

School Leadership Team Bylaws

P. S. 101Q, School in the Gardens

Adopted February 15, 2011

Article I - Mission Statement/Educational Vision for P. S. 101Q

The mission of P.S. 101Q, School in the Gardens is to provide a well-rounded educational program that will foster the development of literate, creative, culturally aware and technologically competent learners. P.S. 101Q will continue to strive to create an environment that incorporates excellence in achievement and encourages each child to respect individual differences. P.S. 101Q will also strive to create a lifelong love of learning through innovative and challenging programs. To achieve our mission, P.S. 101Q will draw upon the diverse contributions of parents, community, professional staff and teachers to provide the best educational opportunities for our children. P.S. 101Q encourages a strong collaborative environment consisting of parents, faculty and staff to ensure that all children reach their academic goals.

Article II - Purpose and Scope of the School Leadership Team (SLT)

The purpose of the SLT is to determine the school's educational direction. The SLT plays a significant role in creating a structure for school-based decision making and shaping a path to a collaborative school culture. The SLT assists in the evaluation and assessment of a school's educational programs and their effects on student achievement. Successful completion of the school's CEP and the development of the budget will be the team's first priority. As the school's central coordinating body, the SLT may choose to address additional issues that are related to the CEP and budget. The SLT's role with regard to other school committees is to act as facilitator and coordinator so that communication is open between all school committees.

Section 1: Focus of the SLT:

The SLT will focus on two core responsibilities: the school's Comprehensive Educational Plan (CEP) and the Budget. The SLT serves as the central coordinating team of the school. Members are also responsible for completing the annual Assessment of Principal Form, participating in the C-30 process, and reviewing the school uniform policy. The SLT must consult with the superintendent and participate in public hearings regarding any restructuring plans for the school. The SLT is also responsible for consultation, communication, and reporting with regard to Title I funding.

1.0 The Comprehensive Educational Plan:

- 1.0a** The SLT is responsible for developing the annual CEP, which includes the annual goals and objectives of the school as well as the action plan to achieve them. The CEP shall be developed concurrently with the development of the school-based budget so that it may inform the decision-making process of the budget and result in the alignment of the CEP with the school-based budget for the ensuing school year.

- 1.0b The SLT is also responsible for modifying the CEP on an as-needed basis throughout the year as a result of changing educational needs. The effectiveness of educational strategies will be reviewed throughout the year using evaluation tools currently available in the school.
- 1.0c The final CEP and school-based budget shall be posted on the school's website, and a copy of each shall be provided to each SLT member upon request.

1.1 The Budget:

- 1.2a The Principal is responsible for developing the school-based budget, after consulting with the SLT, and ensuring that it is aligned with the CEP. The principal is responsible for the hiring and the firing of any school staff.
- 1.2b Any SLT member may request (on behalf of the SLT) the Galaxy Table of Organization Report (entitled Public/SLT view) up to two times per semester and the principal shall provide this report within 5 school days. In addition, SLT members are encouraged to review the Galaxy Budget Allocations and the Galaxy Table of Organization Summary Report (both posted on the DOE website).

1.2 SLT Relationship with Other School-Based Entities:

In its role as the school's planning and review body, the SLT is the central coordinating team in the school, and it should facilitate communication among the various school committees. Except in the areas of the CEP and budget, the SLT does not oversee the work of other school committees.

1.3 Annual Assessment of Principal Form

The SLT shall provide an annual assessment to the community district superintendent of the principal's record of developing an effective shared decision-making relationship with the SLT members during the year (the required School Leadership Team Assessment of Principal Form).

1.4 C-30 Process

The constituent groups on the SLT shall select representatives from each constituent body for the C-30 process for Principal and Assistant Principal subject to the Chancellor's Regulations A-655 and C-30.

1.5 School Uniform Policy

The SLT must consult with the school's Parent Association (P.A.) regarding the school uniform policy (Chancellor's Regulation A-665) before deciding to adopt a school uniform.

1.6 School Restructuring Plans

The superintendent will consult with the SLT regarding any school restructuring plans for the school. With respect to all proposals to make a significant change in school utilization, the SLT shall participate in the joint public hearing held at the school. See Chancellor's Regulation A-190.

1.7 Title I

The SLT will serve as the vehicle for consultation with parent representatives regarding the use of federal reimbursable funding and program planning (e.g. Title I). The SLT should maintain documentation on file to verify that this consultation has taken place. (D.O.E. Title I Parent Involvement Guidelines)

Section 2: Role and Responsibilities of Team Members

While SLT members are selected by a particular constituency group, they are selected to represent the best interest of students; therefore the team as a whole is responsible for communicating with the entire school community. The SLT must also provide a list of its members and a copy of its current bylaws to the DLT annually, by October 31st.

Team Members shall:

- attend SLT meetings and one D.O.E.– sponsored training session per year.
- identify concerns and educational issues to be discussed during SLT meetings .
- share the views of their constituencies with the team.
- engage in collaborative problem-solving and solution-seeking methods that will lead to consensus-based decisions that will benefit all students.
- engage in conflict resolution processes when necessary.
- use The Chancellor's Plan for School Leadership Teams and Chancellor Regulations as a guide for implementing consensus-based decision making.
- facilitate communication among the various school committees.
- present an overview of the SLT bylaws at the first meeting of the SLT at the beginning of each school year and distribute a copy of the bylaws to new members.
- review bylaws biennially or as the Chancellor’s Regulations are revised.

Article III - Team Composition

The SLT will have a minimum of 10 members and may not exceed a limit of 17 members. The SLT shall maintain an equal number of parent and staff members. Budget allocations must be considered in determining the size of the team. Any changes to the current membership will be decided annually by the team.

Section 1 - Membership

1.0 Mandatory Members of the team shall be:

- Principal, or designee
- United Federation of Teachers (UFT) Chapter Leader, or designee
- Parent Association (P.A.) President or Co-President, or designee.

1.1 Non-Mandatory Members

The Non-Mandatory Members of the team shall consist of other parents and staff (pedagogic and/or non-pedagogic) from the school. Parents and staff must be elected by their own constituent groups. Elections must be open to all members of the constituent group (e.g. P.A., CSA, UFT, and DC37).

Representation from multiple grade levels and special needs is encouraged to provide a broad-based view of the needs of all of our students.

1.2 Community-Based Organization

The team may, by consensus, choose to create a seat or seats on the team for community based organizations (CBO). The team 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 in June or September on an annual basis, or as needed, to meet the needs of the school. Team members representing these organizations will not be counted in the parent to school staff balance, but will be counted in the total team member count.

Section 2 – SLT Leadership Positions

2.0 Filling SLT Positions

All positions shall be decided by consensus of the SLT in September and January. All positions (except the Financial Liaison/Record Keeper) alternate between staff and parents, each serving for a period of half of the school year. All leadership positions will be filled by SLT members with the following exception: The team may choose to have a non-SLT member serve as the recorder for all meetings. The recorder can be a staff member and/ or a parent who is non-participating and non-voting.

- Chairperson
- Facilitator/Timekeeper
- Financial Liaison/Record Keeper
- Recording Secretary

2.1 The role of the Chairperson shall be to:

- schedule meetings
- set meeting agendas in collaboration with other team members
- distribute agendas one week prior to the regularly scheduled SLT meeting and post the agenda on the school's website
- preside at all meetings
- ensure that team meetings are effectively organized
- focus the team on educational issues of importance to the school that meet the needs of all students
- ensure that the voices of all team members are heard
- interface with the principal and other core members
- facilitate discussion(s) during meetings
- coordinate team and sub-committee efforts
- ensure that information is disseminated to all team members to guide their planning
- secure all records of the team, including keeping copies of the SLT bylaws and minutes in the principal's office, P.A. office, and on the school website
- ensure that all records documenting the number of hours served are completed for processing by the principal

2.2 The role of the Facilitator/Timekeeper shall be to:

- advise the Chairperson and/or other team members on matters of Parliamentary Procedures
- assist in the interpretation of rules and procedural requirements and in the preparation for the proper handling of various agenda items within the day's order of business
- set designated time limits on agenda items
- be timekeeper for the meeting (every team member will be given equal time to speak on issues to ensure that the meeting runs efficiently)
- assure uninterrupted time for each speaker

2.3 The role of the Financial Liaison/Record Keeper shall be to:

- responsible for maintaining and reporting SLT meeting attendance records to the Department of Education for verification of member participation

2.4 The role of Recording Secretary shall be to:

- keep an accurate, written record (minutes) of all team meetings, including member attendance
- distribute minutes to all members and post for the entire school community
- ensure that minutes are posted on the school website and that a hard copy is on file in the principal's office
- The school principal may designate a school staff member to assist the SLT secretary

Article IV - Schedule of Meetings

Section 1 - Schedule of Meeting and Place to be Held

- 1.0 Meeting must take place at least once a month during the school year, with a minimum of 10 meetings per school year. Meetings must take place on school or DOE premises and be scheduled at a time convenient to parent members (day or evening). Parent members will be polled each year in June to determine the time most convenient for team meetings. The September meeting (and any summer meetings) will be scheduled in June.
- 1.1 Members will make an effort to contact the chairperson if they are unable to attend a meeting. Members who miss more than 5 consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team.
- 1.2 Meetings are to be held in a place that can easily hold all team members along with enough space for observers to gather comfortably. The place can be reviewed on an annual basis. For any meeting when a high number of observers would be expected, a place would be decided upon by the principal in advance of the meeting.

Section 2 - Notice of SLT Meetings and Agendas

- 2.0 Notice of SLT meetings must be provided in a form consistent with the open meetings law. The team will establish a yearly calendar in September that shall be posted in the general office, on the Parent's Association bulletin board (located in the main school entrance), and on the school website. Any changes to the published schedule must be discussed at a regularly scheduled meeting, if possible; otherwise via e-mail. These changes will be posted on the school website.
- 2.1 An agenda should be made available to the general public one week in advance of a scheduled meeting if at all possible.

Section 3 - Emergency Procedures

- 3.0 An emergency is an unanticipated notification that requires immediate action by the SLT. In the event of an emergency, the principal shall notify all team members of any changes to scheduled meetings in an expeditious manner. All team members will be given the opportunity to participate in emergency meetings.

Section 4 – Open Meetings Law

- 4.1 SLT meetings will be open to members of the school community and the general public as observers, in accordance with the open meetings law. Observers may request speaking time at the meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson at least one week in advance of a scheduled meeting and approved by consensus. Observers may also speak during meetings at the request of the SLT.
- 4.2 Non-members are encouraged to bring issues of concerns to their constituent representative(s) on the team prior to SLT meetings. Request for topics of discussion should be submitted in writing at least one week in advance of the meeting. Emergency issues are to be considered exceptions.
- 4.3 Meetings are open and can therefore be recorded verbatim. Recording devices may be used as long as they are unobtrusive. SLT members shall be informed if taping is to be done (Sunshine Law). Due to the confidentiality of certain items (e.g. budget - salaries) the SLT may call for an executive session where no taping would be allowed.

Section 5 - Quorum

A majority of SLT members (50% +1) must include representation from each constituent group to constitute a quorum. Fifty percent of each constituent group must be present to ensure that their group is adequately represented at each meeting.

Section 6 - Order of Business

- o Call to Order
- o Reading and approval of the minutes
- o Call for new item (s) to be placed on the agenda
- o Principal's update (approximately 5 minutes)
- o P.A.'s update (approximately 5 minutes)
- o Carry-forward and new discussion topics
- o Sub-committee discussions and reports
- o Agenda building for next meeting
- o Adjournment

Article V - SLT Member Elections

Section 1: Election Guidelines:

To ensure that all members of the school community shall have the opportunity to participate and encourage the broadest possible participation, parents and staff will be elected by their own constituent group in an election that is widely advertised, with reasonable advance notice, open to all members of the constituent group and in a way that is public and perceived fair and unbiased. Elections must be open to all members of the constituent group (e.g. P.A., CSA, UFT, and DC-37). P.A. election for parent member representatives must allow for a minimum of 10 calendar days notice. Elections for both parents and staff are to be held after the P.A. elections in the spring (Chancellor's Regulation A-660). See Chancellor's Regulation A-655, Article XIV for the grievance process regarding an election.

Section 2: Length of Term:

The length of term for SLT members (with the exception of core members) shall be 2 years, provided the team member(s) is (are) eligible to serve in accordance with the Chancellor's Regulation A-655. SLT members may serve for more than one term but must be re-elected by their constituent group.

Section 3: Filling Vacancies:

In an event of a resignation, termination of eligibility or loss of team membership due to removal, an expedited election (see Chancellor's Regulation A-660) to fill the vacancy will be held by the appropriate constituent group prior to the next scheduled SLT meeting, if possible. SLT members elected to fill vacancies shall be eligible to serve until the completion of that term.

Article VI – Removing and Replacing an SLT Member

Section 1: Removal of Team Member:

1.0 Reasons for Dismissal

SLT members that fail to attend 5 consecutive meetings; and/or fail to perform their roles and responsibilities as outlined in these bylaws; and/or behave in a manner during meetings that is

disruptive and undermines the work of the SLT will be removed by consensus of the remaining members.

1.1 The process for removing an SLT member shall be:

- 1.1a The SLT must inform the member under review in writing the reasons for the possible dismissal. The letter shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.
- 1.1b Within two weeks of the posting of the SLT letter, the SLT member under review must be given the opportunity to submit in writing an explanation showing good cause. If the letter is not answered or the SLT member under review chooses not to respond, the member under review will be dismissed.
- 1.1c A final review will take place at an SLT meeting at which the member under review will be given the opportunity to speak prior to a final discussion and determination by the remaining SLT members. There must be a quorum of members of each constituent group present and a decision must be reached by consensus of the SLT (excluding the member under review).
- 1.1d The member shall be officially notified in writing by the SLT of its 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.
- 1.1e In the case of an appeal, the SLT will allow two weeks for the dismissed member to write a written appeal. The SLT will then review the appeal, make a decision by consensus (excluding the member under review), and forward a written response to the dismissed member prior to the next scheduled SLT meeting. Upon completion of the appeal, a follow-up letter shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.

Section 2: Replacing an SLT Member

- 2.0 In the event of an opening, an expedited election will be held to fill the vacancy prior to the next SLT meeting, if possible.

Article VII - Decision Making and Conflict Resolution

Section 1: Consensus-Based Decision Making

The SLT will use a consensus-based decision-making process as its primary means of making decisions that will benefit all students. Consensus is defined as reaching an agreement acceptable to all of the members. The SLT will engage in collaborative problem-solving and solution-seeking methods that will lead to consensus-based decisions and, when necessary, effective conflict-resolution. The team will use The Chancellor's Plan for School Leadership Teams and Chancellor's Regulations as a guide for implementing consensus-based decision making.

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 or more team members, the team will table the issue for one meeting. The dissenting team member(s) will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will work towards consensus on the issue during the meeting.

Section 2: Conflict Resolution

In the case of an impasse, the SLT should seek assistance from the District Family Advocate (DFA). If the DFA is unable to resolve such issues to the satisfaction of team members, team members may send a written request for assistance to the District Leadership Team.

If consensus is still not reached, the SLT will either table the issue for a future date or agree not to discuss the topic further.

Article VIII - Conflict Resolution Regarding CEP

Section 1: Disputes regarding the formation of the CEP:

In the case of an impasse on the CEP, the SLT should seek assistance from the District Leadership Team (DLT) after efforts have been made to resolve the issue internally. If the DLT does not successfully resolve the issue, then the community superintendent should be consulted. The superintendent shall try and facilitate consensus. If no agreement can be reached, then the superintendent makes the final decision on the CEP, but only as a last resort.

Section 2: Disputes with the principal regarding implementation:

SLT members, other than the principal, may dispute any decision made by the principal where members of the SLT (other than the principal) reach a consensus that the decision is inconsistent with the goals and policies set forth in the school's existing CEP, by submitting a written objection to the community superintendent. The community superintendent shall provide the SLT with a written response within 10 school days. Following the superintendent's determination and the SLT's receipt of a decision, the SLT and principal must immediately revise the school-based budget and CEP, if applicable.

Article IX: Remuneration

To be eligible to receive the annual remuneration of \$300, SLT members must complete 30 hours of service on the SLT and attend a mandatory training session on CEPs and budget, offered by the DOE. Team members who attend training but serve less than 30 hours may request remuneration on a pro rata basis.

