



**Approved Parent-Elected Election Committee
Meeting Minutes
Wednesday, April 10, 2024 @ 3:30 pm
Wright School House/Library
1571 Jones Point Rd
Grayslake, IL 60030**

Call to Order

Jim Mertz, Committee Chair

- Meeting was called to order by James Mertz at 3:41pm CST.
- In Attendance
 - James Mertz – Election Committee Chair
 - Heather Bendorovich
 - Christine Hodapp
 - Katie Brzezinski
 - Navin Chatlani
- Absent
 - Janette Siegel
 - JoAnn Stewart

Discussion Agenda

1. Review Election policies, timelines and previous elections.
 - Reviewed timeline for current election to ensure compliance with policies and consistency with what has been done in previous election cycles.
 - Ballots to be published 4/19/2024 and due 5/3/2024.
2. Discuss ballot setup and distribution, voter rolls, posting redacted applicant information and election communications.
 - Confirmed the Election-Buddy (e-buddy) platform will be utilized to conduct the online election again this year.
 - Heather Bendorovich confirmed she will setup the ballot on e-buddy.
 - Voter rolls to be obtained from the school by 4/15/2024.
 - Test ballot to be sent on or before 4/17/2024.
 - Final ballots to be published on e-buddy on 4/19/2024.
 - Reminders will be sent via Remind app and in the weekly Friday newsletter. We will also upgrade our Election Buddy subscription to include 3 reminders.

3. Process submitted applications for the purpose of the certifying candidates.
 - Noted there is 1 Parent Elect position open this cycle
 - Position is for Term beginning October 2024 – October 2027.
 - Confirmed that one application was received.
 - The committee jointly reviewed the credentials received to ensure they met the criteria for certification.
 - Reviewed criteria for review; letter of intent, resume, 3 signed letters of recommendation, clear statement of position being applied for.
 - Confirmed application for Leah Stender were complete and had no errors.
4. Prior to posting candidate's information to the PCCS Website, personal information will be redacted. Geoff will complete the redactions of the personal information and send to James for approval, prior to posting to the website.

Public Comment: *There was no public comment made this evening*

Action Agenda

- 1A – Approve election timeline and dates.
 - *Motion made by Katie Brzezinski. Second by Christine Hodapp. Approved on voice vote; carried all 'Yes'.*
- 2A – Approve ballot setup and election communications.
 - *Motion made by Katie Brzezinski. Second by Heather Bendorovich. Approved on voice vote; carried all 'Yes'.*
- 3A – Certify Candidates.
 - *Motion made by Katie Brzezinski to certify the Board application from Leah Stender. Second by Heather Bendorovich. Approved on roll call vote; carried all 'Yes'.*
- 4A – Approve Meeting Minutes of Previous Meetings.
 - *Motion made by Christine Hodapp. Second by Katie Brzezinski. Approved on voice vote; carried all 'Yes'.*

New Business – Future Agenda Items

- No new business brought forth.

Adjourn

- *Motion to adjourn made by Christine Hodapp. Second by Heather Bendorovich. Approved on voice vote; carried all 'Yes'.*
- Meeting adjourned at **4:01pm CST**

Respectfully Submitted,

James Mertz

PCCS Election Committee Chair