

Bylaws of the School Leadership Team of PS 87

Adopted 10/19/15

Article I - School Leadership Team Mission Statement

The School Leadership Team [SLT] of PS 87 develops and implements the Comprehensive Educational Plan [CEP] aligned with the school-based budget, communicates with the staff and parents about the school and its goals, and performs these duties through collaboration among core constituencies, namely the staff, the administration, and the parents.

Article II - Team Composition

Section 1 Size of Team

The SLT shall be a minimum of 10 and a maximum of 17 people. The team must maintain an equal number of parent and staff members, up to seven elected parents plus the Parents Association [PA] President (i.e. up to 8 total parent members), and up to six elected staff members, plus the United Federation of Teachers [UFT] Chapter Leader and the Principal (i.e. up to 8 total staff members). The team may also include as its 17th member a representative from a community based organization [CBO].

Section 2 Mandatory Members

The three mandatory members of the SLT are the school's Principal, the PA President 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 up to seven elected parent members and up to six elected staff members, where the UFT Chapter Leader occupies one of the staff positions. The elected parents shall strive to represent all parts of the school. The elected educators shall strive to represent upper grades, lower grades, Dual Immersion, special education, clusters, and DC 37.

Section 4 Election of Team Members

Constituent groups must elect parent and staff SLT members in a fair and unbiased manner determined by each 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 elections are held each spring. Parents must be given a minimum of ten calendar days notice prior to the election. The PA must strive to stagger the terms of the non-mandatory parent members of the SLT. In the case of the PA Co-Presidents, the PA officers shall determine which Co-President will serve as the mandatory member of the SLT.

CBOs may also serve on SLTs. The SLT will create a process for 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 and CBO members will serve for a term of one year. CBO 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. CBOs are elected by the school's constituencies.

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. SLT members may choose not to replace a member but must still conform to the minimum number of members and the need for equal number of staff and parent members. Team members elected to fill vacancies shall be eligible to serve until the completion of the original member's term.

Section 5 Replacement of UFT Chapter Leader

In the event that a new UFT Chapter Leader is elected, the new UFT representative will replace the former UFT representative on the team. The former UFT representative will no longer be a member of the team. If the newly elected UFT representative was already serving as a non-permanent educator member of the team, that position will be filled. The new staff member will be chosen by the consensus of its constituent group within 30 days.

Section 6 Role of the Co-Chairpersons

Selection Method - There shall be two Co-Chairpersons, one parent and one educator, elected by their respective constituencies, and who shall serve for a period of one year. The Co-Chairpersons will share the role of Chairperson as outlined in these bylaws. The election shall take place after the SLT elections in the spring, or at the following September meeting at the latest.

The Co-Chairpersons ensure that voices of all team members are heard. The Co-Chairpersons are responsible for the communication of the SLT to and from their constituencies, including via attendance at their constituencies' regular meetings. The Co-Chairpersons are 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 Co-Chairpersons shall advise SLT members on Parliamentary Procedure and guide the meetings through the Agenda, assisted by the Timekeeper. The Co-Chairpersons are responsible for sending reminders at least one week before each meeting by email and Backpack News [BPN]. The Co-Chairpersons shall organize the election of new team members from their respective constituencies each Spring.

Section 7 Additional Leadership Roles

Selection Method - Additional leadership roles will be filled by consensus of the team at the September and January SLT meetings. Members serving in these additional leadership roles shall serve for five months at a time (September to January, and February to June).

Secretary - The secretary keeps the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PA. The PA and its members may request access from the Secretary to view the current and archived minutes. The school principal may designate an office staff to assist the SLT secretary.

Budget Liaison - The Budget Liaison shall coordinate with and attend the PA budget meetings. The Budget Liaison shall assume responsibility for documenting member participation for the purposes of determining eligibility for the annual SLT remuneration. The Budget Liaison is responsible for tracking the budget allotted to the SLT by the PA. The PA President typically fills this role.

Enrichment Liaison - The Enrichment Liaison shall facilitate the communication of and the assessment of PA proposed and funded programs with the SLT members to ensure a timely response to the PA. The Enrichment Liaison shall ensure that both the SLT members and the PA have a reasonable opportunity to respond to a proposed program and its assessment.

Grants Coordinator – The Grants Coordinator collaborates with the PA Grants Committee, Community Affairs Committee, SLT, and the Administration, regarding potential grants from city and state elected officials (such as Resolution A grants), as well as private grant opportunities. Responsibilities include: maintaining a calendar of grant deadlines; ensuring that documentation is prepared and filed; meeting with elected officials to make approval more likely; preparing quarterly summaries of opportunities, deadlines, and required documents; presenting updates to the SLT at regularly scheduled meetings.

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

SLT Correspondent - The Correspondent shall write an article about the SLT work at least monthly, and as often as needed, for the BPN SLT notice section.

Section 8 Committees and Committees Chairs

The SLT shall form committees directly from the CEP goals it determines. Each committee shall elect its own Chairperson, whose responsibility will be to ensure that the goal is met to the best of his/her ability and to provide progress reports 48 hours ahead of each monthly meeting and/or as needed, if a decision or other action is required from the broader group.

Section 9 Length of Term and Term Limits

Team members, with the exception of mandatory members and CBO members, are elected for a two-year term. Each team member may be elected by his or her constituents to serve one additional year. All such one-year extensions should be consistent with the mandate to stagger elections of new members. All members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

Non-mandatory members should not serve more than 3 consecutive years. However, if no other willing, eligible candidate is identified for a particular constituent group, his/her constituencies may elect a member for an additional two-year term.

Section 10 Responsibilities of School Leadership Team Members

CEP - 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 request the Galaxy Table of Organization Report, which the Principal shall provide within five school days, at its September meeting and again in its January meeting, and review the Report in the following meetings.

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

C-30 Process - All members of the SLT must be consulted prior to the appointment of the Principal or Assistant Principal candidates to the school.

List of Members and Bylaws - The SLT must provide a list of all team members and a copy of the current bylaws to the District Leadership Team [DLT] annually by October 31.

Committee Participation - Each SLT member must participate as a member in at least one committee each year. The committees will be formed pursuant to Article II, Section 8 of these Bylaws.

Federal Reimbursable Funding Consultation - 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 PA and the Title I Committee to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

Collaborative Work - 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.

Communication with Constituencies - 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 days to be determined by consensus at the September meeting, from 4:15-5:30PM. Additional meetings will be scheduled by the Co- Chairpersons as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parents as well as educator/administrative members on the team. Team members will be polled each year to determine a convenient day for team meetings.

Section 2 Notice of Team Meetings

All SLT meetings are open to the school community. Guests at the meeting are invited to speak subject to the needs of the SLT and time allocations specified in the agenda. The SLT will establish a yearly calendar, which shall be posted in the general office, BPN, PS 87 website, and in the parent coordinator's office at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each school year. The Chairpersons will send meeting reminders one week prior to all meetings by email and backpack.

The Chairpersons or Secretary, if designated, shall send meeting notes from the prior meeting as well as the agenda with attachments, if any, 48 hours in advance of the meeting, and invite all members to add "Other items" at that time.

All committee chairpersons shall send to the SLT their Committee Reports 48 hours in advance of the meeting, and such reports shall only be discussed if there are outstanding issues for the group's decision.

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.

Roll-call showing attendance will occur within the first 20 minutes of each meeting. Members may designate a proxy to attend a meeting, provided they give notice to the Co-Chairpersons and obtain their approval, prior to the meeting. 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 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

The following is guidance for the meetings: 5 to 7 minutes:

- Call to Order
- Reading and Approval of the Previous Meeting's Minutes
- Questions from the Committee Reports, sent prior 60 minutes
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items 5 minutes
- 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 3 consecutive meetings, consistently 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 or of the School generally will be removed by consensus of the remaining team members, but not before a written warning is issued and a reasonable opportunity to cure has expired. 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 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

Consensus-based decision-making must be the primary means of making SLT 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. If the team cannot reach consensus on a

time-sensitive issue that requires resolution, the Principal and the Co- Chairpersons together shall attempt to resolve the issue by the next meeting.

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. Chancellor's Regulation A-655 Attachment No. 4.

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 **October 15, 2015**, and are on file in the Principal's office.

Monica Berry, Principal

Wendy Schnierow, PA President

Lauri Posner, UFT Chapter Leader