advisory Council representatives serve a 2-year term.

#### **8. What do I do if I have difficulty voting?**

For assistance with the electronic voting system or general information about the elections process, please contact Kina M. Champion, School Governance Liaison, at [kina\\_champion@dekalbschoolsga.org](mailto:kina_champion@dekalbschoolsga.org) or 678.676.0718.

# Principal Advisory Council Campaigning Guidance

DeKalb County School District is pleased by the response to our call for parent/guardian and teacher Principal Advisory Council candidates. Engaged parents and teachers are critical to the success of our schools. Through the Principal Advisory Council, parents and teachers will be able to assume a more active leadership role, advise the principal on innovative solutions to improve student performance, and ensure the school is meeting the needs of all students.

Running for a position on your Principal Advisory Council does not require campaigning. We do, however, encourage you to talk to your school community about why you are interested in serving. We offer the guidance below to ensure that any outreach activities are done in a friendly, cooperative manner.

- 1. Identify your key issue or vision.** Why are you running for a position on the Principal Advisory Council? How will you leverage your unique perspective to advise the principal on issues related to improving student performance? Describe your key issue or vision in 2-3 words. Brand yourself accordingly.
- 2. Develop an elevator pitch.** Include your name and the position you seek. Share your vision. State your goals. Get your constituents' promise to vote for you. Be sure to give constituents the information they need to vote including the election dates (September 18-25) and voting method. Electronic ballots will be emailed to parents and teachers at the email address on file in Infinite Campus.
- 3. Create a flyer, business card, or sign.** Candidates for Principal Advisory Council positions may not use school resources to create campaign materials or post signs/flyers on school property. Flyers, business cards, signs, etc. may be distributed off school property or via personal social media accounts. The Charter Schools, School Governance, & Flexibility Office will provide Principal Advisory Councils with a template that can be used to post candidate statements on the school website. Candidate statements will also appear on the ballot.
- 4. Participate in a candidate forum (if applicable).** Candidates may recommend that their school, parent organization, or Principal Advisory Council host a forum to allow candidates to share their backgrounds and perspectives. No campaign materials can be distributed within the school building at any time, except during a candidate forum, should one be held.
- 5. Build your team.** Ask friends, family, or anyone who shares your vision to speak with others about your candidacy.

If you have questions regarding this notice, please contact the School Governance Liaison, Kina Champion, in the Charter Schools, School Governance, & Flexibility Office at 678.676.0718 or [kina\\_champion@dekalbschoolsga.org](mailto:kina_champion@dekalbschoolsga.org).