

- You can become an elected member of the Anchorage School Council as either an employee or parent. However, if you are a parent, you may not be employed by the district or serving on the Board of Education. Further particulars are listed below.

Election of School Council Members

Eligibility

All employees assigned to the school are eligible to serve on the Council, as are parents/legal guardians who have a child enrolled in the school during the years he/she will serve on the Council. Parent candidates may not be employed by the Anchorage Independent School District nor may they be serving on the Anchorage Board of Education.

Staff Members - Certified

- The Principal shall provide all Certified staff written or electronic notice of elections for Council members at least four (4) weeks prior to the election. Nomination instructions and deadline shall be included in the election notice.
- Certified staff may nominate themselves or another teacher in their category. The categories are: Primary, Intermediate, Middle, Special Education or Essential Arts. Nominations shall be made electronically or in writing to the Principal no later than five (5) school days before the election. The Principal shall check with each nominee to get approval for placing his/her name on the election ballot.
- The Principal shall prepare the ballots containing the names of all qualified certified staff nominated in their respective categories. All voting will be by secret ballot. All certified staff may vote for one candidate in each category. The candidate in each category with the most votes will serve on the Council.
- If there are no nominations in any one of the four (4) categories within five (5) school days prior to the election, the Principal will attempt to recruit a certified staff member from the vacant category. If there are no candidates from that category, a certified staff member at-large may be nominated for the open position.
- Election of Staff Council Members will be held in the first two (2) weeks of November.
- Newly-elected Certified Staff Council Members will take office beginning on January 1 after the election in November.
- District certified employees such as DPP, Finance Officer, or ECE Director are not eligible to serve on the Council.
- In case of a vacancy in the certified position on the Council, the Principal may appoint a certified staff member to serve until the next regularly-scheduled election.

Staff Members - Classified

- The Principal shall provide all Classified staff written or electronic notice of elections for Council members at least four (4) weeks prior to the election. Nomination instructions and deadline shall be included in the election notice.
- Classified staff may nominate themselves or another classified staff member. Nominations shall be made either electronically or in writing to the Principal no later than five (5) school days before the election.
- The Principal shall prepare the ballots containing the names of all classified staff members nominated. All voting will be by secret ballot. All classified staff members assigned to the school may vote for one candidate. The candidate with the most votes will serve on the Council.
- If there are no nominations within five (5) school days prior to the election, the Principal will attempt to recruit a classified staff member.
- Election of Staff Council Members will be held in the first two (2) weeks of November.
- The newly-elected Classified Staff Council Member will take office beginning on January 1 after the election in November.
- District classified employees such as School Food Service Director, Maintenance Director, or District Technology Coordinator are not eligible to serve on the Council
- In case of a vacancy in the classified position on the Council, the Principal may appoint a classified staff member to serve until the next regularly-scheduled election.

Parent Members

- The Principal shall give written or electronic notice of upcoming elections to Anchorage School Parents at least four (4) weeks prior to the election; this notice will explain the functions, duties, and responsibilities of the Council as well as the nomination deadline(s) for becoming a candidate for the election itself. Parents will be able to submit a biography with names and grades of their children, the reason for running for a Council seat, and the reasons why other parents should vote for them.
- Any parent who wants to be a candidate for the school Council must notify the Principal, electronically or in writing, of their intent to become a candidate, by October 31st.
- If there are no nominations within five (5) school days prior to the election in the vacant category, the Principal will attempt to recruit a parent with a child in the respective grade level.
- Candidate biographies will be shared with the school community during the first week of November and at least two weeks prior to the close of the election; elections will close by December 1st.
- Ballots will be available to all Anchorage School parents at the District and School offices or electronically. Paper/Pencil ballots will be marked so duplication is not possible. Ballots must be received by the school office by 3:00 p.m. EST on the designated Election Day.

- Each parent of an Anchorage School student may vote for the same number of candidates as there are vacancies. The parent candidates with the most votes will be elected to serve a term on the Council.
- The PTA President (or his/her designee) and the Principal will count the votes and announce the results within one (1) week of the election. All candidates will be notified of election results prior to the general announcement.
- In case of a tie, the candidates involved will meet with the Principal and the PTA president (or his/her designee) to choose by chance.
- In case of a vacancy in the parent position on the Council, the Principal may appoint a parent to serve until the next regularly-scheduled election.
- If at any time, the PTA votes not to be involved, as indicated above in the election procedures for the Council, the PTA president shall notify the Principal (in writing) of the decision of the PTA.
- An election will not occur if there is only one candidate for an open position.