

**South Shore Charter Public School Parent Association:
*Elected Officials Special Meeting***

Prepared by Heidi Aylward (9th Grade Mom) PA Fundraising Chair

Prepared 10/26/2017

Message to Parents

October 27, 2017

Hello SSCPS Parents,

The Parent Association Officials were notified of several PA Elected Officials' and Executive Board members' resignations this week. In an effort to respond swiftly to mend the PA structure, we held an Elected Official meeting today. We've attached a slide deck that provides a detailed summary of our decisions, the strategy we will move forward with, and a draft timeline for next steps. We are being mindful of the need to move quickly, while providing folks with enough time to absorb the magnitude of the change and make decisions about their desire to volunteer for a vacancy.

We do want to acknowledge those who stepped down this week, because they volunteered many hours and effort. We will work with them in other ways at our school, as we are all dedicated parents of children in a great school.

To highlight the major points of this meeting and this update, the following was accomplished in today's meeting:

- An Election Task force was appointed to execute an "off-cycle" election to fill all open PA positions*
- Vacancies and responsibilities associated with each of the vacancies will be shared with all parents*
- Communication on:
 - 1.) How to submit nominations,*
 - 2.) What interested volunteers should include in biographies*
 - 3.) How to cast ballots will be included in an email from Alicia Savage, and in the Weekly Update (which is an email newsletter distributed by Pam Algera to all parents) by 11/1**
- All information will be provided by the Election Task Force, and a contact will be provided in those messages for people*

We ask all parents to please stand by as we coordinate. We made great strides today in our meeting, developing the attached plan for execution, and we will be sharing detailed messages with you, very soon.

Thank you for your patience and dedication to our school. We look forward to providing you with updates.

-Your PA Officials

AGENDA

- **Parent Association overview**
 - Purpose & Goals
 - Guiding Principles
 - Framework Review
- **Current state**
- **Vacancies & elections**
- **Recommended approach**
 - Proposed Strategy
 - Suggestions for tactical next steps
- **Addendum**

10/27 PA Elected Officials Meeting

This meeting was held in Alicia Savage's office at 100 Longwater. Alicia was part of the meeting because the resignations were presented to her for facilitating next steps. Alicia coordinating scheduling and hosting but did not vote.

Participants

- Alicia Savage
- Eileen Wainwright
- Heidi Aylward
- Julie Burke
- Leigh Thacker
- Kerry Griffin
- Marla Purciello
- Anne-Marie Polito (by phone)
- Naomi Prebble (by phone)

Unable to Attend

- Jennifer White
- Tina Cary

Parent Association Overview: Purpose & Goals

PURPOSE

In keeping with the school's mission and model and to be active partners in the education of our children, the South Shore Charter Public School Parents Association – (PA) – will serve the school community and participate in the governance and growth of SSCPS.

GOALS



Promote a sense of community



Provide strong communications between the parent body and students, faculty, administration & trustees



Aid SSCPS through support in the classroom, fundraising, administrative tasks and school activities

Parent Association Overview: Guiding Principles

1. GOVERNANCE

2. COMMUNICATION

3. SERVICE

4. COMMUNITY-BUILDING

PA GOALS AND GUIDING PRINCIPLES

PA By-Laws last amended June 5, 2017 refer to sscps.org for full PA by-laws

Governance

- Represent the interests of the parent community and make formal recommendations on behalf of all parents to the SSCPS Administration and SSCPS Board of Trustees (BOT).
- Provide a forum for consultation and discussion between parents and the Executive Director prior to significant change in the school.
- Organize balloted school-wide parent voting on important issues. Upon a majority of a quorum at a PA meeting. All ballots must be available in an online format and hard copy.
- Recommend, appoint, or elect parent representatives to serve on SSCPS standing and ad hoc committees or other governance groups as necessary (e.g. School Council, Education Committee, Charter Renewal, Strategic Planning, etc.).

Communication

- Provide information to parents about school and PA events.
- Facilitate communication between parents and faculty/administrators.
- Provide opportunities for parent networking.
- Provide a forum for parental concerns about school-wide issues or policies.
- Provide a forum to discuss use of PA funds.

Service

- Identify service opportunities within SSCPS and in the community-at-large to encourage parents, students, and teachers to pursue regular service to others.
- Support the school's fundraising efforts.
- Assist the school in providing education for parents about parenting and education issues.
- Identify SSCPS volunteer needs and recruit parents to fulfill those needs.
- Expend PA funds for the benefit of the school community.

Community-Building

- Welcome new families into the SSCPS community.
- Encourage greater parent involvement in the school by providing a wide array of opportunities for parent engagement and participation.
- Aid in providing social opportunities for students and support student social committees.
- Assist the school in providing extracurricular and educational enrichment opportunities for students.

Parent Association: Framework Review

Elected Parent Association Officials



Executive Officers

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer



Standing & Ad Hoc Committee Chairpersons

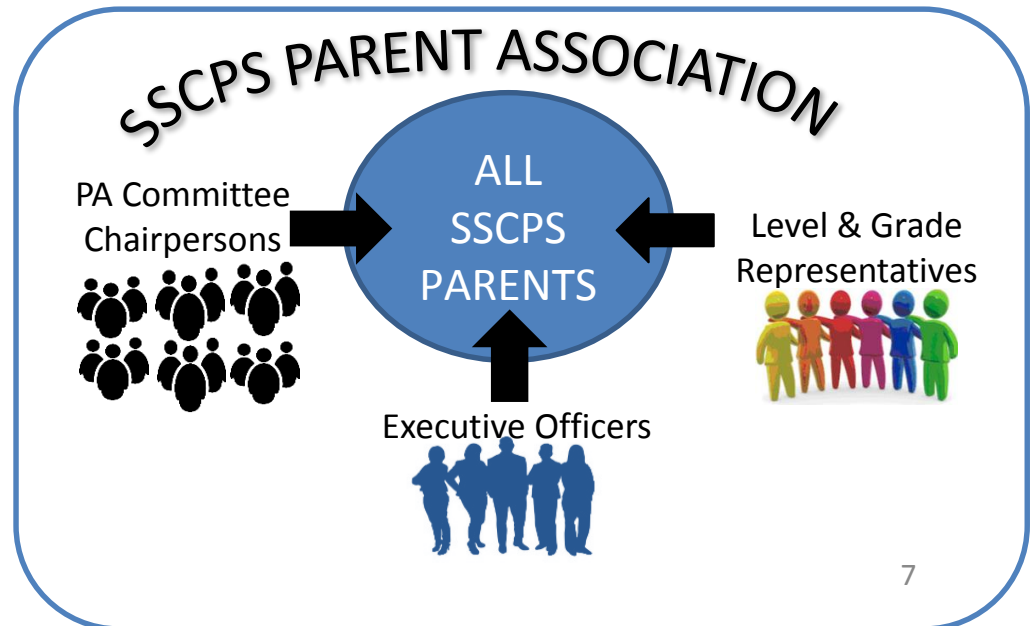
1. InPAC
2. Arts & Music
3. Fundraising
4. Volunteer
5. Community Building
6. Technology & Communication



1. Kindergarten
2. Level I (1-2)
3. Level II (3-4)
4. Level III (5-6)
5. Level IV (7-8)
6. 9th Grade
7. 10th Grade
8. 11th Grade
9. 12th Grade

The Parent Association is the combination of the PA Officials AND all SSCPS parents. PA Officials ARE Parents TOO!

See SSCPS by-laws last updated June 5, 2017, or the *PA Membership Composition & Structure* reference in the Addendum



CURRENT STATE OF THE SSCPS PARENT ASSOCIATION



- AT THE START OF THE YEAR THE *TECHNOLOGY & COMMUNICATIONS COMMITTEE* CHAIRPERSON POSITION WAS VACANT
- 10/11/17 THE PA VOLUNTEER CHAIRPERSON RESIGNED
- 10/21/17 THE EXECUTIVE BOARD VOTED THE ELECTED 2017-2018 PA CHAIR OUT OF THE POSITION
- 10/25/17 ALL EXECUTIVE OFFICERS RESIGNED
- 10/25/17 LEVEL III & LEVEL IV GRADE REPRESENTATIVES RESIGNED
- 10/27/17 PA WAS NOTIFIED THAT OUR LEVEL I REPRESENTATIVE MOVED

- **ALL FOUR (4) PA EXECUTIVE BOARD POSITIONS ARE NOW VACANT**
- **THREE (3) COMMITTEE CHAIRPERSON POSITIONS ARE OPEN**
- **TWO (2) GRADE LEVEL REPRESENTATIVE POSITIONS ARE OPEN**
- **ACTIVE & REMAINING PA OFFICIALS CONSIST OF 10 SSCPS GRADE REPRESENTATIVES & COMMITTEE CHAIRS**

CURRENT STATE OF THE SSCPS PARENT ASSOCIATION

VACANCIES



Executive Officers
Chairperson
Vice Chairperson
Secretary
Treasurer

Grade Representatives
<i>Level I Representative</i>
<i>Level III Representative</i>
<i>Level IV Representative</i>

Committee Chairs
<i>Volunteer Committee Chair</i>
<i>Technology & Communications Committee Chair</i>

POSITIONS CURRENTLY OCCUPIED

Grade Representatives
Kindergarten: Marla Purciello
Level II: Anne-Marie Polito

Grade Representatives
Grade 9: Julie Burke
Grade 10: Leigh Thacker
Grade 11: Kerry Griffin, Naomi Preble
Grade 12: Eileen Wainwright

Committee Chairs
InPAC Committee: Tina Cary
Arts & Music Committee: Jennifer White
Fundraising Committee: Heidi Aylward
Community Building Committee: Colleen Leonard

PA Vacancies & Elections: What do the By-Laws Tell US?

▪ What **CAN** we do?

Our by-laws **DO** give us guidance:

- Special Elections can be held when any PA Official positions become vacant
- We could do a vote at a PA Meeting *or* We could use any other means for voting

▪ What **MUST** we do?

- Appoint an Election Task Force to carry out the election
- Provide ballot instructions to parents via the SSCPS Update
- Require candidates provide a short bio, student name & rationale for serving the PA
- Execute the election & appoint based on majority vote

See SSCPS by-laws last updated June 5, 2017, or references to the PA Elections & PA Election Procedures in the Addendum

Approach & Decisions:

Highlights of this meeting for All SSCPS Parents

On 10/27/2017 a PA Elected Officials meeting was held to discuss the state of the PA, the division among SSCPS and the go-forward steps to make the SSCPS PA whole again. The following decisions were made at today's meeting:

- In lieu of Executive Officers, as indicated in our By-laws, the PA *Elected Officials* voted unanimously to hold an **Off-Cycle Parent Association Election** for the 2017-2018 school year
- The Off-Cycle Election will be to **fill ALL vacant PA positions**, noting the importance to leveraging current engagement level, fill important gaps, and rebuild trust among all SSCPS Parents
- The Entire Parent Community will be communicated to/with often, however, all message must be well thought-out, complete, concise and anticipate questions
- The PA Elected Officials, *in lieu of Executive Officers as indicated in the by-laws*, voted unanimously by those present, to appoint four (4) parents who are Elected Officials to perform the administrative duties of the **Election Task Force**. (8 in favor, 0 opposed, 0 abstained). The Task Force will:
 - Send a parent communication plan & content for 10/27, 11/4 and 11/17 Milestones (see Strategy on next page)
 - Communicate with parents throughout the election process, with *Alicia Savage & the SSCPS Weekly Update email newsletter as the primary source of information*
 - Solicit for parent nominations for vacancies in these messages
 - Execute the election nominations, ballot, electronic voting, and election results
 - The Election Task Force appointees from the PA Elected Officials group are: *Ann Marie Polito, Kerry Griffin, Marla Purciello and Heidi Aylward*
- **Keep the 11/4 PA Meeting Date:** Announcement to parents about today's meeting and the Guest Speaker presentation & book signing (no new business will be added to the PA Agenda for this meeting)
- **Keep the 12/5 PA Meeting Date:** Read out of all Nominated Parents and a candidate meet & greet before voting

Approved Strategy & Target for Timeline

Please see emails from Alicia Savage and the SSCPS Weekly Update for changes and progress

1. Elected Parent Association Officials Meeting	<ul style="list-style-type: none"> Meeting to review <i>PA Goals & Objectives</i>, assess current state & to determine go-forward strategy 	10/27/17
2. Go-forward strategy & tactical next steps	<ul style="list-style-type: none"> Document the tactical next steps for filling PA Elected Official positions (Executive Board, Grade Reps & Committee Chairs) in a way that all parents can understand it, and for the PA record 	10/27-11/3/17
3. Election Task Force	<ul style="list-style-type: none"> Appoint an Election Task Force of 4 from remaining PA Elected Officials 	10/27/17
4. Complete Election Readiness	<ul style="list-style-type: none"> Complete all readiness activities to support the go-forward strategy including an creation of communications 	11/17/17
5. Notify Parents	<ul style="list-style-type: none"> Notify SSCPS parents of all important nomination & election dates and deadlines 	10/27-1/17/17
6. Start Nomination Period	<ul style="list-style-type: none"> Accept, coordinate and document all SSCPS Parent/Guardian nomination submissions and biographies for election ballots 	11/21/17-12/5/17
7. Distribute Ballots	<ul style="list-style-type: none"> Initiate the Off-Cycle Election & distributing ballots to all 	11/17-12/1/17
8. Hold Voting Period	<ul style="list-style-type: none"> Voting period Start, Reminder, and End 	TBD
9. Share Election Results	<ul style="list-style-type: none"> Tally and communication the election results 	TBD-Target is January PA Meeting
10. Appoint new PA Officials	<ul style="list-style-type: none"> Appoint the new PA Elected Officials 	TBD-Target is January PA Meeting

ADDENDUM

Parent Association Page

Please use this URL to access PA By-laws and contact list

URL:

http://www.sscps.org/apps/pages/index.jsp?uREC_ID=309592&type=d&termREC_ID=&pREC_ID=579516

Parent Association Overview

PA MEMBERSHIP, COMPOSITION, AND STRUCTURE

- All parents and guardians of SSCPS students are members of the PA.
- School employees who are also parents of SSCPS students have always had a special place in the SSCPS community and enjoy the full benefits of PA membership. They may vote on motions at PA meetings and run for any elected PA position. It is left to the individual's discretion to declare conflicts of interest if/when they arise.
- The work of the PA is coordinated by a group of elected PA Officials consisting of **four Executive Officers, nine Level Representatives** (one each level K-12), and the **Chairs of the PA Standing and Ad Hoc Committees**. *(See Appendix B for descriptions of Roles and Responsibilities of PA Officials.)*
- There will be a **Student Representative to the PA**. This High School student is elected by his/her peers and serves a similar term to PA Officials. The role of this position is to represent the interests of the Student Body to the PA.
- The **Executive Board is comprised of a Chairperson (Chair), Vice Chairperson (Vice Chair), Secretary, and Treasurer**.
- Standing Committees are those that the PA must always maintain. PA Standing Committees are:
 - **Technology & Communications Committee**
 - **Volunteer Committee**
 - **Community-Building Committee** (formerly Welcoming)
- **Ad Hoc Committees** (e.g. **Arts & Music, Health & Safety, Library, Bylaws, Fundraising & Events, and Community Service, etc.**) can be activated and dissolved by majority vote of a PA meeting. Should an Ad Hoc Committee remain vacant for two terms it will be dissolved without a vote should no one run the third empty term.

-PA By-Laws Last Amended June 5, 2017
Refer to sscps.org for full By-laws

PA Vacancies & Elections: By-Law References

PA ELECTIONS

- Elections for all PA Official positions will take place in April of each year, with results announced no later than the May PA meeting. *(See Appendix C for PA Election procedures.)*
 - Special Elections can be held at other times during the academic year if a PA Official position becomes vacant through resignation or removal from office.
 - Should a PA Official position be vacated within one month of the next regular PA elections, the vacant position will be added to the ballot for the following year's PA Officials and the winning candidate will also serve the remainder of the current year.
 - PA Officials already holding two positions may not be considered for a third position in the event of a Special Election.
 - To the extent any PA positions become vacant, notwithstanding anything in these bylaws to the contrary, the PA may seek to fill such vacant position(s) by soliciting volunteers via email, weekly update, at PA meetings, and any other means, then confirming them with at least a week's notice to the community by simple majority vote at a PA meeting.
- From PA By-Laws last amended 6/5/2017 Page 2

PA ELECTION PROCEDURES

- Instructions to retrieve Election ballots for PA Executive Officers, Grade Representatives, and Committee Chairs will be distributed through the SSCPS Update.
 - Executive Officers will appoint an Elections Task Force to carry out elections. Elected PA Officials and candidates running for election may serve on this task force. However, at least one person on the task force must be a PA member not running for office in the election. This person(s) will certify the election results.
 - Each PA member may only cast one ballot in PA elections. All reasonable efforts will be made to verify that ballots cast are valid.
 - Elections will be decided by a simple majority of all the valid votes cast.
 - Parents running for election should provide a short biography, stating who their SSCPS students are and a rationale for why they wish to serve on the PA. This information should appear on the ballot.
 - Parents may not run for more positions than they are eligible to hold at any one time (see PA Officials section).
 - Notwithstanding anything to the contrary in these Bylaws, nothing contained herein shall constrain or otherwise prevent the PA from establishing an alternative means (e.g. publishing in the Weekly Update, posting to social media, sending a global email to the entire parent community list-serv) to carry out elections for PA positions upon a vote of a simple majority of the PA.
- From PA By-Laws last amended 6/5/2017 page 8