

# JACKSON MANN K8 SCHOOL SITE COUNCIL BYLAWS

## Article I

### Name, Purpose, and Authority

Section 1. **Name.** The name of the School Site Council (SSC) shall be the Jackson Mann 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 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 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. The Jackson Mann will have 6 BTU Representatives because we have 61 or more bargaining members.

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.

The Jackson Mann will have seven Parent Representatives or more, to match the number of school staff representatives (BTU representatives+ Principal).

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.** The terms will be set so that every year at least one parent and one BTU member must be replaced by a new member. Positions will have two-year terms as long as they are in compliance with the aforementioned requirement.

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.
- 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 BTU members 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.

## 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.