

# Bylaws of the School Leadership Team of PS 11

Adopted October 16, 2017

## Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of PS 11 is to provide instruction that is assessment driven and requires children to be actively engaged in their own education. As each student has their unique strengths and challenges, we strive to teach students in a variety of ways to tap into those strengths and address those challenges.

## Article II – Team Composition

### Section 1 Size of Team

The total number of members shall be 12, plus a CBO member if selected by the team. In addition to the principal and PTA President (as outlined in Article II Section 2), the team shall maintain an equal number of parent and staff members.

### Section 2 Mandatory Members

The only three (3) mandatory members of the SLT are the school's principal, the Parent Teacher Association (PTA) President<sup>1</sup>, and the United Federation of Teachers (UFT) Chapter Leader. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead.

### Section 3 Members at Large

The remaining members of the team shall consist of:

- 5 elected parent members
- 4 elected UFT member(s)
- 1 community based organization member (optional)

<sup>1</sup> In the case of co-presidents, the remaining PTA officers shall determine which co-president will serve as the mandatory member of the SLT.

### Section 4 Election of Team Members

Parent and staff SLT members must be elected by their own constituent group in a fair and unbiased manner determined by each constituent group. All elections must be advertised widely, with reasonable advance notice given. Elections must be open to all members of the constituent group and must be held in accordance with the term limits set forth in these bylaws.

Parent member elections must be scheduled after PTA elections are held each spring. Parents must be provided a minimum of ten calendar days

written notice prior to the election. The PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal pursuant to Article IV will be conducted by the appropriate constituent group prior to the next scheduled team meeting when possible. Team members elected to fill vacancies shall be eligible to serve until the completion of that term.

#### Section 6 Participation of Community-Based Organizations

The team may, by consensus, choose to create a seat or seats on the team for community-based organizations. A member of the team may also recommend an organization for membership. This will be done on an annual basis. Community-based organization members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members.

#### Section 7 Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for a period of 1 year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The selection shall take place at the September meeting.

Role - The Chairperson is responsible for scheduling meetings, ensuring that team members have the information necessary to guide their planning, and focusing the team on educational issues of importance to the school. The Chairperson ensures that voices of all team members are heard.

#### Section 8 Additional Leadership Roles

Secretary – The secretary will be responsible for sending SLT meeting notices and for keeping the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PTA. The school principal may designate an office staff member to assist the SLT secretary.

#### Section 9 Length of Term

Team members, with the exception of mandatory members and community based organization members, are elected for 2 year terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

#### Section 10 Responsibilities of School Leadership Team Members

Team members are responsible for developing an annual school Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the ensuing school year. The school-based budget provides the fiscal parameters within which the SLT will develop the goals and objectives to meet the needs of students and the school's educational program.

The SLT shall provide an annual assessment to the community superintendent of the principal's record of developing an effective shared decision-making relationship with the SLT members during the year.

The SLT will serve as the vehicle for consultation with parent representatives regarding federal reimbursable funding (e.g., Title I). The SLT will coordinate with other school committees such as the Parent Teacher Association and the Title I Committee to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

Team members must work collaboratively by sharing their ideas and concerns and listening to the ideas and concerns of others; engaging in collaborative problem-solving and solution-seeking that will lead to consensus-based decisions.

Team members must communicate effectively with their constituent groups and share the views of their constituencies with the team.

### Article III – Team Meetings

#### Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on the first available Tuesday of each month from 3:30 to 5:30. Additional meetings will be scheduled by the Chairperson as needed or upon request by the team members.

Members who miss more than two meetings will be subject to removal from the team. Members have to attend  $\frac{3}{4}$  of a meeting to be marked present.

#### Section 2 Notice of Team Meetings

Notice of the date, time, and place of SLT meetings must be given to both the public and the media. The SLT will establish a yearly calendar which shall be available in the school office and posted on the school website. The Chairperson will send a meeting reminder to SLT members prior to each meeting by email.

#### Section 3 Meeting Attendance

School Leadership Team members are expected to attend all meetings. If team members are unable to attend the meeting, they must contact the Chairperson in advance of the meeting.

#### Section 4 Quorum

A majority of SLT members including representation from each constituent group shall constitute a quorum. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

#### Section 5 Order of Business

- Call to Order
- Approval of the Previous Meeting's Minutes
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Discussion of Agenda for the Next Meeting
- Adjournment

#### Section 6 Executive Session

Upon majority vote of total SLT membership and pursuant to a motion generally identifying the subjects to be considered, SLT may go into Executive Session for private discussion. If there is no majority vote to move to an Executive Session, then the topic should be tabled for discussion at the next meeting.

#### Section 7 Guidelines for Non-member participation

Non-members are encouraged to bring issues of concern to their constituent representative(s) on the team prior to team meetings. Additionally, the regularly scheduled team meetings will be open to the public and non-member attendees are allowed to observe but not participate in SLT meetings. Non-member attendees must sit in a designated non-member attendee section. If any non-member attendee causes a disruption and does not comply with requests to refrain, they may be escorted from the meeting by school security.

Requests to address to the team should be submitted in writing for approval by the Chairperson at least one week in advance of scheduled meetings. Speaking time may be limited at the discretion of the team.

#### Section 8 Minutes

Minutes must be taken at all SLT meetings. Written minutes should include all motions, votes, proposals, topics discussed, and matters agreed upon by consensus. When the SLT moves in to Executive Session, minutes should

consist of a summary of topics discussed and matters agreed upon by consensus. Draft minutes shall be made available within two weeks from the SLT meeting. Draft minutes of the Executive Session shall be made available within one week of the SLT meeting. Draft minutes shall be marked "Draft" until finished.

#### Article IV – Removal of a School Leadership Team Member Removal Process

##### Section 1 Removal Process

Team members who fail to attend more than 2 meetings, fail to perform their roles and responsibilities as outlined in these bylaws, or behave in a manner that is disruptive and undermining to the work of the Team will be removed by consensus of the remaining team members. The School Leadership Team must have a quorum of members present and reach unanimous agreement when deciding to remove a member. The member shall be provided a written notice of the Team's decision. The letter shall include the reason for the removal and the member's right to appeal the decision. The letter shall be signed by the Chairperson and shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.

##### Section 2 Filling a Vacancy

When a member resigns or is removed, the vacancy will be advertised to the appropriate constituent group and an election will be held in accordance with these bylaws.

#### Article V – Decision-Making

Section 1 Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus should be defined as reaching an agreement acceptable to all members. The team should develop methods for engaging in collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies.

#### Article VI – Conflict Resolution

Section 1 The School Leadership Team will seek assistance from the DLT or appropriate superintendent when members cannot reach agreement on an issue. Where team members have difficulty obtaining information or wish to obtain assistance in resolving issues relating to consultation with the school principal, they may seek assistance from the DLT or superintendent. If after receiving assistance from the DLT or superintendent, the Team still cannot reach agreement on the CEP, the principal will make the final determination.

#### Article VII – Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes has been given at a previous meeting. In addition, the bylaws will be reviewed annually, at the start of the school year to ensure that the document's provisions meet the needs of the team and remain consistent with Chancellor's Regulation A-655.

These bylaws were amended on October 16, 2017 and are on file in the principal's office.

\_\_\_\_\_ Principal Name

\_\_\_\_\_ PA/PTA President Name

\_\_\_\_\_ UFT Chapter Leader Name

\_\_\_\_\_ Principal Signature

\_\_\_\_\_ PTA President Signature

\_\_\_\_\_ UFT Chapter Leader Signature