

16th District PTA- 2021 Superintendent Search- Parent Rep Elections Procedures

General Information: Google Docs, Google Sheets and Google Forms are the only programs that will be used for this process as it clearly tracks any changes made and who they were made by.

For accountability purposes access to view forms and all documentation** will be shared with the following:

Chris Medley, KY PTA, President Elect, 16th District Immediate past 16th District PTA President, Chair of Parent Rep Election Committee.

Kathy Smiley, KY PTA, President

Jenna Jennings, KY PTA, Office Manager

Autumn Neagle, KY PTA, VP of Leadership Outreach (also resides in Louisville, KY)

Chip Heath, 16th District PTA, President Elect

Jennifer Dyar, FCPS, Director of HR

***No voting will be shared with anyone outside of those individuals, for any reason, during the elections.**

** We will not share the number key explained below.

Nomination Process:

The nominating process was already created and executed; however, it did include sending an email to all Parents, as well as all PTA/PTSA leaders with a link to nominate any parent. Nominations closed at 5 PM on Friday, January 15.

Preparation Process:

Sunday 1/17/2021

- KY PTA Office Manager will format that file to combine duplicates and help create a synopsis of the Bio's provided.
- Anyone who is not a current parent in FCPS will not be eligible to serve as the district parent rep and will be strike through.
- Anyone who is listed as not given permission to run, KY PTA and/or 16th District PTA will make every attempt to contact that person Sunday and Monday prior to the ballots going out.
 - If the candidate agrees to the nominations, we will include them in the process; if they do not agree then they will be removed.
 - A detailed list on how we tried to contact them will be kept.
- KY PTA Office Manager will create a list of 16th District PTA/PTSAs and assign a random number to them. The full list will only be shared with Chris Medley and Autumn Neagle.
- A draft ballot, approved by Chris Medley, will be created but not released until the time of voting.

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- The ballot will ask for the PTA/PTSA president's Number they were given, as well as the nominees and an informational blurb.
- A copy of these procedures will be placed on the Kentucky PTA website at kypta.org as well as the 16th District PTA Facebook Page. A copy will also be sent to every president within 16th District.

Monday, 1/18/2021

- A list of PTA/PTSA from Fayette County (16th District) not in good standing will be reviewed by Kathy Smiley, KY PTA President. A PTA, who is not in good standing, is not allowed to do business as a PTA, in accordance with the bylaws as well as the article of affiliation. Kathy Smiley, as Kentucky PTA President does have the authority to grant an extension of that Good Standing. Any PTA/PTSA who are actively working to resolve their bad standing will be considered.
- Kentucky PTA will provide 16th District the final list of PTA/PTSA that are not in Good Standing with the state on Monday, 1/18/21. This PTA/PTSA will not be eligible to vote.
- Detailed instructions will go out to every PTA/PTSA President.
- An individual email will go out to every PTA/PTSA President with their number that was assigned to their school.
 - The voting must match the number given, incorrect numbers, or "names" will be deleted. – This ensures no one can get the link and vote when they shouldn't.
- 16th District PTA Board member, Chip Heath, will contact Northern PTO so that we have their contact information to ensure that they have the information needed for voting.

Voting is open from Monday, January 18 at 6 PM until Friday, January 22nd at 5 PM.

Each PTA/PTSA President only has one (1) vote. Duplicate votes found will be deleted, with the last vote being their final vote.

- PTA/PTSA president must use their number to vote to ensure everyone remains anonymous.
- On the evening of Thursday, January 22nd, Chris Medley will review the list of votes to see what PTA/PTSA President has not yet voted.
 - Chris Medley will convert the numbers back into "PTA's" – not sharing the PTAs number.
- The list of PTA/PTSA's eligible to vote but has not yet, will be shared with all members listed above.
- Friday, 1/22/2021 starting at 9 AM the Kentucky PTA Office Manager and 16th District PTA Board members for them to be split up and have contact the Presidents encourage them to vote.

Tallying Process:

Voting closes directly at 5 PM on Friday, January 22nd

By 6 PM on Saturday, January 23rd, Chris Medley will count the votes for each nominee.

- Autumn Neagle will verify the count by 6:30 PM on January 23rd.

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- Once the count is verified, Chris Medley will email Jennifer Dyar and Tyler Murphy, Board of Education Board Chairman, the winner.
- Once the email is sent Chris will announce the winner on the 16th District Facebook Page.
- Jenna will email out the winner of the elections to all the PTA/PTSA President's in 16th District via MemberHub.

Additional Information:

In the event of a tie for the winner, as per 16th District PTA Standing Rules, Chris Medley and Autumn Neagle will do a coin toss on a recorded Zoom to pick the winner.

Anyone is welcome to contact their school's PTA/PTSA President to give suggestions, however, KY PTA will **never** give out personal contact information of officers or members. The only time an email address will be shared is if they have a generic PTA email. (Example abcpta@gmail.com)

Anyone is welcome to look on the school's website to see if their PTA/PTSA President is listed. If not, you can contact Kentucky PTA at kentuckypta@bellsouth.net, and we will share the contact information you provided to any of the PTA/PTSA Presidents you indicate.

While we will make sure that they have the contact information you provided; it will be up to the PTA/PTSA President if they contact you, we cannot and will not require the Presidents to respond.

It is imperative that anyone who is contacting a PTA/PTSA President remembers that they are volunteers, and they are being hit from every angle, all communications should always be done respectfully.

Any questions regarding the election or process can be emailed to kentuckypta@bellsouth.net or president-elect@kypta.org