

SAMPLE 2013-14 PARENT ELECTION TIMELINE for

SCHOOL GOVERNANCE COUNCIL (SGC) & ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

Recruit parents – August 28 - September 13

- Back-to-School Night
 - Announcement by parent, sign-up sheets for interested parents, SGC & ELAC info fliers & nomination forms distributed
- First PTA meeting & other school events (picnics, etc.)
 - Announcement
 - Table: SGC & ELAC info fliers, sign-up sheets, nomination forms
- Principal's newsletter
 - Announcement, info fliers & nomination form
- Individual recruitment, especially to encourage participation of under-represented communities
- School website, e-tree, bulletin board, office
 - SGC & ELAC info fliers, nomination forms

Nominations Due September 13 – Prepare Ballots

- Confirm that all nominees are willing to be on ballot
- Prepare ballots, with candidate statements
- Translate ballots
- Ballots are secret ballots, one per family
- Classroom number may be indicated by voter, to determine the class that returns the most ballots (optional)

Distribute Ballots - September 20

- All families may vote for SGC
- Only families of ELAC students may vote for ELAC
- Votes may be cast by:
 - Returning ballot to school with child
 - Mailing ballot to school
 - Parent hand-carrying ballot to school office
- Encourage voting via:
 - Robo-calls (English & Spanish)
 - Principals' newsletter
 - PTA e-tree
 - Reminders at school assembly
 - Incentive for class that returns the most ballots (optional)

Close Ballot Box – September 27, 5:00 p.m.

Count Ballots - September 30

- Must be done in public at school, by more than one person
- Candidates may not count ballots

Announce Results

- Principals' newsletter
- School website & PTA e-tree

Schedule First SGC & ELAC Meetings– by October 11

- Elect Chairs
- Select BSEP Planning & Oversight Committee (P&O) Representative(s)
- Elect District-wide English Learning Advisory Committee (DELAC) Rep

SGC & ELAC Chair Training – Thursday, October 24, 2013