



Bylaws of the School Leadership Team of MS 915 Adopted October 16, 2019, and based on Chancellor's Regulation A-655.

Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of MS 915 is to support the principal and school to align resources and strategies to achieve our vision. The SLT helps to create a collaborative school culture with a shared goal to achieve high levels of learning for all students.

MS 915 is a learning community dedicated to honoring the potential of middle school students and to supporting each student's growth, to exploration and creativity, to academic and personal excellence, and to social progress, engagement and justice. We are committed to the intellectual, artistic, moral, emotional, social and physical development of each student and we value each other as thoughtful co-creators of a vibrant, interdependent community.

Article II – Team Composition

Size of Team

The total number of members shall be 12. The team shall maintain an equal number of parent and staff members, 4 parents at large and 3 staff at large, plus the 3 mandatory members, 1 after-school partner member and 1 student member.

Mandatory Members

The only three mandatory members of the SLT are the school's principal, the president (or one of the co-presidents) of the Parent Association/Parent Teacher Association (PA/PTA) 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.

Members at Large

The remaining members of the team shall consist of:

- 4 elected parent members
- 3 elected staff members
- 1 community member (representative from the school after school partner organization, designated by the after-school partner group)

- 1 student member (chosen in a fair and unbiased manner by the MS 915 Student Council for a 1-year term)

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.

In the case of co-presidents, the co-presidents shall determine which co-president will serve as the mandatory member of the SLT.

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 as soon as possible and ideally prior to the next scheduled team meeting. Team members elected to fill vacancies shall be eligible to serve until the completion of that term.

Election of UFT members by their constituents must be advertised widely, with reasonable advance notice given, pursuant to Article IV.

Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected annually by consensus of the team. 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 first meeting of the school year. The Chairperson is responsible for scheduling meetings and sending out meeting notices, 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.

Additional Leadership Roles

At the beginning of each year, the committee can decide if it will assign additional roles, including:

Secretary – The secretary will be responsible for keeping the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PA/PTA. 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 role(s) will be filled by consensus of the team at the September meeting and shall serve for a period of 2 years.

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 (the initial election of parent members shall elect 2 members for 2-year terms and 2 members for 1-year terms to allow staggered terms). However, 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 1 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.

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 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/PTA 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

Schedule of Meetings

The SLT shall meet at least once a month during the school year. 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 all members on the team, and 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.

Notice of Team Meetings

The SLT will establish a yearly calendar which shall be posted in the general office, in the parent coordinator's office and on school website at the beginning of each school year. The calendar shall be distributed at the first meeting of the PA/PTA each school year. The Chairperson will send meeting reminders to the SLT members one week prior to all meetings.

Meeting Attendance

SLT 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.

Quorum

At least 6 members, including at least 2 members from each of the parent and UFT constituencies, shall constitute a quorum. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

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

Observers at Meetings

The public may observe and listen to the deliberations and decisions of the SLT meetings.

The public, press and community are not allowed to vote or participate; however, they may be allowed to speak if the SLT chooses to allow it, but within established parameters, such as allowing an opportunity for ALL attendees to speak who wish to do so, and implementing a time limit to speak, such as a two minute limit.

If any attendees cause disruption and do not comply with requests to refrain, they may be escorted from the meeting by school security.

Meetings can be recorded by the public, press, and school community. No flash cameras, no equipment that makes noise, no close-up photos will be permitted.

Team Meeting Minutes

Minutes must be taken at all SLT meetings

SLT must record all motions, votes, proposals, topics discussed, and matters agreed upon by consensus.

Minutes must be taken at all executive sessions

Should consist of a summary of topics discussed and matters agreed upon by consensus.

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

Team members who fail to attend 3 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 SLT 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.

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. If there were additional candidates in the most recent SLT election within the calendar year, the candidate who received the next highest number of votes will first be offered the vacancy.

Article V – Decision-Making

SLT decisions should be made by informed discussion, with consensus of all members being reached. When appropriate, a committee can be formed to research a complicated issue and make a recommendation to the larger team for consideration.

Article VI – Conflict Resolution

Assistance from the District Leadership Team (DLT)

The SLT 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.

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.

Danielle Scott _____ Principal Name

_____ Principal Signature

S. Ansley Samson _____ PA/PTA President Name

_____ PA/PTA President Signature

Janice Manning _____ UFT Chapter Leader Name

_____ UFT Chapter Leader Signature