

**BYLAWS
of**

**Lilla G. Frederick Pilot Middle School
Governing Board**

Adopted
January 13, 2014

**ARTICLE I
SCHOOL VISION & MISSION**

Section 1. Vision. The Lilla G. Frederick Pilot Middle School vision is to transform students, in a vibrant and nurturing environment, through their educational experience in preparation to be college and career ready and make a positive impact in their lives and communities.

Section 2. Mission. The vision will be fulfilled through the mission of advancing all students towards proficiency where academy leaders work with and provide resources to build educators' capacity to excel in the eight dimensions of effective teaching as outlined in the four Massachusetts Department of Secondary and Elementary Education standards with the overarching purpose of increasing student growth while developing the whole child.

**ARTICLE II
PURPOSE**

The Lilla G. Frederick Pilot Middle School Governing board is charged to carry out the school's vision and mission to set school policies as a Boston Pilot School. The Pilot School autonomies as well as state laws guide the board's work in terms of budget, staffing, calendar/schedules, curriculum, and governance. As cited in the Pilot Schools Manual (April, 2006), Pilot school governing boards have substantially greater authority than do the school site councils in other BPS schools. Pilot school governing boards are responsible for the following:

- Set and maintain the vision, mission, and goals of the Lilla G. Frederick Pilot Middle School.
- Approve the annual school budget.
- Hire and evaluate the Principal (with the Superintendent having final authority over hiring, evaluation, and renewal or termination).
- Hire and review performance of Academy Leaders. (To be reviewed by Labor Relations).
- Comply with all laws, regulations, codes, court orders, policies, procedures, and directives that relate to the operation of a school within the Boston Public Schools, except to the extent that the BPS has expressly waived such compliance (related to this charge, BPS will send the Governing Board Chair all notices regarding academic performance and other notices regarding the health and welfare of the school).
- Maintain a written and approved dispute resolution process in place, which includes appeal to the BPS Superintendent and BTU President as a last resort.
- Produce, by January 15th of each year, an annual written and approved Election-to-Work Agreement that every BTU member signs prior to the beginning of the following school year.
- Annually review the school's progress on indicators of student engagement and achievement, and ensure that there is a plan in place to address gaps.

As well, the board will develop a long-term strategic plan focused on outcomes to guide the overall work of the school as a whole.

Implementation of Governing board decisions as well as the overall management of the school is the primary role of the Principal and the LGFPMS faculty.

ARTICLE III MEMBERS

Section 1. Members.

A. Members. The Governing board will have fifteen voting members, as follows:

- (1) Principal of Lilla G. Frederick Pilot Middle School
- (2) One Academy Leader
- (3) Four Faculty Representative (Must be members of the Boston Teachers Union)
- (4) Four Family Representatives (One parent per Academy)
- (5) Five Community Partners (5)
- (6) Such ex officio members as the Governing Board deems necessary.

Section 2. Election. By the regularly scheduled October meeting of each year, all representative seats shall be filled.

- A. Academy Leader.** The Academy Leader representative shall be nominated and selected by the Instructional Leadership Team.
- B. Faculty Representatives.** An administrator and a BTU Representative shall run elections for Faculty Representatives to the Governing Board. Nominations for the Faculty Representative will be by self-nomination. Votes will be taken by secret ballot with five days notice to staff. Should there be a tie, the principal shall cast the deciding vote.
- C. Family Representatives.** The Lilla G. Frederick Pilot Middle School Parent Council shall be responsible for conducting elections for the Family Representatives.
- D. Community Partners.** The Governing Board will review and select the Community Partners.

Section 3. Duties of Members. Each member of the Governing board is expected to perform the following activities:

- A.** Members will become familiar with *The Vision And Mission Of The Lilla G. Frederick Pilot Middle School* and will attempt, through deliberation and deed, to act in the best interests of the LGFPMS vision and school community.
- B.** Members will engage in and encourage communication with the members of the LGFPMS community so that decisions reflect school-wide agreement as much as possible.
- C.** Members will adhere to the rules, regulations, and policies of the School board, the Pilot School autonomies, the LGFPMS bylaws, and state and federal laws.
- D.** Members will attend all regularly scheduled board meetings.
- E.** In the event of a Board planning retreat, members will be expected to attend
- F.** The absence of a board member from three regularly scheduled meetings within the school year without notification to the Chair will constitute a voluntary resignation. More than three absences, with or without notification to the chair, shall likewise constitute voluntary resignation.

- G. A board member may attend no more than 2 meetings via real-time, electronic and auditory participation.
- H. Members will be encouraged to actively participate in the board committee work.
- I. Members will honor all aspects of confidentiality and meeting norms.
- J. Members will elect or designate specific alternates to serve in the place of an absent voting member of the Board.

ARTICLE IV OFFICERS

Section 1. Officers and Duties. The officers for the LGFPMS shall be elected from the membership of the Governing board. The officers shall consist of Chair, Vice-Chair, Treasurer, and Secretary.

- A. **Eligibility** The Principal shall not serve as an officer of the board. Employees of the Boston Public Schools shall not serve as officers of the board.
- B. **The duties of the Chair shall be:**
 - (1) To preside over all board meetings and sign the minutes thereof;
 - (2) To serve as the Chair of the Executive Committee;
 - (3) To lead the board as it develops broad policies, does long-range strategic planning, and carries out the task necessary to achieving the purpose of the school; and
 - (4) To work with the Principal and the Vice-Chair to prepare an agenda for the regular and special meetings of the board.
- C. **The duties of the Vice-Chair shall be:**
 - (1) To attend all meetings of the board and the Executive Committee;
 - (2) To perform Chair's duties during his or her absence or inability to serve;
 - (3) To assist the Chair in any way possible.
- D. **The duties of the Treasurer shall be:**
 - (1) To attend all meetings of the board and the Executive Committee;
 - (2) To serve as the Chair of the Finance Committee;
 - (3) To ensure that all funds received and expended are handled in accordance with the sound business and accounting practices and within the policies authorized by the board; and
 - (4) To work with the principal to provide financial updates at least once per quarter to the board.
- E. **The duties of the Secretary shall be:**
 - (1) To attend all meetings of the board and the Executive Committee;
 - (2) To take and maintain accurate minutes of board and Executive Committee meetings;
 - (3) To distribute the board meeting minutes to all staff, parents, and community members; and
 - (4) To keep records of attendance at board and subcommittee meetings, issue notice of meetings, and accurate minutes as permanent documents in safekeeping.

Section 2. Election of Officers

- A. **Election.** Board election of officers shall be held by the regularly scheduled November meeting of each year.
- B. **Voting Procedures.** Voting shall be by secret ballot and a majority vote of the Governing Board members at the meeting at which a quorum is present and voting shall elect. Should there be a tie, the principal shall cast the deciding vote.

**ARTICLE V
TERM LIMITATIONS**

Section 1. Members.

A. Limitations for Members.

- (1) The Academy Leader representative shall serve a one-year term.
- (2) The Faculty Representatives shall serve a one-year term.
- (3) The Family Representatives shall serve a one-year term.
- (4) The Community Partners shall serve two-year terms.

B. Consecutive Terms.

- (1) The Academy Leader may serve a maximum of three consecutive one-year terms.
- (2) A Faculty Representative may serve a maximum of three consecutive one-year terms.
- (3) A Family Representative may serve a maximum of three consecutive one-year terms.
- (4) A Community Partner may serve a maximum of three consecutive two-year terms.

Section 2. Terms of Office.

A. Chair.

- (1) The Chair shall serve a two-year term.
- (2) The Chair may serve a maximum of three consecutive two-year terms.

B. Vice-Chair.

- (1) The Vice-Chair shall serve a two-year term.
- (2) The Vice-Chair may serve a maximum of three consecutive two-year terms.

C. Treasurer.

- (1) The Treasurer shall serve a two-year term.
- (2) The Treasurer may serve a maximum of three consecutive two-year terms.

D. Secretary.

- (1) The Secretary shall serve a two-year term.
- (2) The Secretary may serve a maximum of three consecutive two-year terms.

Section 3. Required Absence from Board.

A. Members. Members of the Governing Board must take a **1-year furlough** after reaching the maximum term limits.

B. Officers. Officers of the Governing Board must take a **2-year furlough** after reaching the maximum term limits.

C. THIS SECTION (SECTION 3) BECOMES EFFECTIVE JULY 1, 2014.

**ARTICLE VI
MEETINGS**

Section 1. Meetings.

A. Regular Meetings.

- (1) A minimum of ten Governing Board meetings shall be scheduled and held each school year.
- (2) All Governing Board meetings are open to the public except when in Executive Session.

B. Special Meetings.

- (1) Special meetings may be called by the Executive Committee in consultation with the principal, should the need arise.
- (2) A special meeting may be called upon the written request of a majority of the members of the Governing Board.
- (3) The Secretary shall notify all members of the time, place and purpose of the meeting.

Section 2. Notice of Board Meetings.

- A. Notice of Meetings.** A written notice of each regular meeting, stating the place, date and time, and purposes of the meeting shall be given at least seven (7) days before the meeting to each Member and the public
- B. Schedule of Meetings.** The Governing Board will provide staff and parents with the list of all the meetings for the academic year by September 1st of each academic year.
- C. Posting of Schedule.** The notice of meetings and the schedule of meetings should be posted to the LGFPMS website.

Section 3. Communication.

- A. Distribution of Minutes.** The Secretary shall make the minutes of the Governing Board available to all faculty, parents, and students by posting the minutes to the LGFMPS website upon approval of the Board

Section 4. Quorum. A quorum shall constitute a majority of a minimum of 5 voting members who are present at a meeting of the Board.

Section 5. Voting. Whenever possible, the Governing Board shall reach consensus on decisions. However, a simple majority vote of a quorum shall be required to authorize board decisions. A 2/3 vote of quorum will be required for decisions that change the vision of the school described at the start of this document.

**ARTICLE VII
COMMITTEES**

Section 1. Executive Committee. The Board Chair shall chair the Executive Committee. The Executive Committee shall consist of the officers of the board, the principal, at least one Faculty Representative, at least one Family Representative, and at least one Community Partner member if not represented by an Officer.

A. Duties.

- (1) The Executive Committee shall have the power to act between meetings of the board based upon a majority vote of the Executive Committee members who are present at the meeting and must include at least two officers, one of which must be the Chair or Vice-Chair, and the Principal; Attendance at the Executive meetings can be via physical presence or electronic auditory participation;
- (2) Make recommendations to the board, and to carry out special responsibilities assigned by the board;
- (3) Meet in cases where strict confidentiality is required and will not be open to the public; and
- (4) Report any interim action to the full board at the next meeting.

Section 2. Personnel Committee. The Board Chair shall chair the Personnel Committee, unless she/he designates another member to be chair. The Personnel Committee shall consist of at least one Faculty Representative, at least one Family Representative, and at least one Community Partner member.

A. Duties.

- (1) Ensure that a process is in place for the hiring of staff;
- (2) Annually review and update of the Election to Work Agreement by January 15th of each year;
- (3) Respond to any specific faculty disputes that rise to the level of the board as described in the Election to Work Agreement Dispute Resolution Process; The Faculty Representative shall not be present at meetings that address personnel issues or inquiries; and
- (4) Ensure that a fair and efficient process for the evaluation of the principal and academy leaders is conducted each year.

Section 3. Finance Committee. The Treasurer shall chair the finance committee. The Finance Committee can consist of Board members or school personnel designated by the Board Chair or the Principal.

A. Duties.

- (1) Meet at least once each month, or on a different schedule approved by the chair;
- (2) Report to the Governing Board at least once every quarter; and be
- (3) Responsible for fiscal oversight and fundraising.

Section 4. Additional Committees. The board may choose to establish other committees as needed.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular business meeting of the board by a two-thirds (2/3) vote of elected board members, provided notice of any proposed amendments has been given at the previous meeting.

The proposed bylaws herein and any subsequent amendments to these bylaws will be posted for a period of two weeks for public input. After two weeks the bylaws will become effective upon ratification by consensus of the LGFPMS Governing Board.