The Charter School of Wilmington

Teacher Director Election Policy & Procedure

Created May 2011 – Revised March 2012

• Purpose:
  o To establish a systematic procedure for the election of the Teacher Director to the Board of Directors of the Charter School of Wilmington
  o To identify those eligible to vote for the Teacher Director and those eligible to serve as the Teacher Director
  o To identify those who are responsible for the implementation of the policy

• Scope & Authorization:
  o This policy and procedure governs the annual election of the Teacher Director to the Board of Directors
  o The Teacher Director Election Policy and Procedure is in compliance with the bylaws that govern the Board of Directors of The Charter School of Wilmington
    ➢ 4.3.2.2 The term “Teachers Group” shall refer to the School’s faculty. The Teachers Group shall nominate a member of the School’s faculty by conducting a secret ballot vote of the faculty and nominating the faculty member who obtains the largest number of votes. The Teacher Director shall be nominated no later than thirty (30) days before each Annual Meeting of the Corporation, and shall be elected by the Board at the immediately following Annual Meeting of the Corporation.

• Responsible Party:
  o Teacher Director Election Panel (TDEP):
    ▪ Composition:
      • TDEP consists of 3-4 full-time employees of The Charter School of Wilmington
        o Each year these individuals are chosen from those who volunteer to serve in this capacity. If more than 3-4 individuals volunteer, then the TDEP from the previous year will select the members for the current year.
      • If the current Teacher Director is running for re-election than he/she may not be chosen as a part of the TDEP and may not have any say in those who make up the TDEP
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- Responsibilities:
  - Announce the beginning of the nomination process
  - Receives nominations & statement of interest from nominated candidates
  - Distributes candidate’s statement of interest to all eligible voters
  - Presents the 1st Ballot to the full faculty
  - Carries out the election process as outlined in the procedure below
  - In accordance with election policies outlined below, announces the candidate who received 51% of the votes cast

- Election Policies:
  - Eligible Teacher Director candidates must be full-time teachers at The Charter School of Wilmington in compliance with Delaware law.
    - Title 14, Chapter 5, Charter Schools - § 512. At the time at which the school commences its instructional program and at all times thereafter, the board of directors must include a teacher at the school and a parent of a student enrolled at the school as members;
  - All full-time employees, with the exclusion of the President, of The Charter School of Wilmington are eligible to vote for the Teacher Director
  - The current Teacher Director, whether seeking re-election or not seeking re-election, may not serve on the TDEP or play any part in the implementation of the Teacher Director Election Policy and Procedure.
  - A candidate must receive 51% of the votes cast in order to become the Teacher Director
  - At no time during the process will percentage of votes received be shared outside of the TDEP.
  - Nominations for Teacher Director will be received by the TDEP during a one week time period. Any nomination received after this time period will not be included on the ballot.
  - All nominated individuals, who have given their consent, will appear on the first ballot.
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- Election Procedures:
  - Nominations:
    - A full-time teacher may be nominated by:
      - Declaring himself/herself as a candidate
      - Receiving a nomination of any eligible voter
    - During the week long nomination period any full-time teacher may nominate him/herself by submitting the nomination form to the designated member of the Teacher Director Election Panel (TDEP) OR
    - During the week long nomination period any eligible voter may nominate a full-time teacher by submitting the nomination form to the designated member of the TDEP
      - If the current Faculty Director (Rep.) wishes to run for re-election he/she must also be nominated through one of the 2 above methods.
    - Nominations will take place during the last week that school is in session in April (shall be the 3rd week of April if Spring Break falls on the 4th week of April).
  - Election
    - The TDEP, after receiving all nominations, but before elections are held will distribute the candidate statements of interest to all eligible voters.
    - The voting for Teacher Director shall take place no later than the 2nd week of May.
    - If a candidate receives a majority (51% of the votes cast) on the first ballot, that candidate is elected as the Teacher Director
    - If no candidate receives a majority (51% of the votes cast) on the first ballot, a run-off will take place between the two candidates with the largest number of votes. The candidate that receives a majority of votes (51% of the votes cast) will become the next Teacher Director.
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- The TDEP is responsible for counting the votes and announcing the election results immediately. At no time during the process will percentage of votes received be shared outside of the TDEP.

- Communication to CSW Board of Directors:
  - One member of the TDEP will inform the chairperson of the Board of Directors when a Teacher Director has been elected. This communication with the chairperson of the board prior to the end of the school year.

- Adoption of Teacher Director Election Policy and Procedure:
  - The Teacher Director Election Policy and Procedure was adopted, via the then existing Quality of Life Committee (QOLC), by the full time staff members of The Charter School of Wilmington during the spring of the 2011 school year. The Teacher Director Election Proposal was enacted only after it was shared with all eligible voters. All QOLC members discussed the proposal with their departments and brought any concerns or suggested revisions to the attention of the full QOLC. The QOLC members that represent eligible voter groups, passed the proposal with unanimous consent in April 2011.