

**ELECTION COORDINATING COMMITTEE
PLAN OF ACTION FOR THE CONDUCT
OF SCHOOL DISTRICT ELECTIONS
2021 - 2025**

Name of County	Wayne
Name of School District	Grosse Pointe Public School System
Component Jurisdictions	City of Grosse Pointe City of Grosse Pointe Farms City of Grosse Pointe Park City of Grosse Pointe Woods City of Harper Woods (portion) Village of Grosse Pointe Shores, A Michigan City
Election Coordinator	Wayne County Clerk Cathy M. Garrett
Election Coordinating Committee Members	Grosse Pointe City Clerk – Julie Arthurs Grosse Pointe Farms Asst. City Mgr/Clerk – Derrick Kozicki Grosse Pointe Park Deputy Clerk – Courtney Delmege Grosse Pointe Woods Clerk – Lisa K. Hathaway Harper Woods Clerk – Leslie Frank Village of Grosse Pointe Shores, A Michigan City Election Administrator – Tom Krolczyk Designee for the Secretary – Amanda Matheson, Deputy Superintendent for Business Operations for Grosse Pointe Public School System
Date of Election Coordinator’s Meeting	Tuesday, February 2, 2021 Via Zoom Video Conferencing
Date of School Election MCL 168.642c	November General Election


The following is a Statement of Election Duties that must be performed by the County Clerk serving as the “Election Coordinator.” The County Clerk understands that certain election duties will be delegated to a city or township clerk under an agreement reached with the city or township clerk.

DESCRIPTION OF DUTIES	NAME OF CLERK PERFORMING THE DUTY
Serve as the district’s filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates.	Jane Blahut, Clerk Grosse Pointe Park
Receive special election resolutions and ballot proposal language adopted by the district.	Cathy M. Garrett Wayne County Clerk
Handle the distribution, receipt and processing of absentee ballot applications.	Each Local Clerk will be responsible for each jurisdiction.
Handle the issuance of absentee ballots and the return of the voted absentee ballots.	Each Local Clerk will be responsible for each jurisdiction.
Handle ballot printing and proofing.	Cathy M. Garrett Wayne County Clerk
Order necessary precinct supply kits.	Each Local Clerk will be responsible for each jurisdiction.
Provide voting equipment for the conduct of the district’s elections.	Each Local Clerk will be responsible for each jurisdiction.
Arrange for programming/coding of voting equipment.	Cathy M. Garrett Wayne County Clerk
Arrange for testing of voting equipment.	Each Local Clerk will be responsible for each jurisdiction.
Publish notice of the “Public Accuracy Test.”	Grosse Pointe Farms Clerk
Publish “Notice of Close of Registration” and “Notice of Elections.”	Grosse Pointe Farms Clerk will be responsible for a Notice of Election, except for Harper Woods, which will publish its own. The Notice of Close of Registration will be published jointly.
Handle Qualified Voter File (QVF) related responsibilities.	Each Local Clerk will be responsible for each jurisdiction.
Appoint election inspectors for the district’s elections.	Each Local Clerk will be responsible for each jurisdiction.
Handle the setup of polling locations on election day.	Each Local Clerk will be responsible for each jurisdiction with continued cooperation of the Grosse Pointe Public Schools to provide polling locations as requested by each jurisdiction.
Handle Election day issues and troubleshooting.	Each Local Clerk will be responsible for each jurisdiction.
Transmit election results to Board of Canvassers for the canvass and certification of the election.	Each Local Clerk will forward their unofficial results to Wayne County. Wayne County Board of Canvassers will be responsible for the canvass and certification of the school election.
Store voted ballots after the election.	Each Local Clerk will be responsible for each jurisdiction.
Prepare and present reimbursement requests to Local School District.	Each Local Clerk will be responsible for each jurisdiction, when applicable.
Provide a link to the Wayne County Clerk’s website for interested parties to obtain election results.	Wayne County Clerk will provide the link to all parties
Post all Grosse Pointe School Board results within a week of the election by community.	Grosse Pointe Woods Clerk

The undersigned jurisdictions and school district have executed this PLAN OF ACTION by and through their respective duly authorized representatives as of the date so indicated.

Election Coordinator

Cathy M. Garrett, Wayne County Clerk
Ph. 313-224-5525
Fx. 313-224-6424


Signature _____ Date _____

Election Coordinating Committee Members

Julie E. Arthurs, Clerk
City of Grosse Pointe
Ph. 313-885-5800
Fx. 313-885-0820

Signature _____ Date _____

Derrick Kozicki, Clerk
City of Grosse Pointe Farms
Ph. 313-885-6600
Fx. 313-885-0917

Signature _____ Date _____

Courtney Delmege, Deputy Clerk
City of Grosse Pointe Park
Ph. 313-822-6200
Fx. 313-822-1280

Signature _____ Date _____

Lisa K. Hathaway, Clerk
City of Grosse Pointe Woods
Ph. 313-343-2440
Fx. 313-343-5667

Signature _____ Date _____

Leslie Frank, Clerk
City of Harper Woods
Ph. 313-343-2500
Fx. 313-343-2507

Signature _____ Date _____

Tom Krolczyk, Election Administrator
Village of Grosse Pointe Shores, A Michigan City
Ph. 313-884-0234
Fx. 313-881-2622

Signature _____ Date _____

Amanda Matheson, Deputy Superintendent for Business
Operations -Grosse Pointe Public School System
Ph. 313-432-3085
Fx. 313-432-3002

Signature _____ Date _____

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Julie E. Arthurs 2-8-21

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