

LSGT ELECTIONS GUIDE

2024

CLARKE COUNTY SCHOOL DISTRICT
GOVERNANCE & FLEXIBILITY DEPARTMENT



Clarke County
School District

Better Together

LSGTeam Elections: All in TOGETHER

What is a Local School Governance Team (LSGTeam)?

The purpose of a Local School Governance Team is to provide parents, school staff, and community members with an opportunity to approve and monitor the school's strategic plan, identify strengths and areas of need in the school and community and provide guidance for supporting high student performance.

“
**Alone, we can do so little; Together
we can do so much!**
- Helen Keller
”

What is the commitment?

Members will serve two-year terms. Time commitment varies from school to school but expect 2 to 3 hours per month, including meetings, trainings, and school and community events.

When are the elections?

Candidate Declaration: *March 13th – April 10th*

Voting: *April 15th – April 19th*

Where can a parent or teacher declare candidacy?

[CCSD Charter System Website](#)

LSGTeam Elections FAQ

When will Local School Governance Team (LSGTeam) elections take place?

The LSGT voting period will be Monday, April 15th - April 19th. Election winners will be announced on Friday, April 26th.

Is there a new deadline for individuals to register as election candidates?

Individuals wanting to become LSGT candidates have until Tuesday, April 10th.

How will voting take place?

We will use the online, mobile-friendly Election Runner software to engage your families and teachers in the LSGTeam election process. Once posted, all of your school's eligible voters will receive an email with a unique individualized login and password they'll use to access the ballot and cast their vote.

How will teachers vote?

Teachers will receive a link to vote via their CCSD district email.

How will parents vote?

Parents will receive a unique link in their email address in Campus with the district. This unique link will allow parents to vote directly for their school candidates.

What if I have a child at multiple schools?

Parents will receive unique links to the same email address based on each student. For example, if you have a child at multiple schools, you will receive one email with a unique link that allows you to vote for each LSGTeam.

What if my spouse and I share the same email address?

You and your spouse will receive one email with two links for each child's school.

How many available seats do I have on my school's LSGTeam?

[2024 LSGT Election Roster.](#)

Candidate Qualifications

Are there any qualifications I must meet to run for a seat on the Local School Governance Team (LSGTeam)?

Yes, The LSGTeam will adhere to the following list of qualifications for service on the LSGTeam:

1. **All LSGTeam members:**

- a. Only one family member may serve on the LSGTeam at any time. Family members are defined as a spouse or domestic partner of an LSGTeam member; or a child, stepchild, parent, or sibling of an LSGTeam member.
- b. LSGTeam members must be 18 or older (except for student members.)

2. **Principal**

- a. Must be the school principal

3. **School Employees**

- a. Must be an employee of the school
- b. Maybe the parent of a child enrolled at the school

4. **Parents/Guardians**

- a. Must be the legal parent/guardian on record of a child attending the school at the beginning of their term
- b. May NOT be an employee of the school

5. **Community Members**

- a. Maybe the parent or guardian of a child enrolled at the school
- b. May **NOT** be an employee of the school

6. **At-large Members**

- a. Must fill an existing need as identified by the LSGTeam
- b. Maybe an employee or non-employee of the school district

7. **Students**

- a. Must be a student at the school

If a member does not meet the above qualifications at any time, the member must resign.

Are there specific requirements or rules School Governance Council members must follow?

Yes, Local School Governance Team members must:

- Attend **75%** or more of the scheduled LSGTeam meetings within the fiscal year beginning July 1. An LSGTeam member who fails to attend **75%** of LSGTeam meetings, or misses three (3) consecutive meetings, may be asked to resign from the LSGTeam
- Participate in mandatory training as required for service on the LSGTeam.
- Be an ambassador for the school by being willing to interact, on a regular basis, with the school community. This may include school or district meetings or events.

Sample Email Correspondence for Staff

Teachers,

It is time to elect new members to our Local School Governance Team. The Local School Governance Team has open parent/guardian and teacher positions for election.

Our Local School Governance Team (LSGTeam) plays a critical role in the success of our school. The LSGTeam works with school leadership and the community to help determine the school's long-term direction, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. Specifically, the Local School Governance Team has the following powers:

- Approve, and monitor the implementation of the school's Strategic Plan
- Manage the Request for Flexibility process
- Approve the annual [budget recommendations](#) and related allocations
- Participate in the hiring of the principal in the event of a vacancy
- Approve the submission ideas for Innovative Grant Funds

If you are interested in running for a position on the Local School Governance Team, please complete and submit a [Declaration Candidacy Form](#). Forms are available **NOW!**

We are very excited about the work and value-add of our LSGTeam. We hope that you will consider running for a position! The Candidate Declaration period ends on April 10th, and voting will occur from **April 15th to April 19th**. In the meantime, if you want more information about the charter system or LSGTeam elections, visit our school's website or the Charter System Overview.

Best regards,

Proud Principal

Sample Email Correspondence for Staff # 2

For Staff:

You are a great candidate for our LSGTeam!

We are preparing to elect individuals to serve on the (Your school's name) LSGTeam for a two-year term (July 1, 2024 - June 30, 2026). We meet once per month in the evenings during the school year. Our LSGTeam includes the principal, (3) teachers/staff, (3) parents, (3) community members, (2) at-large members, and (1) student.

Together they represent our school and work alongside School Leadership on our Strategic Plan, budget approval, school-based flexibility solutions, and more.

If you have questions, you can ask me, Ms. Wood, Ms. Chaney-Robinson, or Ms. Gaertig. They are all present or past members of our LSGTeam.

Would you consider joining? To be considered, you will need to complete a Candidate Declaration Form. Elections will take place on **April 15th-19th**.

Have a fantastic Friday!
(Your name here)

Sample Email Correspondence for Parents

Parents/Guardians,

It is time to elect new members to our Local School Governance Team. The Local School Governance Team has open parent/guardian and teacher positions for election. Parents or guardians of students attending our school during the 2024-2025 and 2025-2026 school years are eligible to run for the parent/guardianLSGTeampositions.

Our Local School Governance Team (LSGTeam) plays a critical role in the success of our school. TheLSGTeam works with school leadership and the community to help determine the school's long-term direction, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. Specifically, the Local School Governance Team has the following powers:

- Approve, and monitor the implementation of the school's Strategic Plan
- Manage the Request for Flexibility process
- Approve the annual budget recommendations and related allocations
- Participate in the hiring of the principal in the event of a vacancy
- Approve the submission ideas for Innovative Grant Funds

If you are interested in running for a position on the Local School Governance Team, please complete and submit a [Declaration Candidacy Form](#). Forms are available NOW!

We are very excited about the work and value-add of ourLSGTeam. We hope that you will consider running for a position! The Candidate Declaration period ends on **April 10th**, and voting will occur from **April 15th to April 19th**. In the meantime, if you want more information about the charter system or LSGTeam elections, visit our school's website or the Charter System Overview.

Best regards,

Proud Principal