**VOTING REQUIREMENTS**

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| **Requirement** | **Responsibility** | **Notes** | **Completed** |
| Your school publicly notices a meeting, with two weeks’ advance notice, and states clearly that the purpose of the meeting is to decide whether to formally submit the renewal charter petition | Matthew, Judi | Has been posted to website and email blasted to parents | X |
| The public notice should state that only parents of students enrolled at your school will be allowed to vote on this question. | Matthew, Judi | Stated on website and email blast. | X |
| The public notice can be on the school's website, with a link to the charter renewal petition available there, as well, so parents can view the petition. | Judi | Posted on both websites in a banner at the top of the front page; in News:Parent Communication; and in the Important Information Box. | X |
| The public notice, along with the link to the renewal petition, should remain on the website for the entire two weeks before the meeting. | Judi | Will remove on October 6 |  |
| Additionally, consider sending out an email blast to its parents to bolster attendance at the meeting. | Principals/Staff/Matthew | Emailed parents Friday Sept. 21 to notify them about the date. |  |
| Send the Charter School Department an invitation to the vote. | Matthew |  | X |
| A quorum of the Governing board should attend the meeting. | Governing Board | At least 5 Board Members are needed to cover current assignments  (4 members committed at meeting) |  |
| Have a list of all parents of students enrolled at the school | Stefanie and T. Barnes | Should be a list of all students, MS and HS together, in alphabetical order, with name(s) of parent(s), guardian(s) beside students names; |  |
|  |  |  |  |
| Have someone from the governing board or other individual run the table where parents can cast their vote | Matthew to Governing Board | Governing Board should oversee; teachers or students could volunteer to run table(s) |  |
| Each voter should check in and have the individual running the table verify that the voter is eligible to cast a vote | Data Clerks |  |  |
| Each voter will get the slip of paper where they can check “yes” or “no” which they can fold over (so no one can see their vote) and put into a box to collect all ballots. | Matthew, Judi | Awaiting approval to order ballots from Martino-White | Rough Draft To principals |
| Ballot box should be monitored to ensure that it is not tampered with. | Matthew  Judi | M - Hire police officer  J - Will acquire ballot box |  |
| At the end of the meeting, the governing board can count the ballots, with witnesses including FCS present, and record results to submit to the District | Matthew, Governing Board, witnesses |  |  |
| Determine incentive for voting | Matthew | Food truck; Chick-Fil-A voucher, etc. |  |

**PHYSICAL ITEMS NEEDED FOR VOTING**

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| **ITEMS** | **RESPONSIBILITY** | **COMPLETED** |
| 4 TABLES | ? |  |
| 18 CHAIRS | ? |  |
| BALLOT BOX | Judi |  |
| BALLOTS | Judi |  |
| PENS/PENCILS | Carla |  |
| SIGNS | Carla/Judi | See draft attachment |
| ANNOUNCEMENTS | Judi | See draft attachment |

**PERSONNEL NEEDED FOR VOTING**

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| **ASSIGNMENT** | **PERSONNEL** | **NAMES OF PERSONNEL** | **INCENTIVE** |
| PARENT CHECK-IN TABLE | TWO DATA CLERKS |  | FOOD INCENTIVE; OVER-TIME OR TIME OFF |
| BALLOTS | TWO BOARD MEMBERS |  | FOOD INCENTIVE |
| BALLOT BOX MONITORING | POLICE OFFICER |  | PAY + FOOD INCENTIVE |
| VOTER MONITOR | BOARD MEMBER |  | FOOD INCENTIVE |
| VOTER STAMP | BOARD MEMBER |  | FOOD INCENTIVE |
| FOOD INCENTIVE DISTRIBUTION | BOARD MEMBER |  | FOOD INCENTIVE |
| TWO STUDENT RUNNERS | TWO STUDENTS |  | FOOD INCENTIVE |
| TWO GREETERS/DIRECTORS | VOLUNTEERS |  | FOOD INCENTIVE |
| GENERAL SUPERVISION | MATTHEW |  | LOVE AND THANKS |