

School Site Council Bylaws

Curley K-8 School Site Council

Bylaws

Article I

Name, Purpose, and Authority

Section 1. **Name.** The name of the School Site Council (SSC) shall be the Curley SSC.

Section 2. **Purpose.** The purpose of the SSC shall be to serve as the central governing body of the school under the school-based management/shared decision-making model.

Section 3. **Authority.** The SSC shall be established and conduct its affairs in conformance with Article III “School Based Management and Shared Decision Making,” contained in the Collective Bargaining Agreement (Agreement) between the Boston School Committee (BSC) and the Boston Teachers Union (BTU).

Article II

SSC Members, Terms, and Meetings

Section 1. **Number.** The number of members and composition of the SSC shall be consistent with the provisions of the Article III of the Agreement and with the guidelines contained in Deputy Superintendent’s Memorandum, “Establishment of School Site Councils.” The number of parents elected to the SSC shall equal the number of professional educators, including the Principal/Headmaster/Program Director elected to the Council.

Section 2. **Election of SSC Members.** Representatives of the SSC shall be elected as early in the school year as possible and the first SSC meeting held no later than October 31.

Election of SSC members shall be by secret ballot.

Special attention will be given to the election of parent and BTU representatives who reflect the racial/ethnic diversity of the school community. Under the Agreement, the

following racial/ethnic groups shall be recognized in the election and composition of the School Site Council: African American/Black, American Indian, Asian American/Pacific Islander, Hispanic, and White.

a) **Principal/Headmaster**. The Principal/Headmaster/Program Director shall automatically be a member of the SSC by virtue of his/her position and shall serve as one of the two Co Chairpersons.

b) **BTU Representatives**. An election of BTU bargaining unit representatives to the Council shall be held in the fall. The election process as defined in the Article III of the Agreement shall be used for the election of BTU representatives to the Council.

c) **Parent Representatives**. On or before October 1, the SSC shall schedule a parent orientation session. The purpose of the session shall be:

- to orient new parents to the school;
- to inform all parents about the school's programs;
- to publicize the School Site Council and its activities; and
- to encourage parents to stand for election to the SSC.

Two weeks notice shall be given to parents for the orientation session.

Parent representatives shall be elected from among parents of students currently enrolled in the school. The Principal/Headmaster shall assist the School Parent Council and other parent organizations at the school in organizing and running the election of parent representatives that shall be held after the election of BTU representatives.

d) **Student Members (High Schools Only)**. The SSC shall include one student elected by the student body to represent all students on the SSC.

e) **Associate Members**. The SSC shall elect individuals to serve as associate members. Associate members shall not have voting rights, but shall have voice in Council deliberations, including the making of motions, and shall otherwise participate in SSC meetings and activities. The number of associate members shall not comprise more than fifty percent (50%) of the total SSC membership.

f) **Alternate Members**. Parent and BTU alternate members shall be elected by their constituent group and shall substitute for absent members of their same racial/ethnic

group. Alternates shall be voting members at meetings where their presence is necessary to have a quorum.

Section 3. **Terms of Office.** *Each SSC establishes the terms of office for its members. Every year at least one parent and one BTU member must be replaced by a new member.*

Section 4. **Vacancy.** Alternates of the same racial/ethnic group shall be used to fill vacancies created by resignation or removal of a SSC member.

Section 5. **Regular Meetings.** *Regular meetings of the SSC shall be held monthly at such times and place as shall be fixed by consensus of the SSC.*

The Curley SSC meets the 2ndth Tuesday of each month in the upper library from 5:30pm – 7pm during the school year.

Section 6. **Notice of Meetings.** SSC meetings are subject to the state Open Meeting Law which requires posting of each meeting notice at least 48 hours prior to the meeting at a public place. In addition, the SSC shall provide all faculty and parents with a listing of all meetings for the year and the school community informed of SSC actions.

Section 7. **Quorum.** To constitute a quorum of members at a Council meeting, the Principal/ Headmaster must be present as well as at least two teachers and two parents for Councils with 9 to 12 voting members or at least three teachers and three parents for Council with 13 or more voting members.

Section 8. **Resignation.** Any SSC member may resign at any time by delivering his/her resignation in writing to the SSC Co Chairpersons. Such resignation shall be effective upon receipt and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 9. **Absences.** If a member is regularly absent from monthly meetings over the course of a school year, that member shall be removed from the Council and be replaced by an alternate.

Section 10. **Meeting Agenda Framework.** The agenda for each meeting shall follow the framework below, with amendments being made when issues outside of the framework arise. Examples of exceptions include, but are not limited to, the need for an executive session or altering the order of agenda items to accommodate SSC members' participation.

This framework is intended to offer the co-chairs a structured, calendar-based system for formulating relevant and appropriate meeting agendas, while remaining flexible enough to include other topics as needed. This agenda format is also intended to

support and facilitate the participation of both SSC members and the rest of the school community by providing transparency and predictability about the SSC's work.

Generally speaking, the agenda for each meeting will be set by the Parent Co-Chair and School Principal, in consultation with the rest of the SSC as necessary. Agendas should be circulated at least 24 hours before the scheduled meeting to allow for comments and amendments.

The agenda framework is as follows:

1. Announcements (1 minute)
2. Passing on the minutes of the previous meeting
3. Public Comment Period
4. Officer Elections, Calendar Setting, Personnel Subcommittee Elections (first and second meetings of the year only)
 - 4.1 Election of SSC Officers (first and/or second meeting(s) of the year only) occurs after all SSC members have been elected.
 - 4.1.a. Officers: Non-Principal Co-Chair, Clerk/Secretary, Communications Liaison, and any other officers the SSC deems necessary.
 - 4.1.b. Ad hoc Clerk: an ad hoc Clerk will be appointed at the beginning of any meeting held prior to the first meeting attended by all SSC members for the current year. (The 6 BTU representatives and the 7 parent representatives may become SSC members for that year's positions after the first SSC meeting of the year.)
 - 4.2 Calendar-setting (first and/or second meeting(s) of the year only). The SSC will choose meeting dates and times for the entire year. This will occur only after all SSC members have been elected.
 - 4.3 Election of the SSC Personnel Committee in compliance with Article IV, section 2 below (first meeting of the year after all SSC members have been elected).
 - 4.3.a. The SSC shall appoint a Personnel Subcommittee consisting of four (4) members: the Principal, two (2) Teachers (to be chosen by the BTU members of the SSC), and one (1) Parent (to be chosen by

the Parent members of the SSC). The committee will be reconstituted annually.

5. Principal's Comments (includes the following topics at specific meetings)
 - 5.1 Budget (following BPS' own Budget Timeline):
 - 5.1.a. Initial attendance numbers and breakdown of budget allocations given by BPS (September and/or October meetings)
 - 5.1.b. Report on projected preliminary enrollment data for the coming academic year and a discussion of perceived budget needs for coming year. (November meeting)
 - 5.1.c. Budget report from Principal, including overview of BPS initial budget. (December meeting)
 - 5.1.d. Special full report on budget. (Additional late December or early January meeting - This meeting will be devoted exclusively to the budget)
 - 5.1.e. Vote on final budget presented by Principal. (Early or late January meeting, prior to BPS submission deadline if BPS process allows)
 - 5.1.f. Brief updates on any changes to submitted budget. (February and/or March meetings)
 - 5.2 Quality Schools Plan
 - 5.2.a. Review and discuss presentation and initial implementation steps. (September and October meetings)
 - 5.2.b. Discuss implementation updates with involved teachers, staff, and parents. May also be moved to be part of old or new business sections. (November through May meetings, as appropriate)
 - 5.2.c. Assessment of plan and development of action steps for next year (June meeting)
 - 5.3 Other items at the Principal's discretion.
6. Standing and Ad-hoc Committee Reports (includes following)

- 6.1 ILT report (every month)
- 6.2 Personnel Committee report (every month)
- 6.3 Parent Involvement report (as needed)
- 6.4 Health & Wellness report (every month)
- 6.5 Uniforms (September meeting and April through June meetings as needed)
- 6.6 Other standing or ad-hoc committee reports (as needed)
7. Old Business - ongoing issues that have come up previously and are being worked on.
8. New Business - new issues that need to be discussed that are different from the matters discussed under Old Business.
9. Other Business - Items to be considered and placed in the next agenda under the next meeting's New Business section if they fall outside any of the above.
10. Adjournment

Article III

Officers

Section 1. **Officers.** The officers of the SSC shall be two Co-Chairpersons, Clerk, Communications Liaison and such other officers as the members may from time to time determine.

Section 2. **Election of Officers.** The Principal/Headmaster shall serve as one of the Co Chairpersons of the Council. All other officers shall be elected by the members at the first fall meeting of the SSC held after the fall SSC member election. With the exception of the Principal/Headmaster officers shall serve for the term of one year, or until their successor shall be elected.

Section 3. **Co Chairpersons.** The Co Chairpersons shall preside at all meetings of the SSC unless they otherwise designate other members to preside. The Co Chairpersons shall perform and oversee the duties and tasks necessary for the effective functioning of the SSC including, but not limited to, development and distribution of meeting agenda, giving notice of SSC meetings, serving on subcommittees, and providing timely

information to SSC members about the school budget, personnel, and programs. The Co Chairpersons shall also perform such other duties as the SSC shall from time to time designate.

Section 4. **Clerk**. The Clerk shall keep accurate minutes of all meetings for distribution to SSC members and the wider school community. The minutes, including the attendance of members, shall be both filed and posted in the school office for review by interested parties. The Clerk shall perform such other duties and have such other powers as the SSC members shall from time to time designate.

Section 5. **Communications Liaison**. The Communications Liaison shall receive and distribute informational materials.

Article IV

Committees of the SSC

Section 1. **Committees of the SSC**. *The SSC may elect from their own members or otherwise as they may determine, committees to undertake tasks in behalf of the SSC. The number, powers, and term of any such committee shall be determined by the SSC.*

Section 2. **Personnel Subcommittee**. The SSC shall establish a Personnel Subcommittee for the purposes required in the Article III of the Agreement. The actions of the Personnel Subcommittee are not subject to the approval of the SSC.

Article V

Bylaw Approval and Amendments

These bylaws shall be approved and/or amended by two thirds of BTU members in the school eligible to vote and by two thirds of the parents who are present at a parent meeting. There must be at least two weeks notice for the parent meeting. The bylaws may be approved at the same time that the SSC elections are held.