

Source: NYC Dept. of Education

## SCHOOL LETTERHEAD

Suggested School Leadership Team Bylaws for \_\_\_\_\_

Adopted 200\_

### Article I - Mission Statement/Educational Vision

The mission of \_\_\_\_\_ School is to provide a child centered environment that will inspire and challenge all of our students to become independent thinkers, problem solvers and life long learners and to work as a collaborative unit of parents, faculty and staff to ensure that all children reach their academic goals.

### Article II – Team Composition

#### Section 1. - Membership

The number of parent and staff members on the team shall be \_\_\_\_\_ from each constituency. The total number of members shall be \_\_\_\_\_.

1.1 Core members of the team shall be the Principal, United Federation of Teachers (UFT) Chapter Chairperson and the Parent Association or Parent-Teacher Association (PA/PTA) President or Co-President or their designees. Core members of the school leadership team have the option to designate another member of their constituent group to serve in their stead on the team for the period of their term.

1.2 The remaining members of the team shall consist of:

- \_\_\_elected UFT member(s)
- \_\_\_elected DC 37 member(s)
- \_\_\_elected parent members
- \_\_\_students (if the school is a high school)
- \_\_\_community based representative(s) (if any)

1.3 \_\_\_\_\_students will serve on the team (this applies only for high schools). They will be selected by the student body and shall serve for a period of one year. Student team members will not be counted in the parent to school staff balance, but will be included in the total team member count. (This paragraph must be included if the school is a high school).

1.4 The team may, by consensus, choose to create a seat or seats on the team for community based organizations. 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 on an annual basis. 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. – Organizational Structure (may include):

- Chairperson or Co-Chairpersons
- Recorder
- Facilitator
- Financial Liaison
- Timekeeper
- Liaisons (link to all constituencies)

Section 3. – Length of Term

The length of term for team members (with the exception of student and core members) shall be two years, provided the team member(s) is eligible to serve in accordance with the Chancellor's Regulation A-655. Team members may not serve for more than two consecutive terms. If no other willing, eligible candidate is identified for a particular team constituent group, the member(s) may be elected for a third term, if the member is still eligible.

Section 4. – Selection and the Role of Chairperson/Co-Chairpersons

- 4.1 The Chairperson shall be elected by consensus of the team and shall serve for a period of \_\_\_ year(s) and until his/her successor is elected. If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairperson as outlined in these bylaws. The election shall take place at the September meeting.
- 4.2 The role of the Chairperson shall be to schedule meetings and ensure that team meetings are effectively organized; preside at all meetings; interface with the principal and core members; facilitate discussion(s) during meetings; set meeting agendas in collaboration with other team members; coordinate team and subcommittee efforts; ensure that information is disseminated to all team members to guide their planning; ensure that members maintain their focus on educational issues; and secure all records of the team.

Section 5. – Selection and Roles of Additional Organization Structure Members

- 5.1 Additional Organization Structure members shall be elected by consensus of the team at the June meeting and shall serve for a period of \_\_\_ year(s) They are listed above in Section 2.
- 5.2 The Recorder shall keep an accurate, written record (minutes) of all team meetings, including member attendance; will distribute minutes to all members and post for the entire school community; prepare responses to

correspondence addressed to the team; and assist with the preparation of meeting agendas.

- 5.3 The Facilitator shall advise the Chairperson and/or other team members on matters of Parliamentary Procedures. The Facilitator shall also 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.
- 5.4 The Financial Liaison shall assume responsibility for the financial affairs of the team. He or she shall be responsible for maintaining on file attendance records for verification of member participation.

#### Section 6. – Role and Responsibilities of Team Members

- 6.1 Team members, including those additional roles outlined in these bylaws, are responsible for: participating in the development and review of the Comprehensive Educational Plan (CEP); ensuring that the budget is aligned to support the CEP; working collaboratively with other team members 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 that meet the needs of all students; sharing the views of their constituencies with the team; engaging in conflict resolution processes when necessary.
- 6.2 In addition, team members have the responsibility to: attend all team meetings; to identify concerns and issues to be discussed during SLT meetings; to review minutes and give feedback; chair and/or serve on team sub-committees; and to communicate effectively with their constituent groups.
- 6.3 The constituent groups on the School Leadership Team shall select their representatives for the C-30 Level I Committee subject to the manner proscribed in Chancellor's Regulation C-30.
- 6.4 School Leadership Team must consult with the school's Parent Association regarding the school uniform policy before taking a vote (i.e., decision to opt out of the uniform requirement).

### Article III – Team Meetings

#### Section 1 – Schedule of Meetings

- 1.1 The minimum number of monthly meetings shall be ten. All meetings shall be held on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Additional meetings will be scheduled as needed either by the Chairperson or upon the request of the members of the team. Meetings will be scheduled at a time that is most convenient for parent members on the team. Parent members will be polled each year to determine the time most convenient for team meetings.

1.2 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 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 SLT bulletin board at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each year. The Chairperson or Liaison will remind members one week in advance by telephone or by written notice of all meetings.

## Section 3 – Meeting Attendance

3.1 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 a week in advance of scheduled meeting. 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.

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

## Section 4 – Quorum

A majority of SLT members which must include 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
- Reading and Approval of the Minutes
- Sub-Committee(s) Reports
- Old Business Agenda Items
- New Business Agenda Items
- Creation of Agenda for Next Meeting
- Adjournment

#### Article IV – Team Member Elections

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. PA/PTA elections for parent member representatives must allow for a minimum of ten calendar days notice.

In the event of a resignation, termination of eligibility or loss of team membership due to removal, an election to fill these vacancies will be held 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.

#### Article V – Removal of a Team Member

Team members who fail to attend \_\_\_\_ 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 team will be removed by consensus of the remaining team members.

The process for removing a team member(s) shall require that the team have a quorum of members present; that they reach consensus (consensus will be defined as a unanimous agreement to support the decision made by the team) in their decision to remove the member(s); and when the 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. The member shall be officially notified in writing by the team 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 or Co-Chairpersons and shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.

#### Article VI – Decision-Making

The team will develop methods for engaging in a collaborative problem-solving and solution seeking that will lead to consensus-based decisions and, when necessary, effective conflict resolution strategies.

Consensus, defined as reaching an agreement acceptable to all of the team members will be the team's primary decision-making tool.

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 appropriate Regional Support personnel for further assistance.

In cases where an urgent or time-sensitive decision must be made and the entire team cannot be consulted or reach consensus, the team must contact the appropriate Regional Support personnel for further assistance.

#### Article VII – Conflict Resolution

In the case of an impasse, the team has the obligation to seek assistance from the regional support personnel, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

A team member may seek external assistance when he or she deems necessary. In such situations, the team will have access to a variety of supports, including the Regional School Leadership Coordinator and the District Leadership Team.

#### Article VIII – Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes have 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.

These bylaws were amended on \_\_\_\_\_ and are on file in the principal's office.

\_\_\_\_\_  
Print Name (Principal or Chairperson)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name (PA/PTA President)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name (UFT Chapter Leader)

\_\_\_\_\_  
Signature

