

SCHOOL SITE COUNCIL (SSC) Election Procedures for Staff and Parent Members

Refer to your SSC Bylaws for your school's SSC election procedures. SSC memberships are determined by peer elections- parents elect parents, teachers elect teachers, and "other" school personnel (any staff member who does not have an attendance roster and is not the principal) elect "other" school personnel

SAMPLE PROCEDURES FOR ELECTION OF PARENT MEMBERS

- **Preferred Parent Procedure:**
 1. Send out nomination letter informing the school community of upcoming election. Election templates available: <http://bcsd.com/aia/school-site-council/>.
 2. Once the nomination forms come back, notify the nominee(s) and determine if they accept or decline. Parent cannot be employed at school site (For example, parents that are also CPS worker would need to run as "other" staff)
 3. Prepare your ballot with all names of nominees.
 4. Send out ballots to parents with deadline for return. Parents vote for parents.
 5. Once ballots are returned, determine election results.
 6. Send election results out to school community in newsletter.
 7. Introduce new members at School Site Council meeting and document SSC members and the election procedures in SSC minutes.
 8. Keep all election documentation for Federal Program Monitoring (FPM) in SSC file for 5 years.

- **Alternate Parent Procedure:**
 1. Send out nomination letter informing the school community of upcoming election.
 2. Once the nomination forms come back, notify the nominee(s) and determine if they accept or decline. Parent cannot be employed at school site (For example, parents that are also CPS worker would need to run as "other" staff).
 3. Prepare your ballot with all names of nominees.
 4. Send out a notice of SSC Election Day at your school. (Example: Back to School Night, Title I meeting, etc.) Invite school community to come and meet the candidates and have a ballot box ready so people can vote on the way out. *Print parent list from KEA to ensure one vote per parent.* Parents vote for parents.
 5. Send election results out to school community in newsletter.
 6. Introduce new members at School Site Council meeting and document SSC members and the election procedures in SSC minutes.
 7. Keep all election documentation for Federal Program Monitoring (FPM) in SSC file for 5 years.

SAMPLE PROCEDURE FOR ELECTION OF TEACHER MEMBERS

- Teacher members must be classroom teachers (sign an ACR). Elections for teacher members can be held at a teacher staff meeting. Teachers nominate SSC teacher members, accept or decline nomination, and then vote. Teachers vote for teachers.

SAMPLE PROCEDURE FOR ELECTION OF "OTHER STAFF" SCHOOL PERSONNEL

- "Other" school personnel eligible to be a school site council member includes **any school employee that is not a classroom teacher**, (office staff, program specialist, coach, counselor, classroom assistant, custodian, etc.). Elections for "Other" school personnel can take place at a staff meeting. "Other" staff nominates SSC "other" staff members, accept or decline nomination, and then vote. "Other" staff votes for "other" staff members.