



Robert Bender
Principal
RBender2@nyboe.net

Karen Carmichael
Assistant Principal
kcarmic@nycboe.net

320 West 21st Street • New York, NY 10011 • Phone: 212-929-1743 • Fax: 212-989-7816

SCHOOL LEADERSHIP TEAM BYLAWS FOR P.S. 11

1. Preamble

The PS 11 School Leadership Team (SLT) believes in the ability of each and every child to reach his/her true potential within a diverse community of learners. We strongly believe in instruction that is assessment driven, and as a community, we teach our children to be actively engaged in their own academic and social learning. The SLT supports the PS 11 teaching staff who are directly involved in the children's growth as learners.

Specifically, we work collaboratively as representatives of our constituencies to create and implement PS 11's Comprehensive Education Plan (CEP) -- a plan designed to fulfill the mission of *improved pupil performance*.

2. Implementations and Amendments of School Bylaws

2.1 The date of the amended bylaws is November 9, 2009.

2.2 These bylaws can be amended by consensus at any two consecutive meetings of the SLT. Amendments are effective immediately unless otherwise stated. There is a formal review of SLT bylaws every two years.

3. Team Membership

3.1 Number of Team Members

The minimum number of SLT members is 10 and the maximum number is 17. The SLT shall consist of 12 elected members. The team may choose to increase or decrease that number in the Spring prior to parent nominations.

3.2 Team Membership

The core members of the SLT are the PS 11 principal, president of the PTA, and UFT chapter leader, or their designees. The SLT must have equal numbers of parent members and staff members. The SLT also may include a representative of a community based organization (CBO). Elected members of the SLT may decide by consensus to invite a member of a CBO to join. Parent representatives must have a child in the school and cannot be employees of the school.

3.3 Selection of Members

While the principal, UFT chapter leader, and PTA president or their designees are members because of their positions, other team members are elected. Members of the UFT chapter elect their representatives, and the PTA membership elects the parents who represent them.

3.4 Term of Office

The principal, UFT chapter leader, and PTA president serve as long as they are in their position. Other members of the SLT serve for two-year terms. There are no term limits for elected team members.

3.5 Expectations for Team Members

SLT members fully support the school mission statement and in so doing, act in the best interest of the children. Members of the SLT are also expected to participate in SLT-sponsored events, and regularly attend SLT meetings.

3.6 Attendance and Removal of Team Members

Attendance is taken at all meetings and published as part of the minutes. Members understand that absence from three SLT meetings in one year leads to dismissal from the team. If a member is not physically present for more than $\frac{3}{4}$ of the meeting they will be considered absent. No meeting may be held in absence of the principal, or the principal's designee. Meetings for the year are agreed upon and scheduled by the newly elected SLT at the first meeting of the year. Meetings can be rescheduled through team consensus and Principal approval. Absence from rescheduled meetings will not count toward total absences.

3.7 Filling Vacancies

Elections to fill regular teacher vacancies will be held in September, elections to fill parent vacancies will be held in the Spring, after the PTA election. Up to 2 alternates will also be elected during the Spring elections. In the case of an intra-term vacancy on the SLT, an alternate will finish the term of the SLT member they are replacing. If no alternates are available, the appropriate constituency will hold an emergency election to fill the vacancy until the next regular election is held.

4. Team Operations

4.1 Consensus Decision Making

SLT decisions are made by consensus. Consensus means reaching an agreement acceptable to all or most team members that may include compromise.

4.2 Team Meetings

The SLT meets at least once a month during the school year and meetings are scheduled outside of school hours.

4.3 Team Officers

The PS 11 SLT has a chairperson who plans and chairs meetings, and a secretary who is responsible for SLT records including attendance, minutes, bylaws and consensus agreements. No school supervisor serves as chairperson. These officers are selected by consensus at the 1st SLT meeting each year. Vacancies will be filled by SLT consensus.

4.4 Quorum

The presence of at least 50% of each constituency constitutes a quorum.

4.5 Subcommittees

The SLT may decide to form subcommittees to assist the SLT. Each subcommittee must include

at least one member of the team. All of the decisions of these subcommittees are subject to SLT approval.

5. Responsibilities

5.1 Core Responsibilities

The core responsibilities of the SLT are the development and implementation of the PS 11 CEP and performance driven budget.

5.2 Evaluation

As part of the CEP planning process, the SLT reviews student achievement data in doing the needs assessment and in evaluating the implementation of the plan.

5.3 Limitations

The SLT does not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students, or parents.

6. Communication

6.1 Within School Community

The SLT keeps the school community well informed about its activities. Minutes from each meeting must be publicly posted within 1 week of being approved, and all minutes will be made available upon request.

6.2 Attendances and Participation of Non-Team Members

The regularly scheduled team meetings will be open to members of the school community. The school community shall consist of parents (as defined in the Chancellor's Regulations) of children currently attending the school, teachers, staff and liaisons to the school (i.e., CEC representatives). Non-SLT members must request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson or Liaison at least a week in advance of scheduled meeting for approval. Non-members are encouraged to bring issues of concern to their constituent representative(s) on the team prior to team meetings. Requests for topics of discussion should be submitted in writing at least one week in advance of the meeting date.

7. Conflicts and Impasse Resolution

In the case of an impasse, the team has the obligation to seek assistance from the district support personnel, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

A team member may seek external assistance when he or she deems necessary. In such situations, the team will have access to a variety of supports, including the District School Leadership Coordinator and the District Leadership Team.

