



SCHOOL BASED MANAGEMENT TEAM (SBMT) SELECTION CHECKLIST FOR UNITS

1. **Prepare and Distribute Letter Seeking Parent Representatives.** During early May, prepare and distribute (Backpack News, email to membership, building-wide email, social media) a letter seeking candidates to serve on the SBMT for the next school year. A sample letter is attached which should be modified as applicable to your unit. As all selection and interviews should be concluded before the end of May, choose a due date that ensures sufficient time to review applications and conduct interviews by a panel of officers. Some buildings invite the newly elected officers to the June SBMT Meeting. While current parent representatives can re-apply to stay as the SBMT parent representative, a letter seeking parent representatives must go out and all applicants considered.
2. **Select Officers to Review Applicants.** Best practice is to have at least 3 officers conduct interviews together.
3. **Schedule Interviews.** Decide day and times and location for interviews (may be virtual) and reach out to candidates by email to schedule interviews.
4. **Select Parent Representatives.** The primary and intermediate units (WP, IH, RH, NR, BSIS, MIS) may select 3 parent representatives. CMS and CHS may select 4 parent representatives. Best practice is to have one officer as a member to ensure the PTA membership stays informed. **Use the attached interview script with questions to ensure a fair and consistent process.**
5. **Notify Selected Parents.** Advise those selected that if they have not already had SBMT training through District, they are required to attend the training scheduled by District in the Fall.

Any questions, please feel free to reach out to Council. Also, by way of reference, you can view the District School Based Management Plan here: <https://app.memberhub.com/download?r=191879;v=15vogypstfjw>

THANK YOU!

SAMPLE LETTER SEEKING PARENT REPRESENTATIVES

SCHOOL PTA

Dear Parents:

We are now seeking candidates to serve on the School Based Management Team for next school year.

A School Based Management Team (SBMT) is a team of school partners (teachers, parents, administrators, and support staff) who work together to help the school address the educational needs of the students and set new directions for the school. The following criteria must be met in order to be eligible to become a representative on the team:

- Parents must have a child attending our school.
- Parents serve a one-year term.
- Parents must be residents of the district.
- Parents cannot be employees of the district in any capacity: part-time, full time, temporary, or permanent.
- There are no limits on the number of terms a person may serve.
- A person can serve on only one SBMT at any given time.
- All team members must be accountable:
 - To their constituent group by collecting information and providing feedback relative to SBMT activities.
 - For the implementation of the district-wide plan as it pertains to their SBMT.
 - For working toward consensus among the SBMT members.
 - For carrying out their duties as described in the District Plan.
 - Additional requirements are in the SBMT District Plan.

The District will provide required SBMT training.

The SBMT typically meets at least once a month during the school year and more frequently if necessary. Actual dates and times will be determined at the first meeting.

If you would like to be considered as a parent volunteer for this very important team, please email me at [redacted]. Please use "SBMT Application" as the subject of the email and include your name and the grade(s) your child/children will be in next year, as well as your address and home and cell phone numbers. **You will be contacted by email for an interview.**

ALL REQUESTS MUST BE RECEIVED NO LATER THAN [redacted].

Sincerely,

[redacted]
PTA President

SBMT INTERVIEW SCRIPT FOR PARENT REPRESENTATIVE

Opening Remarks:

A School Based Management Team (SBMT) is a team of school partners: teachers, parents, administrators, and support staff who work together as a team to help the school address the educational needs of the students and set new directions for the school. The following criteria must be met in order to be eligible to become a representative on the team:

- Parents must have a child attending our school.
- Parents cannot be employees of the district in any capacity: part-time, full time, temporary, or permanent.
- A person can serve on only one SBMT at any given time.

Interview Questions:

1. Typically SBMT meetings are once a month. In the past SBMT meetings have been _____, however actual dates & times for next year will be set at the first meeting. Members cannot miss more than two consecutive meetings. Is your schedule flexible enough to allow you to attend the SBMT meetings?
2. Will you be able to make regular PTA meetings to give a summary report of SBMT meetings and answer any questions that may arise?
3. Why do you want to be a part of the SBMT?
4. Where and how are you accessible to the PTA constituent group?
5. A parent representative is someone who brings to the team the voice of the parents, which may not always be in agreement with their own opinions -If an individual or a group of parents ask you to present a problem or issue you feel is in direct contrast to your opinion, how would you handle it?
6. Issues are decided on by consensus. Can you explain what consensus means? (no vote- 100 % of the team in agreement)
7. Here's a scenario – Your child's teacher is a teacher rep on the team and has a contrasting view from yours. Would this hinder your expression of opinion?

Closing Remarks:

Do you have any questions for us?

Two consecutive meetings may not be missed. If you are chosen you will be invited to the June meeting this year (on _____) to meet the team and you will also be required to attend a district training session that is usually in the Fall.

Thank you.

(Note: Consensus is defined as the judgment arrived at by most of those concerned; general agreement.)