

## Site Based Decision Making Council Parent Election Process (2016-2017)

Sponsored by: Bryan Station High School PTSA

Election Date: late April 2016

Nominations due: March 24, noon, to school office    Term of service: 1 year July 1, 2016- June 30, 2017

KRS 160.345 outlines the law regarding SBDM elections. The law states that the PTA/PTSA or largest organization formed at the school for the purpose of parent elections should conduct the election. A school's SBDM is its' governing body for the school. It determines school policy for curriculum, staffing, discipline, scheduling, instructional practices, extra-curricular activities and other school related matters.

Two parents are elected each year to serve on this council. Any parent, step-parent, foster parent or legal guardian of a current or future student can fulfill this role. A parent is not eligible to serve if he/she is an employee or relative of an employee of that school or the district central office, or a local school board member or the spouse of a school board member. KRS 160.345 states that elected nominees shall complete training.

First time members shall complete a minimum of 6 hours of training in the processes of school-based decision-making no later than 30 days after the beginning of the service year for which they are elected to serve. Returning School Council members who have served on a school Council at least one year shall complete a minimum of 3 hours of training no later than 120 days after beginning of the service year for which they are elected to serve.

### **For nomination:**

1. Complete the nomination form.
2. Return the nomination form using 14 point font, resume or biography to the school office, at Bryan Station High School, by 12:00 p.m. on March 24, 2016. Any nominations not meeting this deadline will be discarded as an invalid entry. There will be no deadline extensions given for nomination forms. You will be contacted once your nomination is received for verification.
3. During the first weeks of April, a 'second letter' will be available online for parents that will contain any biographies/resumes that were submitted by nominees. These documents will also be published on the PTSA website with election dates and times. An 'Alert' phone message will also occur to all BSHS families.
4. No write- in votes or absentee ballots will be accepted.
5. After the last voter has cast his/her ballot, the ballot box will be delivered to the Teller Committee to be counted.
6. The Election Committee Chair will notify all candidates within 24 hour of polls closing and the principal of the voting results, along with appropriate organizations.
7. All ballots and election materials will be sealed by the Teller Committee and submitted to the school office for storage as required.

Questions? Contact Parent Coordinator of SBDM parent elections, Traci Letcher, [tsletch@gmail.com](mailto:tsletch@gmail.com) or 8593334077.