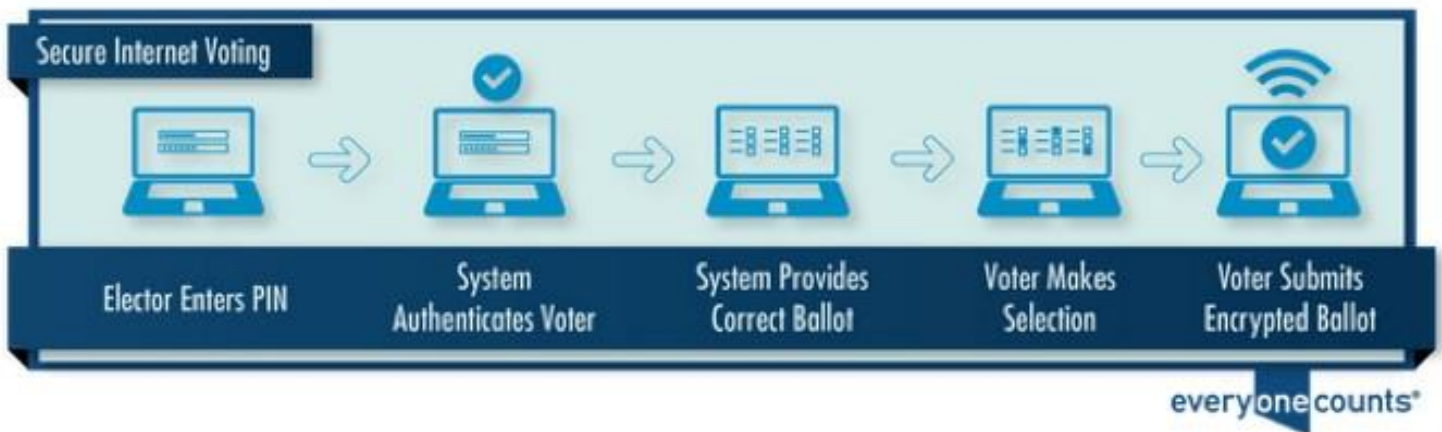


## A GUIDE FOR PARENTS, GUARDIANS, AND SCHOOL EMPLOYEES VOTING IN GO TEAM ELECTIONS

### INTERNET VOTING



Welcome to the Atlanta Public Schools Go Team Elections using secure internet voting. A secure web server is used by voters to cast their ballot electronically using eLect Internet. A qualified voter uses the following steps to cast their ballot over the internet from a computer, smartphone, or other web-enabled device:

1. Qualified **parent** voters will obtain their PIN Number from their child's school.
2. Qualified **school staff** voters will obtain their PIN Number via email.
3. Qualified voters will need to log into the online ballot and after selecting the "Instructional Staff Voting" or the "Parent Voting" option, using their Username and PIN number.
  - i. If the election is open and the authentication credentials are correct, the voter will be logged into the election.
  - ii. If the authentication credentials are invalid, the voter should call the helpdesk at 1-888-492-4763 for assistance.
4. Once the voter is authenticated, they will be presented with the candidate selections in each term.

- To view candidate information, click on the link below their name as indicated in the picture below.

## Hawaii Kai Neighborhood Board Subdistrict 4

Vote for 1 candidate

**MILLAN, Bill**  
[Click for Candidate Statement](#)

**RUTKOWSKI, Maxine A.**  
[Click for Candidate Statement](#)

### Hawaii Kai Neighborhood Board

**RUTKOWSKI, Maxine A.**



I am a current Hawaii Kai Neighborhood Board member. My work experience has been with law enforcement and the criminal court system. I am retired, my last position was as a supervisor for a Victim/Witness Program offering services to crime victims. I have done volunteer work with an animal rescue organization and court assistance program.

[Close Window](#)

6. The voter marks the ballot using their mouse or other device interfaces to click the designated ballot space beside the name of the candidate they wish to cast their vote. Once they finish marking their ballot the voter can press **Continue** to proceed to the Vote Summary Page.
7. The Vote Summary page enables the voter to review their choice(s) and confirm they are voting as they intended to.
  - i. If the voter wishes to change their vote, they can click the link to **Change Selection**, which will return them to their ballot.
  - ii. If the voter did not select any candidates, or fewer candidates than are available to them, a warning message will be displayed to the voter allowing them to confirm they intended to make no or fewer choices or allow them to return to the ballot to make further selections.
  - iii. After the voter has reviewed their choices and is satisfied with their vote they can press **Finish** to cast their ballot. Be sure to print each page for your records.
8. After the voter has submitted their online ballot, they will see a **Submission Completed / Submission Submitted** page.
9. After a moment, the voter will be automatically redirected to the Landing Page where they can log in again if they are eligible to vote as a parent at another school or as instructional staff.

## Voting FAQ

### 1. When are elections?

Elections will be held from 9:00 A.M. on March 8th – March 14th 11:59 P.M.

### 2. How will the elections be administered?

Elections will be administered by Atlanta Public Schools GO Team Staff. All eligible voters will vote via an online election system that can be found at [www.atlantapublicschools.us/vote](http://www.atlantapublicschools.us/vote) .

Parent/guardian voters will use their login information and school employees will use their employee login information to access an online voting system, thus ensuring the security of the elections process and that only eligible voters are able to cast votes. All votes will be anonymous.

Parents without access to computers and the internet can cast their vote at their neighborhood school.

Atlanta Public Schools will announce winners within 4 days of the close of the election window. The winners will be posted on the Atlanta Public School's website on March 18th.

Parent winners can be found at <http://www.atlantapublicschools.us/Page/48532>

Instructional Staff winners can be found at <http://www.atlantapublicschools.us/Page/48532>

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

*Parents/Guardians:* Atlanta Public Schools parent/guardian will receive one vote per family, as describe on page 34 in the Charter System Application. Please note that schools provide the parent/guardian information through Infinite Campus, which is then used to determine voter eligibility.

*School employees:* Any school-based employee at a Charter System school as their "home" school is eligible to vote for their GO Team's Instructional Staff representatives.

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

When candidates submit their declaration, they are asked to provide a short statement on their background and why they are interested in running for a position on the GO Team. This statement will be available to voters upon logging into the online election system.

Additionally, some schools may choose to host forums or develop newsletters that will allow candidates to introduce themselves and share their perspectives and vision to the school community. Candidate Forums and newsletters are optional.

### **5. Once elected, how long will GO Team members serve?**

All elected GO Team representatives will serve a 2-year term or 3-year terms except the high school student who will serve a 1-year term.

### **6. What other (non-elected) positions are on a GO Team?**

In addition to the elected positions and the school principal, there are several non-elected positions on a GO Team that are also open for appointment

and nomination this year. These include:

- 2 community members nominated by the principal and approved by the GO Team
- 1 Swing Seat member nominated by the principal or any elected GO Team member and approved by the GO Team
- For high schools, 1 student member

**7. What do I do if the system tells me I have already voted?**

If the electronic voting system claims you have already voted, and you believe this to be an error, please contact Everyone Counts at 1-888-492-4763. Please provide your full name if you are an employee and your child's name and school or your child's birthdate if you are a parent.

**8. Who can I talk to if I still have questions?**

For problems or questions regarding:

Logging into the voting system, please contact Everyone Counts at 1-888-492-4763.

The election processes in general, please contact the School Governance Staff at 404-802-2885 or [goteams@atlantapublicschools.us](mailto:goteams@atlantapublicschools.us) .