

PS 290

Bylaws of the School Leadership Team of PS 290

Article I – School Leadership Team Mission Statement

The mission of the School Leadership Team of PS290: The School Leadership Team (SLT) of Manhattan New School is a school-based organization composed of parents, teachers and administrators. The SLT meets at least once a month for approximately an hour to work on projects including the Comprehensive Education plan, which sets annual goals for the school in all areas and focuses on developing education strategies for improvement, parent surveys and more. SLT members work collaboratively with each other, chairing and/or serving on team sub-committees, with the goal of effectively resolving concerns and addressing the needs of all students. The SLT is not a PTA activity and it is not a fundraising entity.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be sixteen (16). The team shall maintain an equal number of parent and staff members, eight (8) from each constituency.

Section 2 Mandatory Members

The three mandatory members of the SLT are the school's Principal, the Parent-Teacher Association (PTA) President or one of the Co-Presidents 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 Remaining Team Members

The remaining members of the team shall consist of:

7 elected parent members

6 elected UFT member(s)

Section 4 Election of Team Members

Eligibility: In order to be a nominated candidate for the SLT, parents must be able to serve a two (2) year term in the school. If no one else is nominated, parents who can only serve one (1) year of their prospective term will be eligible to run.

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 PTA elections are held each spring. Parents must be provided a minimum of ten calendar days' notice prior to the election.

The SLT can elect a person to fill vacancies due to resignation, cessation of member eligibility, or removal prior to the next scheduled team meeting. Team members elected to fill vacancies shall be eligible to serve until the completion of that term. If they wish to continue to serve thereafter, they can participate in the nomination process to serve an official term.

Section 5 Chairperson or Co-Chairpersons

The Chairperson or Chairpersons shall be selected by consensus of the team and shall serve for a period of one (1) year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. This shall take place at the September meeting. The Chairperson or Co-Chairpersons is 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 Chairperson or Co-Chairpersons ensures that voices of all team members are heard.

Section 6 Secretary or Co-Secretaries

The Secretary or Co-Secretaries shall be selected by consensus of the team at the September Meeting and shall serve for a period of one (1) year. The Secretary or Co-Secretaries 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 PA/PTA. The school principal may designate an office staff member to assist the SLT secretary.

Section 7 Length of Term and Term Limits

Team members, with the exception of mandatory members are elected for two (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 two (2) consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, an existing 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 Superintendent of the Principal's record of developing an effective shared decision making relationship with the SLT members during the year.

The SLT will coordinate with other school committees such as the Parent Teacher Association 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. Additional meetings will be scheduled by the Chairperson or Co-Chairpersons 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 a convenient time for team meetings.

Members who miss more than three (3) consecutive meetings without rendering in writing a good and valid excuse may be subject to removal from the team.

Section 2 Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted in the parent coordinator's office and distributed via email. The calendar shall be distributed at the first meeting of the parent association each school year. The Chairperson or Co-Chairpersons will send meeting reminders prior to all meetings via email.

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 or one of the Co-Chairpersons in advance of the meeting.

Parents, staff and members of the community may observe SLT meetings without prior notice. If a person wishes to address the SLT regarding a specific concern/question, he/she must send a request via email one week in advance and indicate the concern/question. The SLT, which deals with school-wide issues only, has the right to decide if the SLT is the appropriate forum for the

stated concern. The SLT will send the protocols for visitation via email prior to the meeting; the visitor must read the protocols before attending.

Protocols for Visitation:

- Visitors are observers until the chairperson or co-chairperson has granted him/her the floor.
- Visitors must sign in.
- Visitors will have the opportunity to provide the SLT feedback during the meeting, if time permits. If time does not permit, the SLT will receive the feedback via email.

All members of the SLT will be made aware of the visitor's concern prior to the meeting. At the beginning of the meeting, the chairperson or co-chairperson will welcome the visitor and remind them of the protocols.

Section 4 Quorum

The quorum of members needed to make decisions at team meetings shall be nine (9). This will require the presence of three (3) core members of their designees and three (3) staff members and 3 parent members. 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 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 three (3)P 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 School Leadership Team may be removed by consensus of the remaining members. 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

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.

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. The team should develop methods for engaging in collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies. The agreed upon procedures should be summarized here.

Article VI – Conflict Resolution

Section 1 Assistance from the Superintendent or District Leadership Team (DLT)

The School Leadership Team will seek assistance from the Superintendent or DLT 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 Superintendent or DLT. If after receiving assistance from the Superintendent or DLT, the Team still cannot reach agreement on the CEP, the Superintendent will make the final determination.

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 April 25, 2017 and are on file in the principal's office.

Principal's Signature PA/PTA President's Signature UFT Chapter Chair's Signature