

School Leadership Team Bylaws
PS 282 The Park Slope School

Revised September 21, 2021

Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of PS282 is to determine the school's educational direction. Successful completion of the School's Comprehensive Educational Plan (CEP) and the development of the budget will be the team's first priority. As a leadership team, we propose to act as role models and facilitators to promote child centered teaching and learning.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be 11. The team shall maintain an equal number of parent and staff members, 5 parent members, 5 UFT members, 1 elected DC37 from each constituency.

Section 2 Mandatory Members

The only three mandatory members of the SLT are the school's principal, the Parent-Teacher Organization (PTO) President [In the case of co-presidents, the remaining PTO officers shall determine which co-president will serve as the mandatory member of the SLT] 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.

In the absence of any one of the three mandatory members, decisions can be formalized and accepted once a consensus is reached by all the parties present. This confirms that the absence of one or more of the mandatory members will not affect or delay the accomplishment of any of the team's outlined goals or void any decisions made at a meeting. The team can also reach a consensus to notify the absent member of a noted decision through e-mail or any other manner.

Section 3 Members at Large

The remaining members of the team shall consist of:

- 4 elected parent members
- 4 elected UFT member(s)

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 the PTO elections are held each spring. Parents must be provided a minimum of ten calendar days' notice prior to the election. The PTO 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 2 years. 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, creating and sharing the agenda to all members prior to each meeting, ensuring that proper parliamentary procedures are followed, 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 PTO. The school principal may designate an office staff member to assist the SLT secretary.

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

Selection Method – Additional leadership roles will be filled by consensus of the team at the June meeting and shall serve for a period of 2 years.

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 2 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 2 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 Teacher Organization 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. Most meetings shall be scheduled at the first fall meeting and should be held from 5:00 PM to 6:30 PM when possible. Additional meetings may 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 if a change in meeting day and/or time for the upcoming year is necessary.

Members who miss more than two consecutive meetings without rendering in writing a good and valid excuse will be automatically removed 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, 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 school mailbox and backpack, postal mail, email, or telephone.

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

Presence of at least two mandatory members (Principal, UFT rep, PTO co-Pres) plus at least 4 non-mandatory members (consisting of at least one staff and one parent) 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 a sample agenda for meetings:

- 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 two 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 from the School Leadership Team. 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. Upon resignation or removal for cause, the newly appointed member must finish the term.

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. Decisions are made by consensus with either all team members in agreement or a few that may not be in full agreement but "can live with it." The team cannot adopt a decision that one or more members are wavering about or in total disagreement with.

Members may rate their agreement status on the following 0-3 scale:

3=Total Agreement

2=Not in full agreement but for purpose of goals, can live with it

1=Wavering and not in agreement

0=Total disagreement

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)

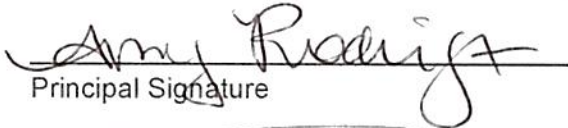
If the DLT or superintendent is unable to resolve such issues to the satisfaction of team members, team members may send a written request for assistance to the designated OFEA engagement staff.

Article VII – Bylaws Review and Amendment

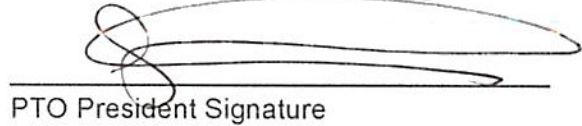
The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes has been given at a previous meeting. In addition, the bylaws will be reviewed annually, at the start of the school year to ensure that the document's provisions meet the needs of the team and remain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

These bylaws were amended on September 21, 2021 and are on file in the principal's office.

Amy Rodriguez
Principal Name


Principal Signature

Ms. Idesha Fraser
PTO President Name


PTO President Signature

Mr. Kyle Plant
UFT Chapter Leader Name


UFT Chapter Leader Signature