

## SBDM Minority Data

Schools that have 8 percent or greater minority membership in their student population, as determined by the preceding year's Oct. 1 enrollment data, are required to have minority membership on their school council [KRS 160.345(2)(b)2]. Notification for schools, based on this data, can be found on the Kentucky Department of Education SBDM web page or by following this [link](#). If your school councils require the addition of a minority parent and teacher member, the principal, by statute, must work with parent and teacher organizations to select minority parent and teacher representatives. If you have questions, please contact [Natasha Napier](#).

### FAQs regarding minority elections

1. When is a council required by statute to have minority representation?

Schools with 8 percent or more student minority population shall have at least one minority representative to the school council.

2. Who is responsible to ensure minority representation if a school council is required to have a minority member and has not elected one during the initial election cycle and/or the principal is not a minority?

The principal will be responsible for carrying out the following:

- The principal shall call for nominations and shall notify the parents of students of the date, time and location of the election to elect a minority parent to the council by ballot; all minority parents with students enrolled and pre-registered for the school are eligible to serve as council members; and
  - Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council.
3. What if a school has no minority teachers?

If the school has no minority teachers, the school faculty shall select, by majority, an additional teacher member to the school council to represent the

minority student population. The council will still need a parent to serve as the minority representative.

4. If a school has attempted to get a minority teacher to serve on the council, but none are willing or the school only has one minority and they are unavailable or unwilling to serve, what happens to the minority seat?

If the minority teacher(s) is unavailable or unwilling to serve on the council, the position is listed as vacant. A non-minority teacher cannot be substituted to serve as a minority representative.

5. If no minority parent or teacher is elected in the general election, and a special election is needed, will the school need to apply for an Alternative Model application since the result would be an increase from six members?

An election for minority representation will result in an increase from six members to eight members on a single council. This does not require an Alternative Model application to be filed, as this is fulfilling the statute for minority representation.



## **SBDM Training Verification**

The deadline to enter verification into the [database](#) is Nov. 1. Please make sure to enter all data in by that time. If you have technical issues with the database or need assistance, please contact [Ashlie Cox](#).

## **SBDM Reminders**

It is recommended that the school's bylaws and policies be reviewed every year and revised as needed. KDE also recommends that SBDM information is regularly updated on the school website, including members, meeting minutes, agendas, and bylaws and policies. Please look at the "Spotlight on Williamstown Independent" below to see a good model to follow.

## **Spotlight On... Williamstown Independent**

Kudos to Williamstown Independent! Both SBDM consultants at KDE have spent several days visiting a variety of district websites throughout Kentucky, specifically focusing on the relative ease and accessibility to SBDM minutes and agendas. For those districts and/or schools looking for an example, take a look at Williamstown Independent's website [here](#) to see how the elementary, junior and high schools have made SBDM an integral part

of their community at large. Each site lists the council members' names, provides the agenda and minutes for each meeting and connects the user to an assortment of statutes and resources, including the school's own bylaws. If you look closely at their minutes, you will see that it is even revisiting and revising policies as needed; this is exactly the kind of dedication we are hoping to see from all of our districts throughout the Commonwealth!