

SBDM Elections

Dear PTA/PTSA Leaders,

Due to the recent COVID – 19 pandemic, the Kentucky Department of Education (KDE) is allowing Local PTA/PTSAs to do electronic voting for SBDM PARENT ELECTIONS. “KDE maintains that it is the intent of KRS 160.345 that SBDM voting be done in person but believes that giving local leaders the flexibility to administer electronic voting is justified given the current State of Emergency. Alternatively, and preferably, SBDM elections should be postponed, if feasible, until voting may be done in person.” This is only due to the state of emergency. Any electronic voting done outside of this one incident will be deemed invalid as pursuant to KRS 160.345.

Below is the policy implemented by Kentucky PTA in coordination with KDE. If a Local PTA/PTSA unit needs to do SBDM Elections via Electronic means.

In order to qualify for electronic voting, the term of the SBDM parent rep(s) must expire between the months of **March 1, 2020 to August 31, 2020**. If your parent elections are normally held in the Fall/Winter months, then your school would **not** qualify for electronic voting. If the CDC guidelines changes and school returns open allowing in person voting prior to the time frame of the elections, then the elections must be held in person as per KRS 160.345.

Getting Nominees

First step, as always, is to call for nominees. Attached is a sample nomination form. [Click Here for Sample Form](#) KY PTA believes best practice is to give *at least* 14-day notice from the time the email goes out until nomination forms are due. It might be beneficial to consider giving more notice as everyone is trying to adjust to their new normal. You should ask for a short bio from the parents who are running for SBDM to share with parents. Make a word limit for the bio so it creates a fair and equitable opportunity.

Eligible Candidates: Parents must have a student enrolled or pre-registered to attend the school for the year they will be serving on the school council. The definition of parent is defined to include parent, stepparent, foster parent and/or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

*Ineligible Candidates: · Parent who is an employee, or the relative of an employee, of the school in which they wish to serve ** Relative is defined in KRS 160.180 and means father, mother, brother, sister, husband, wife, son and daughter. · An employee or a relative of an employee in the district administrative offices · A local board of education member or member's spouse*

Please have the nomination form that you created for your parents sent out in Infinite Campus (IC) via email blast. It should go to all parents/guardians and incoming parents/guardians. (If you are a high school or middle school that has feeder schools, please reach out to your feeder schools to send out as well.)

Make sure to let your parents/guardians know that elections will either be held in person (if school returns) and the date/time OR sent out on (date) via electronic means for voting. That will be decided closer to the actual election date.

Holding the elections:

If school returns and you can hold in person elections, please proceed as you normally would. Please contact the Kentucky PTA office if you are unsure what steps to take to have a SBDM Parent Election.

If the school is not scheduled to return in time for elections, you have the option to do electronic voting.

- Get a list of next year's parents/guardians and student(s) from your school registrar, this year's list would need to include the parents name, email address, students name and grade. You will use this to ensure the votes that are tabulated are parents of the SBDM term.
- Have an email blast sent to all parents/guardians (plus incoming) thru infinite campus. Your principal will help you figure out who is the best person to get this sent out. Please include detailed instructions to your parents (date ballots close, how to cast their vote etc. – Sample email is enclosed [here](#)).
- Every parent/guardian gets 1 (one) vote (same as always), even if they have multiple children in the school. If a parent/guardian votes more than once the last vote is the only vote that will be counted.
- When setting up your online voting be sure to include the bios of the parents running, so parents/guardians can make an informed decision.
- Most online platforms will allow you to make certain responses required. Please require the following: Parents' name, Parents' email address,

student's name, student's grade level. This allows you to quickly verify that the parent is associated with the school.

- Make sure the election cut off is clear. We recommend giving at least 3-5 business days to allow parents to vote online. You can ask that a reminder be sent to parents on the last day.
- While you can let parents/guardians know on social media that the voting ballots went out electronically, do not link the actual voting form to any of the online social media platforms.
- Once the elections are closed please print off (or you can print it to a PDF if you do not have access to a printer) the results. Those goes to your principal to keep for 3 years, as normal.

While the Kentucky PTA does not endorse any product, both "survey monkey" and "google forms" seem to be great free options. There are paid options if your PTA/PTSA is interested in those, please call the PTA office at (502) 226-6607 if you would like more information or via email kentuckypta@bellsouth.net .

[SBDM Parent Election FAQ](#)