Training Agenda

I. Elections Logistics & Timeline
II. Next Steps
Department of School Innovation

Kina Champion
Director

Marcia Campbell
Admin. Assistant

Rajnish Singh
School Governance

Candice McKinley
Charter Schools
<table>
<thead>
<tr>
<th>Stakeholder Engagement and Communication</th>
<th>Student Success with Equity and Access</th>
<th>DCSD STRATEGIC PLAN (2019-2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve student mastery of learning standards</td>
<td>Increase the effectiveness of stakeholder engagement experiences</td>
<td>Improve opportunities for innovative stakeholder collaboration</td>
</tr>
<tr>
<td>Recruit highly qualified staff</td>
<td>Develop high performing staff</td>
<td>Establish and maintain clear and high expectations for excellence for all stakeholders</td>
</tr>
<tr>
<td>Create and maintain a safe, orderly, positive learning environment for all</td>
<td>Ensure efficient use of resources</td>
<td>Cultivate culturally responsive learning environments for all</td>
</tr>
<tr>
<td>Ensure excellent financial management</td>
<td>Ensure that educational facilities meet programmatic needs</td>
<td>Develop and increase sustainable funding for facilities</td>
</tr>
<tr>
<td>Improve and maintain facility conditions</td>
<td>Increase graduation rate</td>
<td>Improve and ensure effective district internal and external communication</td>
</tr>
<tr>
<td>Retain highly effective staff</td>
<td>Provide support for social and emotional learning for all</td>
<td></td>
</tr>
</tbody>
</table>
Objectives for Fall 2020 Elections

- Ensure that DCSD Principal Advisory Councils have competitive, electronic elections.
- Build the capacity of Councils to execute community engagement strategies that result in increased voter turnout.
Why is it critical that we hit our objectives?

**Meaningful Engagement**
"Get Out The Vote" (GOTV) is a key community engagement opportunity that Councils own.

**Increased Transparency**
After election results are certified by the vendor, results of the vote will be published by the department of School Innovation.

**Measurable Impact**
Voter turnout is one metric for a school community's engagement. High voter turnout lends credibility to the process and gives Councils momentum going into the 2020-2021 academic year.
Candidate Eligibility

- Four (4) parents/guardians of students enrolled in the school
  - School's employees may not serve as a parent representative of the PAC at their school
  - Elected by the parents/guardians of the school

- Two (2) teachers (non-supervisory full-time instructional staff, includes media specialist)
  - A teacher candidate with a child in the school where he/she is employed full time can serve as an elected teacher member of the PAC at the school.
  - Elected by the full-time non-supervisory staff of the school

- Employees of the school (not full time in-class teachers) who are parents at the school may not serve in the parent/guardian member role. They may serve as appointed school employees.
Candidate Recruitment/Declaration

May-August

- Electronic candidate declaration forms will be available **May 4th through August 21st**.
- Schools may use the DCSD Parent Engagement team and/or their local Parent Liaison (if applicable) as resources to identify potential candidates.
- Consider developing a plan for engaging students and teachers in the process.
Candidate Recruitment/Declaration

May-August
School Innovation will

- Provide training, support, and tools to principals and Principal Advisory Council Chairs.
- Provide virtual information sessions for prospective candidates
- Work with the DCSD Parent Engagement and Communications teams to advertise the candidate declaration and voting windows.
Improving Communications Structures

May-September

To ensure that parents receive a ballot, registrars and/or summertime front office staff:

- Gathers missing email addresses and household data through direct outreach to parents.
- Ensures one email address per parent/guardian.
- Cleans up Infinite Campus to ensure accuracy of household information.
- Transfers email addresses from external services and parent organizations (Constant Contact, Class Dojo, Remind 101, etc.) to Infinite Campus.
Campaigning & Electronic Voting

August-September
- Update your school’s website and Principal Advisory Council webpage.
- Campaigning guidance is included in the Elections toolkit.
- Consider hosting a virtual candidate's forum or meet & greet to provide a platform for candidates to engage with the school community.
- Electronic Voting Window: September 15-September 22

Post-Elections
- School Innovation department on-boards candidates and provides School Governance 101 training.
- Engage the elected members in authentic work to meet CSIP goals
Elections Tool Kit

Link will be shared with Principals and PAC Chairs in SharePoint. It contains:

- Elections Work Plan for Principals & PAC Chairs
- Candidate list with seat counts to fill, candidates’ names and candidate bios (June
- Sample texts for Communication
- Elections Overview Power Point
- Voting FAQ (in English, Amharic, Burmese, Spanish)
- Campaigning Guidance (in English, Amharic, Burmese, Spanish)
- Candidate Recruitment Plan
- Post Elections PAC Compliance Checklist Schedule
The Bylaws set seasons of PAC work.

- Electronic Parent/Teacher Rep. Elections (September)
- School Gov. 101 Training for New and Returning Members (Oct.-Nov.)
- Cross-Council Collaboration & Planning (Dec., Feb., May)
- Review Budget Recommendations (Feb.-March)
- CSIP Development & Approval (Feb.-May)

2020-2021 School Year
Council Next Steps

- Complete candidate recruitment.
- Engage potential parent and teacher candidates. Encourage them to run!
- Candidate Declaration Forms can be found on our website at https://www.dekalbschoolsga.org/principal-advisory-councils/
- Improve communications structures by encouraging parents to update email addresses in Infinite Campus.
- Design a strategy that fits your community to GOTV
Stay Connected

Check out our monthly e-newsletter...

Visit our website for resources

https://www.dekalbschoolsga.org/principal-advisory-councils/
School Innovation Team

You can reach any member of the team via email or phone.

Kina M. Champion
Director, School Innovation
Kina_champion@dekalbschoolsga.org
Mobile: 404.664.8192

Rajnish Singh
School Governance Coordinator
Rajnish_singh@dekalbschoolsga.org
Mobile: 404.664.2097

Marcia Campbell
Administrative Assistant
Office: 678.676.0718
marcia_campbell@dekalbschoolsga.org

Candice McKinley
Charter Schools Coordinator
Candice_Mckinley@dekalbschoolsga.org
Mobile: 678.898.9685