

MISSION HILL SCHOOL GOVERNANCE BOARD BYLAWS

ARTICLE I: NAME OF ORGANIZATION AND ESTABLISHMENT OF BYLAWS

The name of this self-governed organization shall be the Mission Hill School Governance Board (MHSGB). These bylaws were voted on **March 28, 2019**, and will supersede previous bylaws written at any prior date.

ARTICLE II: PURPOSE AND RESPONSIBILITIES

The MHSGB shall endeavor to create an efficient and supportive network of staff, families, students and community members that enhances the educational development of our children. Abiding by all pertinent federal, state and municipal regulations, the basic responsibilities of the MHSGB are:

- To establish the MHS Statement of Purpose¹, and revise it as needed;
- To select, supervise, evaluate, and renew the Co-Teacher Leaders²;
- To approve the annual MHS Spending Plan³;
- To support the selection process for new full-time staff⁴;
- To approve the annual Election-to-Work⁵ agreement for members of the Boston Teachers Union;
- To approve major policies that impact the direction of the school (e.g., graduation policies, uniform policies, etc.);
- To assist with and review issues of curriculum, pedagogy, organization of classes, and in the development of long-range tools for the assessment of the school and its graduates in the interest of accountability and school improvement;
- To represent MHS in public forums, and to advocate in its behalf with the Boston Public School, the Boston School Committee, the Massachusetts Department of Elementary and Secondary Education, etc.;
- To meet the requirements of the Massachusetts Open Meeting Law.

¹ Also known as Mission Statement. See Appendix A.

² Final approval rests with the BPS Superintendent. See Appendix B for responsibilities of the Co-Teacher Leaders.

³ Also known as the Budget.

⁴ Final decision rests with the Co-Teacher Leaders.

⁵ This is the document that all BTU members sign each year in order to work at MHS. See Appendix C.

ARTICLE III: MEMBERSHIP

The MHSGB is comprised of 20 voting members, representing four different constituencies:

- Two Co-Teacher Leaders and three representatives elected by the staff;
- Five representatives elected by the students;
- Five representatives elected by the families;
- Five community-at-large representatives, selected by the MHSGB.

Terms of service and election process

Co-Teacher Leaders will serve for the duration of their position. The other three staff representatives shall serve for two years; they may run for re-election as they wish. The MHS Advisory Council⁶ will hold annual elections to fill vacancies due to the expiration of terms, resignations, or other circumstances. Representatives shall be elected on a rotating basis in order that, ideally, no more than 2 are elected each year. Elections must be held at the end of each school year, in order for all new representatives to attend the first board meeting of the following school year.

Every September, students shall elect seven representatives from the 7th grade class to serve for two years; only five will have voting rights at any given MHSGB meeting. The MHSGB will assist students with their annual elections, and will coordinate special elections if any unexpected vacancies arise. The MHSGB will also provide on-going mentoring to student representatives.⁷

Family representatives shall serve for two years; they may run for re-election as they wish. The MHS Family Council⁸ will hold annual elections to fill vacancies due to the expiration of terms, resignations, or other circumstances. Representatives shall be elected on a rotating basis in order that, ideally, no more than 3 are elected each year. Elections must be held at the end of each school year, in order for all new representatives to attend the first board meeting of the following year.

Community representatives shall serve for two years and may run for as many terms as they wish. The MHSGB will nominate and select community members, attempting to enrich our school community by including as diverse a representation as possible.

⁶ The representative body of MHS staff.

⁷ See Appendix D for Guidelines for Student Representatives

⁸ The representative body of MHS families (parents and/or guardians.)

Alternates

The staff, family and community constituencies shall have two alternate representatives each. Alternates do not have voting rights but may sit in for members who are absent at regular meetings; in those cases, alternates may exercise the right to vote. Alternates also shall replace regular members if they resign before their term is up. Alternates may not serve as an MHSGB officer, but may serve on ad-hoc MHSGB committees.

Confidentiality and Insurance

All MHSGB members shall abide by the Standards of Conduct of the Massachusetts Open Law, which states "if your position involves working with confidential information, you may not ever publicly reveal that information, or use it for private or political purposes. Anything that is not a 'public record' under the Massachusetts Public Records Law is considered confidential. This includes: certain types of personnel records; information about discussions and actions taken while a board or commission was in Executive Session; and certain medical and law enforcement records."

All MHSGB members are insured and indemnified by the City of Boston.

Orientation and Mentoring

All newly elected members shall be invited to an orientation meeting led by the MHSGB Co-chairs with assistance from the Center for Collaborative Education. The orientation meeting will be held as soon as possible after the elections. The MHSGB will also provide on-going mentoring to student representatives.

ARTICLE IV: OFFICERS

Co-chairs

Co-chairs shall share the responsibility for ensuring the efficient operation of the MHSGB and for convening and leading all meetings. The MHSGB shall be chaired jointly by one of the Co-Teacher Leaders and one member elected for a two-year term. Elections will be held at the last regular meeting of the school year. Any MHSGB member may run for the office and may run for re-election as they wish.

Secretary

The Secretary shall maintain all records associated with MHSGB, including agendas and minutes. The Secretary shall also be responsible for posting meeting notices, agendas, approved minutes and other information deemed relevant and appropriate by the MHSGB. The Secretary shall be elected at the last meeting of the school year. Any MHSGB member may run for the office and may run for re-election as they wish.

The Secretary will maintain a full roster of current MHSGB members, and ensure its publication on the school's website.

Minutes of each meeting will be approved by the MHSGB and kept on file in the school office and available for public review.

ARTICLE V: QUORUM, MEETINGS PROTOCOL AND DECISION MAKING

The MHSGB shall meet a minimum of five times a year (September, November, January, March and May). The MHSGB shall establish and publicize a calendar of meetings for the school year, including date, time and location. Meeting times should attempt to accommodate the schedules of working families and community members.

The MHSGB will follow the Robert's Rules of Order for all meetings.

Quorum is established when at least 3 members of each constituency are physically present.

Decisions shall be made by consensus where possible. Failing a consensus, a matter under discussion shall be tabled until the next regularly scheduled meeting. Alternatively, a special meeting may be called where, if consensus still cannot be reached, a 3/5 vote of each constituency shall suffice. For these special meetings, MHSGB members may vote by written proxy, including electronic votes. No other voting mechanism is allowed.

ARTICLE VI: COMMITTEES

The MHSGB may appoint such additional committees that may be needed to carry out Board functions as a means of assuring the broadest participation possible in the life of the school. Committees shall include at least one member of each constituency, as appropriate.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended at any time by a regular vote of the MHSGB. A Quorum, as defined in Article V, must be established in order to change these Bylaws. A notice to amend the Bylaws, including copies of the proposed amendments, shall be sent out 20 days before the vote to all MHSGB members, and to the school community.

These By-Laws were approved on March 28, 2019 and signed off by the following MHSGB members:

For the Staff:

Katie DiGuglielmo
Ashleigh L'Heureux
Daniel Flannery

For the Families:

Elizabeth Cumberbatch
Robert Goodman
Arianna Montgomery
Corinne Ng
Antonio Ocampo-Guzman

For the Students:

Amishai Goodman-Goldstein
Zuhri Mckinney Johnson
Sara Hayde Toussaint

For the Community Members:

Roberta Logan
Charlotte Spinkston
Carmen Torres

March 28, 2019

APPENDIX A: STATEMENT OF PURPOSE

APPENDIX B: RESPONSIBILITIES OF THE CO-TEACHER LEADERS

APPENDIX C: ELECTION TO WORK AGREEMENT

APPENDIX D: GUIDELINES FOR STUDENT REPRESENTATIVES

March 28, 2019