



## Kenny Elementary School School Site Council Bylaws SY 2023-2024

### Article I

#### Name, Purpose, and Authority

- Section 1. **Name.** The name of the School Site Council (SSC) shall be the Kenny 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 school staff, including teachers elected to the Council and the Principal.
- 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 November 15th. 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 15, the SSC shall schedule a parent orientation session.

### 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 two years, 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.
- Section 6. **Vice-Chair (Parental).** The Vice Chairpersons shall preside at all meetings of the SSC and will perform and oversee duties and tasks necessary for the functioning of SSC in support of the chairpersons. If the parental co-chair has to depart the school or council for any reason then the vice-chair will step into the role of the co-chair to ensure site council functionality.

#### **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 on behalf of the SSC. The number, powers, and the 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 Article III of the Agreement, with 2 BTU and 1 parent SSC member, elected by council for this role. 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.

\_\_\_\_\_  
Parent Council Co-Chair Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BTU Council Co-Chair Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



---

Principal Name

---

Signature

---

Date