

**Josiah Quincy School
School-Site Council Bylaws**

Article I

Name, Purpose, and Authority

Name: The name of the School-Site Council (SSC) shall be the Josiah Quincy School SSC.

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.

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 between the Boston School Committee (BSC) and the Boston Teachers Union (BTU) effective September 1, 2016 through August 31, 2018 (the “Contract”).

Article II

SSC Members, Terms, and Meeting

Number: The number of members and composition of the SSC shall be consistent with the provisions of the Contract and with the guidelines contained in Deputy Superintendent’s Memorandum, Teaching & Learning, CSP 01, “establishment of School-Site Councils.” The number of parents elected to the SSC shall equal the number of professional educators, including the Principal elected to the SSC.

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 secret ballot.

Special attention will be given to the election of parent and BTU representatives who reflect the racial/ethnic/program diversity (including Special Education and English Language Learners) of the student community. By Contract, the following racial/ethnic/program groups¹ shall be recognized in the election and composition of the SSC: African American/Black, American Indian, Asian American/Pacific Islander, Hispanic, and White. By the end of April the SSC shall determine the diversity of the student community, as a guideline for the fall elections.

Principal: The Principal shall automatically be a member of the SSC by virtue of their position and shall serve as one of the three -Tri Chairpersons.

BTU Representatives: An election of BTU bargaining unit representatives to the SSC shall be held in the Fall. The election process as defined in the BSC/BTU Contracts shall be used for the election of BTU representatives to the SSC.

Parent Representatives: On or before October 15, 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 SSC 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 shall assist the School Parent Council (SPC) 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.

Associate Members: The SSC shall elect individuals to serve as associate members. Associate members shall not have voting rights, but shall have voice in SSC 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.

No Associate members will be generally required or elected unless a special vote has been held by the outgoing SSC. The vote will rule based on a simple majority (50% + 1). The proposal for Associate Member elections will include specific reasoning and terms for the elected members.

Alternate Members: If possible, Parent and BTU Alternate members shall be elected by their constituent group and shall substitute for absent members for their same racial/ethnic/program group. Alternates shall be voting members at meetings where their presence is necessary to have a quorum.

In the election of BTU and parent alternate members, each group shall elect a pool of alternates which contains the same diversity of the constituent group. Parents who stand for election to the SSC but do not secure seats as parent representatives of the SSC should be strongly encouraged to be alternate members.

The term of the Alternate Member shall be for one (1) year.

Terms of Office: Terms of office shall be three (3) years. In general, no more than 1/3 of the membership should be re-elected in any given year.

Vacancy: If available, an Alternate of the same racial/ethnic/program group shall be used to fill vacancies created by resignation or removal of a SSC member.

Regular meetings: Regular meetings of the SSC shall be held monthly at such time and place as shall be fixed by consensus of the SSC. The SSC will reserve a portion of the meeting agenda for public comment by non-SSC members.

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 in a public place. In order to comply with this Law the SSC will post its meeting notices on the JQS Office Bulletin Board and send an email notification to the JQS Parent Google Group at least 48 hours in advance. The SSC will determine a schedule of normal monthly meetings during its first meeting.

Quorum: Consistent with the State Open Meeting Law, a quorum consists of a majority (one more than 50%) of the elected members or alternates being present.

Additionally, each constituent group of parents and teachers must have representatives in attendance according to the following, contractual, quorum provisions.

Size of Constituent Group	Quorum
4 members	2
5 members	3
6 members	3

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

Absences: If a member is absent for two (2) consecutive monthly meetings over the course of a school year, that member shall be removed from the SSC and be replaced by an alternate.

If a member is absent from three (3) or more monthly meetings during the course of the school year, that member shall be removed from the SSC and be replaced by an alternate.

IN the event of a member being declared “on leave,” their designated alternate will represent them until such time as they may resume their position. The absences rules do not apply to a member on leave.

Article III

Officers

Officers: The officers of the SSC shall be three Chairpersons and such other offices as the members may from time to time determine.

Election of Officers: The Principal shall serve as one of the Tri-Chairpersons of the SSC. The other two officers shall be elected by the members at the first Fall meeting of the SSC. The two elected Tri-Chairpersons shall comprise of one teacher and one parent. With the exception of the Principal, the officers shall serve a term of one year, or until his/her successor shall be elected.

Tri-Chairpersons: The Tri-Chairpersons shall preside at all meetings of the SSC unless they otherwise designate other members to preside. The Tri-Chairpersons shall hold monthly Chair meetings prior to the respective monthly SCC meetings. The time and place of Chair meetings shall be determined by the Tri-Chairpersons upon the yearly officer elections. The Tri-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 the meeting agenda, giving notice of SSC meetings, serving on subcommittees, and programs, and providing timely information to SSC members about the school budget, personnel, and programs. The Tri-Chairpersons shall also perform such duties as the SSC shall from time to time designate.

Clerk: The Clerk shall keep accurate minutes of all meetings for distribution to SSC members and the wider school community. The Clerk shall then distribute the final approved minutes no later than the end of the sixth school day following each monthly SSC meeting. 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 also post the minutes to the school website. The Clerk shall perform such duties and have such other powers as the SSC members shall from time to time designate.

Communications Liaison: The Communication Liaison shall receive and distribute informational materials from the Office of SBM/SDM members and, in turn, shall forward communications from the council to the Office of the SBM/SDM.

In addition, the Communication Liaison, or their representative (another member of the SSC), will be responsible for making public statements on behalf of the SSC. The Communication

Liaison, or their representative (another member of the SSC), will attend every official School Parent Council meeting to provide updates on the activities of the SSC.

Article IV

Committees of SSC

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

Personnel Subcommittee: As required by the Contract, the SSC shall establish a Personnel Subcommittee for the purpose of interviewing and selecting the in-transfer and hiring of new teachers. In lieu of the Personnel Subcommittee, the SSC may choose to undertake responsibilities for staffing as a committee of the whole.

Article V

Bylaws 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 an SSC meeting. The Bylaws may be approved at the same time that the SSC elections are held. Copies of the Bylaws will be distributed to all Members at the first meeting of each newly elected council.