



2019-2020  
SBDM  
Staff and Parent Election Procedures

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# Teacher Eligibility

- ❑ Any person for whom certification is required as a basis of employment in public schools with the exception of principals and assistant principals.
  - ❑ Includes itinerant teachers, part-time teachers, guidance counselors, and library media specialists
  - ❑ Curriculum & Instructional Coaches may be considered a teacher for the purpose of SBDM as long as they do not have administrative duties.



# Parent Eligibility



| Eligible  | Ineligible   |
|---|--|
| <p>A parent <b>is eligible</b> to serve on council if they are a biological parent, a step-parent, or a foster parent of a student; <b>or</b> a person who has legal custody of a student pursuant to a court order <b>and</b> with whom the student resides.</p> | <p>A parent is <b>not eligible</b> if they are an employee or relative* of an employee at the school, employee or relative of an employee at the district administrative offices, and/or a local board of education member or member's spouse.</p> |
| <p>*<b>Relative:</b> father, mother, brother, sister, husband, wife, son, daughter</p>  |  |

# Eligible or Ineligible

Is an Itinerant Speech Language Pathologist who is at the school one day a week eligible to serve as a teacher member on the school council?

Eligible



# Eligible or Ineligible

Is a volunteer assistant volleyball coach eligible to serve as a parent member on a school council?

Eligible



# Eligible or Ineligible

Is the daughter of a local board member eligible to serve on a school council?

Eligible



# Eligible or Ineligible

Is the nephew of a teacher who works at the school eligible to serve as a parent member on the council?

Eligible





# Election Procedures



# Teacher Elections



- ❑ Teacher representatives are elected for one year by a majority of teachers.
- ❑ Need more than half of the votes, not just more than the other candidates receive
- ❑ Need votes from more than half of all teachers eligible to vote, not just all of the ones who vote that day
- ❑ Teachers elected to council **shall not be involuntarily transferred** during his/her term of office.
- ❑ Teachers conduct their own elections and write their own procedures.



# Parent Elections



- ❑ Parents are elected for a **one year term** by the parents of students pre-registered to attend the school *during* the term of office.
- ❑ The election is **conducted by the parent organization** of the school.
  - ❑ If there is no PTA or PTO, an organization must be formed *for this purpose*. (Booster clubs and preexisting organizations **cannot** run the election.)
  - ❑ Parents **with the most votes are elected** to the council (does not require majority).



# Terms of Office

- Once elected a council may adopt a policy setting different terms of office for parent and teacher members *subsequently* elected.



# Reminder

- ❑ KDE, as well as the Office of Education Accountability (OEA), recommend that school councils **remove election procedures for teachers and parents from its bylaws.**
- ❑ Teachers and parents should establish their own written election procedures.

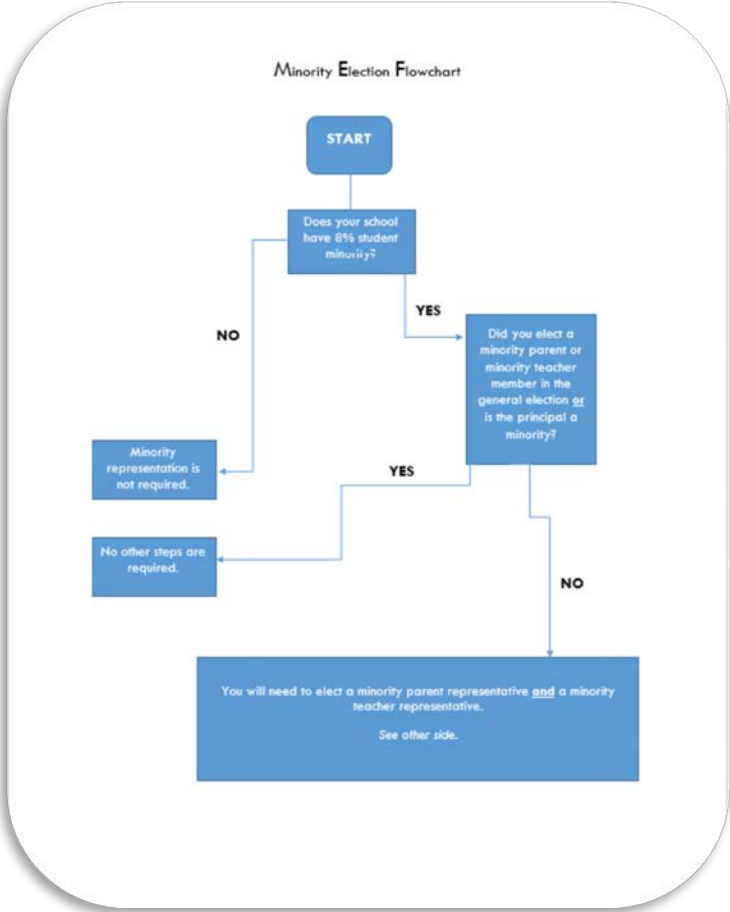


# Minority Elections

- ❑ Councils having 8% or more minority students enrolled, as determined by the preceding Oct. 1<sup>st</sup>, shall have at least one (1) minority member. If the council does not have a minority member, the principal in a timely manner, shall be responsible for carrying out the following:
  - A. Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the students of the date, time, and location of the election to elect a minority parent to the council by ballot, **AND**
  - B. Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council...



# Minority Flowchart



Flowchart



# Minority Defined

- Minority is defined as American Indian; Alaskan native; African-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.

KRS 160.345(1)(a)



# Election Documentation

- ❑ Ballots and other documentation must be retained from the election in the event of a challenge to the election and to comply with Open Records.
  - ❑ In the event that multiple balloting attempts were required, all ballots must be kept separately.
  - ❑ Documentation should be submitted to the principal following the election and should be stored in a secure location.
  - ❑ The principal is the custodian of records for the school and must keep the official records from the parent and teacher elections for at least three (3) years.





# Unanswered Election Questions

The following questions should be considered by parents and teachers and documented in the constituent group's election procedures.

| Parent Elections  | Teacher Elections   |
|---|---|
| When & how candidates are nominated                           | When & how candidates are nominated                           |
| How others know who has been nominated & their qualifications | How others know who has been nominated & their qualifications |
| Who prepares ballot   | Who prepares ballot   |
| When, where, and how parents can vote                         | When, where, and how teachers can vote                        |
| Absentee ballots  | Absentee ballots  |
| Voting schedule & process                                     | Voting schedule & process                                     |
| Notifying parents of winners                                  | Notifying teachers of winners                                 |
| When & where run-offs will be held                            | When & where run-offs will be held                            |





# Collaborative Roles and Responsibilities

“

...set school policy consistent with district board policy which shall provide an environment to **enhance the students' achievement...**

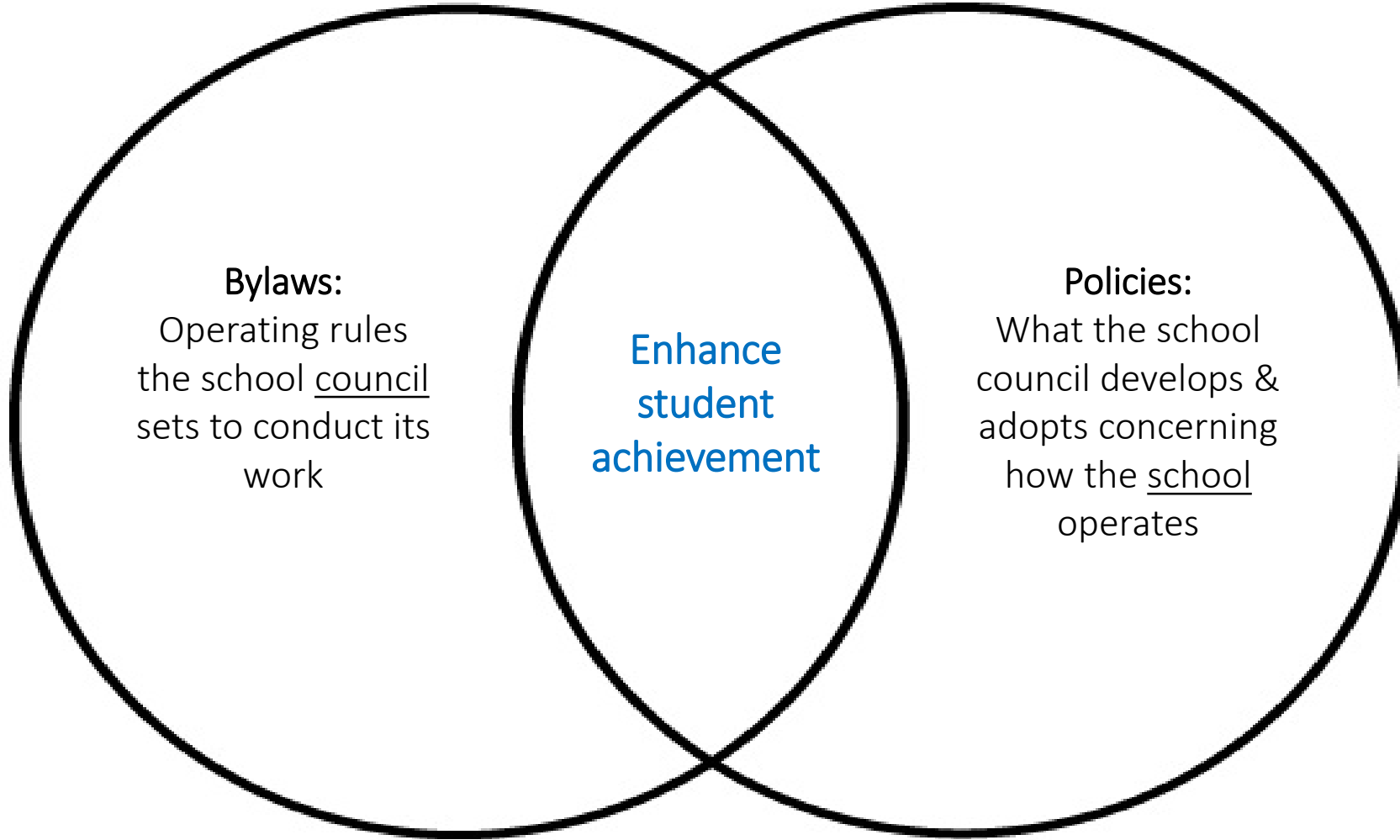
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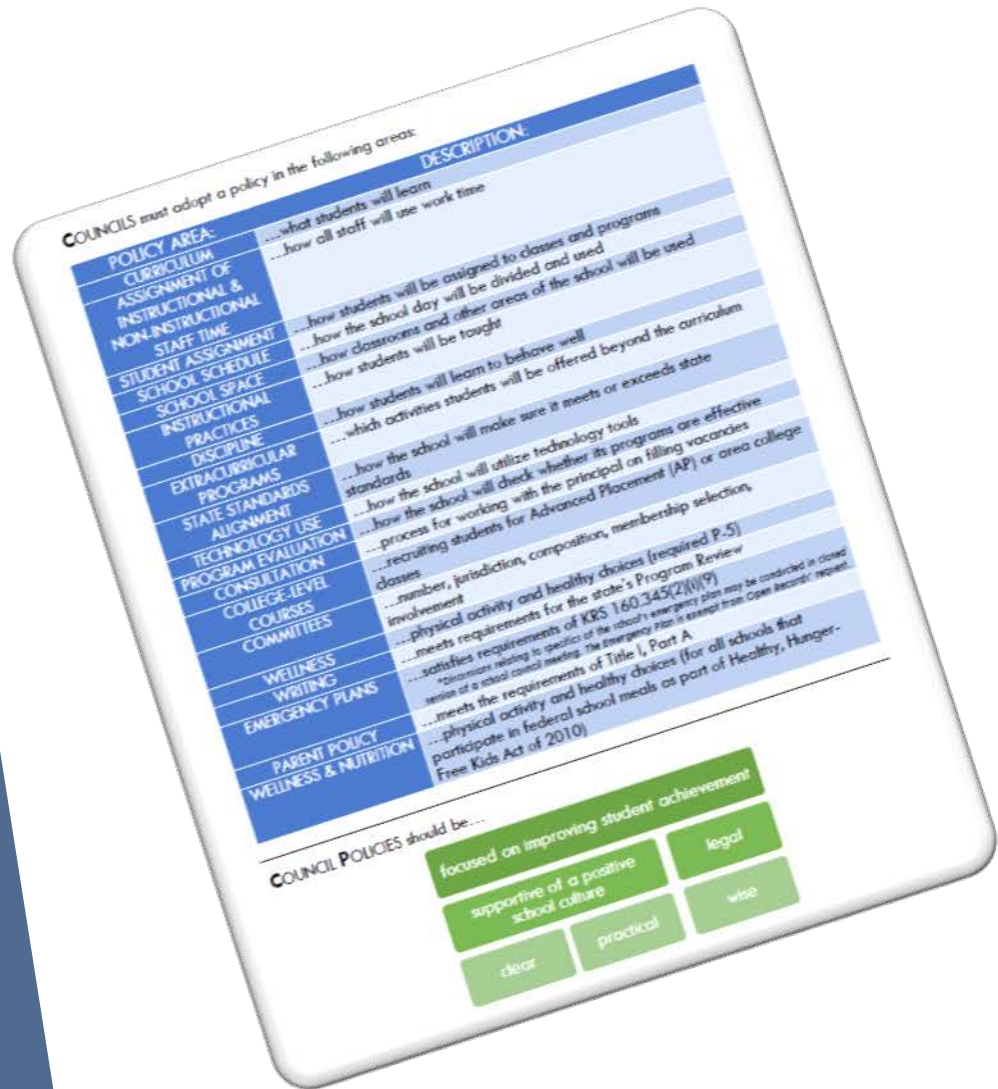




| CHAIR                                  | TEACHERS  | PARENTS   |
|--|---|---|
| Principal serves as the chairperson    | Compose a majority of the school council  | Effective parent members must be willing to put in the extra time and effort needed to understand the school's operations and initiatives |
| Facilitator, gatekeeper, and organizer | Relationship-builders, school operations experts, and curriculum-instruction-assessment professionals | Promote good communication and exchange of information in the school community  |

# Bylaws vs. Policies





- ❑ Curriculum
- ❑ Assignment of Instructional & Non-Instructional Staff Time
- ❑ Student Assignment
- ❑ School Schedule
- ❑ School Space
- ❑ Instructional Practices
- ❑ Discipline
- ❑ Extracurricular Programs
- ❑ State Standards Alignment
- ❑ Technology Use
- ❑ Program Evaluation
- ❑ Consultation
- ❑ College-Level Courses
- ❑ Committees
- ❑ Wellness
- ❑ Writing
- ❑ Emergency Plans
- ❑ Parent and Family Engagement\*
- ❑ Wellness & Nutrition\* (*Best Practice*)



# Council Policies and Bylaws

# Decision Areas

- Primary Program
- Flexible Grouping
- Annual Review of Data
- Meeting Frequency & Agenda
- Number of Persons per Job Classifications
- Determining Textbooks & Instructional Materials
- Principal Selection
- School Budget
- Student Progress Reporting
- Student Support Services
- Mandated School Council Member Training
- School Improvement Planning Process
- Professional Development Plans







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