

[Election Electronic Process 2020 Steering Committee](#)

Detailed procedure for Election Judges and the Vote Validation Committee

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Candidates / Committee

Positions Open: (The SC, when full, is made up of 5 parent members, 2 teacher members and the principal.)

- 1 Teacher Position
- 2 Parent Positions

Candidates:

1. Teacher: Jodi Haller
1. Parent: David Goldstein
2. Parent: Greg Holland
3. Parent: Jeff London

Chief Election Officer: Steering Committee Vice Chair

- Donna Li

Election Judges: Accountability Committee Members

- Karol Steeves
- Cynthia Shelden
- Karen Sommer (Alternate?)

Technical Support:

- Lisa Porter, Steering Committee Teacher Member, Librarian, Technology Coordinator

Vote Validation Committee

- Valerie Schreiber, D'Evelyn Financial Secretary
- Donna Li, Steering Committee Vice Chair, Chief Election Officer
- Angie Volheim, Accountability Committee Co-chair
- Karol Steeves
- Cynthia Shelden
- Karen Sommer (Alternate, if needed)

Role of the Election Judges and the Vote Validation Committee

- Ensure that voting guidelines from [Steering Committee Bylaws](#) and D'Evelyn SC-06 [policy](#) and regulations ([R2](#), [R3](#)) are met.
- Pertinent information listed in the table below.

Bylaws / Policy

Bylaws:

In contested elections, a majority vote of the parents and staff will elect Steering Committee members.

- i. Only current full-time school employees and parents (or legal guardians) of current students are eligible to vote.
- ii. Each eligible employee may cast one ballot, and only one parent may vote on behalf of each D'Evelyn family. If a D'Evelyn family includes one eligible employee, only one ballot may be cast on behalf of both the family and the employee. If a D'Evelyn family contains two D'Evelyn employees, both may vote.
- iii. If two or more nominees receive an equal number of votes, the Steering Committee will determine who will serve.

SC-06-R2

- Elections may be conducted electronically if the Steering Committee can assure voting faculty/staff and family representatives that their identities will remain anonymous, and that one vote per household is guaranteed without jeopardizing that anonymity. If the Steering Committee opts to conduct the election electronically, electronic voting shall be made available within 14 days of the April Candidate Forum for a 48 hour window of time which shall be widely communicated to the D'Evelyn Community.
- When the number of candidates is less than or equal to the number of open positions, there will be no formal election and the candidate(s) will fill the position by acclamation.
- If an election is required, the Vice Chair will recruit election judges and establish the Vote Validation Committee (Ref. SC-06-R3).
- Candidates are elected by receiving the highest number of votes.
- In the case of two or more candidates receiving an equal number of votes, the current Steering Committee will determine by consensus who will serve. In the event that consensus cannot be reached, the choice will be made by majority vote of the Steering Committee.

SC-06-R3

- **The Chief Election Officer shall:**
 - Be the Vice Chair of the Steering Committee, unless he/she is a candidate for re-election. In that event, the Steering Committee Chair will appoint another member of the Steering Committee to serve as the Chief Election Officer.
 - Establish a procedure for the election to ensure that voting guidelines from the Bylaws are met.
 - Recruit election judges to oversee the voting. Two Election Judges shall serve simultaneously at each of the election sessions. Election judges must avoid any discussion with voters about the merits of candidates or election issues. Election Judges will conduct the election per the procedures established by the Chief Election Officer.
 - Recommend an electronic voting platform that meets the election guidelines for the Steering Committee to consider.
 - Ensure the Steering Committee determines whether the vote will take place electronically or by walk-in ballot in a timely manner..
 - In the case of a walk-in election:
 - Arrange for ballots to be approved by the Steering Committee in time to be printed for elections.
 - Set up the voting area near the entrance of the school and ensure that the voting boxes are secured inside the safe at the end of voting.
 - Lead the Vote Validation Committee.
 - Relay the results to the Steering Committee Chair.

- Note any needed changes in the election procedures for the following year.

- **The Vote Validation Committee**

- Will contain the following three members: the school's Financial Secretary, the Chief Election Officer, and an Accountability officer who is not a candidate for the Steering Committee.
- Will not tally any votes until the end of the second day of voting.
- Will turn over all vote tallies to the school's Financial Officer to be kept for one year. In the case of electronic voting, the vote tallies will be printed out.

The Steering Committee, at its sole discretion, shall resolve any issues involving or arising from matters of voter eligibility, voting procedures, or election results.

Pre-election procedures and validation plan: [Finalized on 4/10/20, video of doc. reversion](#)

Role of the Election Judges

- Election judges oversee the voting.
- Election judges must avoid any discussion with voters about the merits of candidates or election issues.
- Election Judges will conduct the election per the procedures established by the Chief Election Officer.
- For transparency, names of those serving as Election Judges and on the Vote Validation Committee will be made public.
- Ensure the following:
 - Only current full-time school employees (faculty/staff) and parents (or legal guardians) of current students are able to vote.
 - Each eligible employee may cast one ballot, and only one parent may vote on behalf of each D'Evelyn family. If a D'Evelyn family includes one eligible employee, only one ballot may be cast on behalf of both the family and the employee. If a D'Evelyn family contains two D'Evelyn employees, both may vote.
 - Identities of voters will remain anonymous/ one vote per household is guaranteed without jeopardizing that anonymity
 - Candidates are elected by receiving the highest number of votes.

How can we ensure/verify that:

1. Only eligible voters receive an electronic ballot
2. Votes are anonymous
3. Each electronic ballot may only be used once

Process

- Lisa Porter will extract the "Household Priority 1" family email address from Campus
- April 8, there will be a test run of these email addresses, and an opportunity for families to change it if they wish. See timeline below.
- April 14 - the morning of April 17, Lisa Porter will:
 - set up the election/survey in Survey Monkey for the choice of candidates,
 - upload the "Household Priority 1" family email address from Campus and teacher email addresses from the distribution list (minus staff members who also have students enrolled).
 - Have SurveyMonkey send a unique, one-time use link to each of the email addresses in the system.
 - The morning of April 17, open the survey

Validation (Point of discussion for the meeting on Thursday 4/9)

- April 14-16, screenshots or SurveyMonkey reports with raw data for email addresses

will be sent to Val. Val will verify that there is only one address per family, randomly check 20 families/teachers.

- Audit (by election committee members):
 - Lisa will send test survey to election committee to verify test set-up
 - For the actual election, did your family receive a link to vote?
 - For the actual election, did only one person in your family receive a link?
 - For the test survey and the actual election ,did the link only allow for one vote for your family via the survey?
 - Verify that the total number of votes does not exceed the number of familiesx3 (not all families will vote, but this would expose mass voter fraud)
- Validation of anonymity:
 - Set-up as anonymous, so that in the reports there no names, IP address, no email, no way to trace identity with vote
 - SurveyMonkey report will only show a tally of survey results
 - We can see individual responses, agreed that it is best to export data to a spreadsheet for recording purposes

Role of the Vote Validation Committee

- Serve as witnesses that the election results are valid.
- Candidates are elected by receiving the highest number of votes.

How can we validate the results electronically? (Point of discussion for the meeting on Thursday 4/9)

- Lisa will cast the screen to the committee (ie via Google Meet) as we access and print (electronically to PDF) result reports from SurveyMonkey on Monday April 20, 11:00 am.
- A PDF report of the results will be emailed to Val and kept by her for one year following the election, until April 20, 2021.
- There is no way to manipulate the survey data once set up.
- There is no reason to log in once the election set up is complete unless the committee would want a progress report.
- The committee agrees to have the survey/election set up, then **not** to reopen until meeting monday, 4/20 with screen sharing unless there are urgent necessary reasons in which case all committee members would be involved. (ie: technical failure)
- See above validation of anonymity.

Timeline / Communications

Important Dates / Timeline (Point of discussion for the meeting on Thursday 4/9)	
Monday April 6	Jaguar Tracks Articles Published: (Submit Friday before) 1. Candidate biographies and essays 2. Election Process Letter to Community: master election document
Monday April 6	Messenger Email to be sent: (Submit Friday before) 1. Election Process Letter to Community: master election document
Thursday April 9	Email from Lisa Porter to verify “Household Priority 1” family email address as noted in Campus. Subject: Steering Committee Election Test Email
Friday April 10	Links added to SC website home and calendar pages for Zoom Forum meeting and election information.
Sunday April 12	Jaguar Tracks Articles Published: (Submit Friday before) 1. Link to candidate biographies and essays 2. Election Process Letter to Community: master election document - a. be sure to include the link to the Forum in this communication b. reminder that 4/13 deadline to change “Household Priority 1” family email address c. Bullet format d. Have table/Lisa’s image be a separate article so it doesn’t get buried
Monday April 13	Messenger Email to be sent: (Submit Friday before) 1. Election Process Letter to Community: master election document - a. be sure to include the link to the Forum in this communication b. reminder that 4/13 deadline to change “Household Priority 1” family email address c. Lisa will prep an image with info for Jagtracks/ social media and Josh’s email updates d. This will be the same thing as published in Jag Tracks 4/12
Monday April 13 11:59 p.m	Deadline for changing “Household Priority 1” family email address. * If you would like to check and/or change the email you have on file please refer to this Quick Reference Guide for parents/guardians with an existing account. Teachers will receive their link to vote via our distribution list (minus staff members who also have students enrolled).
Tuesday April 14	1. Send out reminder image (forum and election) directing parents to Jag Tracks and the SC website for more info via Social Media 2. Send out reminder image (forum and election) directing parents to Jag Tracks and the SC website for more info via either a separate messenger email, or as part of Josh's daily update if the update is short and sweet.

Tuesday April 14 6:45 p.m.	Steering Committee Candidate Forum - Add link to master election document only once determined, Procedures *Prior to the election, members of the current Steering Committee shall interview nominees in a public forum for the D'Evelyn School community, allowing for questions from the audience. *Current thinking is that YouTube Live may be the best platform for this event. YouTube Live allows for video conferencing to be live-streamed to the public who also may use the chat function to ask questions. This format would be easier to moderate than Google Meet due to the following limitations: To view a live-stream and access the chat, community members must be logged-in to the jeffco.us organization. Otherwise, the community may use a phone to dial-in, but then does not have access to the chat function. Providing a public link for the community to join the video conference/chat presents challenges for moderating the event. I.e: turning off microphones to reduce feedback/interruption and directing whose turn it is to speak.
Friday April 17	Email with link for voting will be sent in the morning and voting will remain open until 11:59 p.m. on April 18 *We will be using SurveyMonkey to electronically facilitate our election. One adult per family will receive one email with a link to vote. This ensures one vote per family as required. The adult in the family who receives the email with the link to vote will be the one who is listed as "Household Priority 1" in Jeffco Connect. Teachers will receive their link to vote via our distribution list (minus staff members who also have students enrolled). *Each family may cast one vote for up to two parents and one teacher candidate.
Friday April 17	Still need image for election only reminder 1. Send out reminder image (election only copied below) directing parents to Jag Tracks and the SC website for more info via Social Media 2. Send out reminder image (election only copied below) directing parents to Jag Tracks and the SC website for more info via either a separate messenger email, or as part of Josh's daily update if the update is short and sweet.
Monday April 20	Vote Validation Committee validates results, reports to SC Lisa can project results as open/ print for Val. 11:00 am meeting via Google Meet.

Important Upcoming Dates

D'Evelyn Steering Committee



Steering Committee Candidate Forum

April 14th @ 6:45 p.m.

[Join Zoom Meeting](#)

**Link will be posted in SC Calendar*

Steering Committee Candidate Election

April 17th Voting opens
**Link sent to Household
Priority 1 Email*



April 18th Voting closes @ 11:59 p.m.

Important Upcoming Dates

D'Evelyn Steering Committee

Steering Committee Candidate Election

April 17th Voting opens
**Link sent to Household
Priority 1 Email*



April 18th Voting closes @ 11:59 p.m.

Post-election procedures and validation

The election committee [video conference](#) took place on Monday, April 20 from 11:00 am - 3:00 pm. This video conference was recorded with the recording beginning around 11:30 am, and it was shared with all election committee members. The [chat](#) for the videoconference was also logged. We also took [screenshots](#) of important findings along the way.

There were 3 unauthorized log-ins from tech support, which was a breach of the Election Committee's agreed predetermined process. ([email chain](#)) Therefore, additional validation procedures were put into place.

- This question regarding validity of the election due to the premature login must be answered before looking at any election results.
- Our process was published and public on 4/10. (see above)
- Our process clearly states that no one will access the survey from the time it was set up until the time the committee opens it together on Monday 4/20 with the log-in done with screen sharing and recorded.
- This process was not followed.
- We agreed not to have anyone log in.
- Several families were sent reminder emails on Saturday morning (This could have been scheduled ahead of time, we know it wasn't). Also, 2 families were resent links.
- Possible ways the results may have been altered according to the SurveyMonkey Help Center. <https://help.surveymonkey.com/>
 - [Changing responses](#) (See below that responses can be edited by the account owner. Can it be proven that an admin only entered the collector and not the results section?)(see below: number of responses must match the number in the collector summary)
 - It can't be proven that an admin only entered the collector and not the results section.
 - Adding / duplicate [email](#)
 - See below, there should be only one collector to [prevent multiple emails](#). (If you want a recipient to take the survey more than once, create a new Email Invitation collector.) - get a list of email sent
 - Were only 2 emails added? Can it be proven no others were added?
- [Verify anonymity](#) - only certain data should be visible

Modified Validation Process:

This was developed and followed Monday, April 13 in response to the procedural breach.

Note: Process numbers are listed in the order they were discussed before opening the survey.

The actual order of addressing each issue will be marked with letters. (Coming - can be verified with video and chat)

#1 To validate that no changes were made to the results when the survey was entered on Saturday we will make sure that the start date and time will be within 5 minutes of the last modified date and time stamp on the individual responses. No more than 1% of respondents can have more than 5 minute lag. Amend #1 As we looked at the data, we were able to see the times the emails were sent and the collector was accessed. So we agreed now to look for votes that took

longer than 5 minutes within a 10 minute time period of when the email was sent. Those votes will be invalidated. This was done before looking at the final results. Done,

There is 1 that is invalidated. Manually change count to remove this one.

#2 To validate that no responses were deleted, the total number of recipients whose status in the collector is replied should equal the total number of respondents in the individual response section in the CSV that was downloaded to a spreadsheet. 275 on spreadsheet and in collector 276 ok, This difference troublesome. Respondents 275/275 ok

https://help.surveymonkey.com/articles/en_US/kb/How-do-I-clear-or-delete-survey-responses

“If you sent your survey via Email Invitation, the recipient will not be deleted from the collector and their response status in the collector will not change.”

We need to therefore look for:

invites initially sent

invitations done Fri/Sat

#Time second invite - how many sent?

#total responses

Skipped line 3 in the spreadsheet. No responses.

1 vote irregularity - missing response

+2 invalidate if too close

Subtract 1 for David and Greg

So must win by 3+ votes.

#2 addition Due to the irregularities found in #1 and #2 validation, a candidate must win by 3 or more votes for it to be a valid result.

#3 **This will be done first** before anyone has had access to the results. This is to validate that only a reminder email was sent to those who had not responded as of Saturday morning and 2

other links were resent to email addresses that we will look for time stamps in the collector. We will take a screenshot of the collector dashboard for when emails were sent. We also have correspondence from the two families. Done

#4 **This will be done first** before anyone has access to results. There should be only one [collector](#) to prevent multiple emails. Done

There should only be one collector and it should be the "Email Invitation Collector" to only allow 1 response per link.

#5. [Verify anonymity](#) via the CSV for individual responses as only certain data should be visible: response status, collector, start date and time, last modified, and time spent. done

#6 Verify that the total number of votes does not exceed the number of familiesx3 (not all families will vote, but this would expose mass voter fraud) done

#7 SurveyMonkey report will only show a tally of survey results yes

#8 We can see individual responses, agreed that it is best to export data to a spreadsheet for recording purposes done

#9 Serve as witnesses that the election results are valid.

#10 Candidates are elected by receiving the highest number of votes. yes

Final Results ([Spreadsheet](#))

Due to irregularities described above, it was decided one must win by at least 3 votes.

David 147 -1 = 146

Greg 151 - 1 = 150

Jeff 165

Jodi 251

Analysis and Recommendations: Consider adding the following to policy.
(Completed by the Chief Election Officer per SC-06-R3)

There are many lessons learned in this first electronic election.

According to SC-06-R3

- **The Chief Election Officer shall:**

- Establish a procedure for the election to ensure that voting guidelines from the Bylaws are met.
- Note any needed changes in the election procedures for the following year.

As the Chief Election Officer, I oversaw the establishment of procedures before the election. However, these procedures were breached. As a result, on April 20 the election committee needed to create new procedures for validation. Upon revisiting the process hastily put into place during a 4 hour conference call with pressure to announce the winner at the Steering meeting that evening and upon reflection after results were announced, there are several points of concern.

This election should not have been validated as the following seven procedures were not followed. I recommend that these be instituted for future elections.

1. Ensure a high standard for validation.

The standard for validation should be that the committee can prove that there is no manipulation of election data.

- While the committee can not prove that there was manipulation of the election data from the time the survey opened until the election committee viewed results, we also can not prove that there was not manipulation of the data.
- The process developed and used on 4/20/20 following the breach simply relied on the idea that it was unlikely that any data was changed and that we couldn't prove that any data was changed.
- Strict adherence to well thought-out and planned procedures is imperative.
- If the procedures are not followed the election should be declared invalid. If parents fail to do their part to ensure they receive the election information, then nothing should be done once deadlines have passed.

2. Voters must opt-in

There must be a process for parents to opt-in for voting (ie: Google form, with new/election gmail account, requiring 2 members to log in), providing their email addresses and consent, followed by a process to validate the email addresses (compare vs directory information), 1 per family.

- A major roadblock to simply resending links and revoting is the fact that FERPA data was used to set up the initial list of voters. Paper voting was not possible due to COVID 19. The opt-in process was not discussed. (If there were a 24 hour mandatory reflection period, this option may have come to the forefront. See below.)
- Using [FERPA](#) data severely limited the election committee:
 - The election committee was not able to work independently of tech support with regards to:
 - Validating the initial list of voters and email addresses (one per eligible family). Only Valerie, a validation member, was able to verify. We should have at least two election judges verifying addresses. Consider specifying the role of the election judges for electronic voting in policy.
 - Limiting access to the survey to ensure it was not opened, ie: requiring 2 members of the committee to log in, one holding the user name and the other the password (physically or virtually ie: Skype allowing the second member to type in the password remotely.) This makes the survey data more secure.
- When voters opt-in, it may be helpful to run a test to be sure email addresses are white-listed (don't end up in junk mailbox) or remind parents to check junk mail.

3. Unanimous vote required to validate clearly stated in policy

The election committee should only validate if consensus is reached.

- Some members of this committee were operating under the assumption of a “majority vote”, not a “unanimous vote” being required.
 - The steering committee did not give clear guidance on this issue.
- This election would not have been validated if this point and the 24 hour reflection period (see below) were in operation.

4. Log-in access only available with two election officers doing it together and no one else having access.

- See #2 above regarding enhanced security with two members required to log-in.
- There should be a separate Survey Monkey account for elections or ensure all other confidential data removed from the account before election set up. This was another reason given for why election committee members could not have the log-in rights.

5. Recording of all survey/election related log-ins

The entire election committee must oversee via recorded shared screens while videoconferencing all log-ins to the survey including the set-up of the survey. This ensures correct set-up and helps prove no data was manipulated.

This procedure was also not followed as planned on April 9 as on April 20 tech support opened the survey without projecting her screen for the committee to view the log-in.

6. Set up procedures for how the election committee should handle issues that may arise.

There should be a process in place for when there are irregularities and issues arise.

- This committee did their best to navigate a difficult situation.
- Please remember that all members of the election committee are volunteers, not trained experts on elections or survey software. There was a missing response: the total number of recipients whose status in the collector is replied, 276, should equal the total number of respondents, 275, in the individual response section in the CSV that was downloaded to a spreadsheet.
- This first electronic election also occurred in the chaos of the COVID19 quarantine, with remote learning instituted, adding a layer of additional technical issues to overcome with Jeffco district technology information changing often throughout this process. In addition, there were additional burdens placed on parents and teachers for the transition to remote learning.
- There were time constraints regarding dates for the Candidate Forum, the election and results reporting that weighed on members of the election committee. Giving a bit of flexibility for the timeline for these events would be helpful.
- As this was the first electronic election, there are many lessons learned, and with these recommendations put in place, future electronic elections can be successful.
- The committee was put in a difficult position due to the breach of procedures put in place before the election to ensure/prove that data could not be manipulated.

7. A 24 hour reflection period should be required if there are any irregularities potentially requiring additional/different validation points. The 24 hour reflection period should begin after discussion of validation points. Election results should not be viewed before the end of the reflection period.

- Electronic elections are much more complex.
 - This requires research and becoming familiar with the survey/election platform prior to the election procedures being put in place.
 - This requires time for reflection upon the validation process to be sure all procedures are correct and points of validation addressed, as well as that there is proof that the election data was not manipulated.
 - There are many details, and it is easy to be focused on the details and lose sight of the big picture.

Additional Notes:

Institute electronic voting for future elections

If we value parent participation, and we should, then electronic voting should be instituted.

- 275 families participated in this election.
- It has been said that past elections had very low voter turn-out.

All procedures and results with supporting documentation should be made public.

Transparency helps ensure a fair process.

All documents and procedures regarding the 2020 election have been public and available on the SC website. Please view additional details [here](#).

Validation of results should begin as soon as possible after the survey closes

The window of opportunity for manipulation of data mostly exists from between the time the survey is set up and when the validation committee opens up the results. Therefore, this time should be minimized.