



## **Bylaws of the School Leadership Team of PS166-Manhattan**

Adopted January 13, 2014

### **Article I – School Leadership Team Mission Statement/Educational Vision**

The School Leadership Team strives to be a collaborative unit of parents, faculty and staff committed to ensuring that all children reach their academic goals, and takes as its mandate the following responsibilities:

- On an annual basis, create the school's Comprehensive Education Plan (CEP), including the annual goals and objectives.
- Review, monitor and assess the school-based budget and ensure the staffing plan is consistent with and furthers the CEP.
- Focus efforts of staff and parents on those aspects of the CEP and school curriculum in need of increased support.

### **Article II – Team Composition**

#### **Section 1      Size of Team**

The total number of members shall be 12. The team shall maintain an equal number of parent and staff members, 5 from each constituency.

#### **Section 2      Mandatory Members**

The only three mandatory members of the SLT are the school's principal, the Parent Association/Parent-Teacher Association (PA/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

**5** elected UFT member(s)

**0** elected DC 37 member(s)

**0** students

**0** community based organization members(s)

<sup>1</sup>

In the case of co-presidents, the remaining PA/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 PA/PTA elections are held each Spring. Parents must be provided a minimum of ten calendar days notice prior to the election. The PA/PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

Community based organizations may also serve on SLTs. The SLT will create a process for the organizations to apply for membership. 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.

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

#### **Section 5 Chairperson/Co-Chairpersons**

**Selection Method** - The Chairperson shall be selected by consensus of the team and shall serve for a period of one year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The election shall take place at the September meeting. 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 6 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 PA/PTA (and posted on school website). The school principal may designate an office staff member to assist the SLT secretary.

**Facilitator** – The Facilitator shall advise the Chairperson and other team members on matters of Parliamentary Procedure.

**Financial Liaison** – The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration.

**Timekeeper** – The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item.

**Selection Method** – Additional leadership roles will be filled by consensus of the team at the September meeting and shall serve for a period of one year.

#### **Section 7 Length of Term and Term Limits**

Team members, with the exception of mandatory members, student members, and community based organization members, are elected for two year terms. However, all

members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

Members may not serve more than two consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

## **Section 8 Responsibilities of School Leadership Team Members**

Team members, including those additional roles outlined in these bylaws, 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 or high school 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 Association/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 Monday (i.e., third Monday of every month) from 4:00pm to 6:00 or 6:30pm. Additional meetings will be scheduled by the Chairperson as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parent members on the team. Parent members will be polled each year to determine a convenient time for team meetings.

Members who miss more than two consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team.

#### **Section 2 Notice of Team Meetings**

The School Leadership Team will establish a yearly calendar which shall be posted in the general office, front security desk, in the parent coordinator's office and on the school website at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each school year. The Chairperson will send meeting reminders one week prior to all meetings 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. The regularly scheduled team meetings will be open to members of the school community. The school community shall consist of parents of children currently attending the school, teachers, staff and liaisons to the school (i.e., CEC representatives).

Members of the school community who are not team members may request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson or Liaison at least one week in advance of scheduled meeting. A majority of team members will then determine prior to the meeting whether the school community member may be invited to speak, 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.

**Section 4 Quorum**

A majority of SLT members including four member representatives 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
- Reading and Approval of the Previous Meeting's Minutes
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

**Article IV – Removal of a School Leadership Team Member**

**Section 1 Removal Process**

Team members who fail to attend three consecutive 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 or Co-Chairpersons 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. In the spirit of meaningful collaborative decision-making,

should an issue arise resulting in an impasse due to the non-agreement on the part of one team member, the team will table the issue for one meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will then work toward consensus on the issue during the meeting. If consensus still cannot be reached, the team should contact the Regional Support personnel (eg, District Superintendent) for further assistance

#### Article VI – Conflict Resolution

##### **Section 1 Assistance from the District Leadership Team (DLT)**

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 superintendent will make the final determination.

##### **Section 2 Assistance from the Office for Family Engagement and Advocacy (OFEA)**

If the DLT or superintendent is unable to resolve such issues to the satisfaction of team members, team members may send a written request for assistance to the designated OFEA engagement staff.

#### 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 **[insert date of last amendment]** and are on file in the principal's office.

Debra Mastriano

Principal Name

Debra Mastriano

Principal Signature

Jennifa Hogan

PA/PTA President Name

Jennifa Hogan

PA/PTA President Signature

James Fama

UFT Chapter Leader Name

James Fama

UFT Chapter Leader Signature