Bylaws of the School Leadership Team of **PS 290 Elementary School**

Modified: June 6th, 2023 Adopted: June 6th, 2023

**Article I – Mission**

The mission of the School Leadership Team of PS 290 Elementary School is to graduate all PS 290 scholars with increased college readiness. The SLT will work collaboratively to support the curriculum, character development, and civil service programs that provide scholars with the tools and courage to significantly impact and positively transform their world.

**Article II – Team Composition**

**Section 1 Size of Team:**

The total number of members shall be10.The team shall maintain an equal number of parent and staff members: 5 parent members, 4 UFT members, and 1 administrator.

**Section 2 Mandatory Members:**

The only three mandatory members of the SLT are the school’s principal, the Parent Teacher Association (PTA) President or one designated Co-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:

4elected parent members

3elected 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 PTA elections are held. Parents must be provided a minimum of ten calendar days’ notice prior to the election. The PTA 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 pursuant to Article IV 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 2years. 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, 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.

**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 PTA. 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.

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

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

**Section 7 Length of Term and Term Limits:**

Team members, with the exception of mandatory members, scholar members, and community-based organization members, are elected for two**-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 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 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 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**

**Section 1 Schedule of Meetings:**

The SLT shall meet at least once a month during the school year. Meetings will be held on the following dates and times (meeting dates and times are tentative):

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Date** | **Time** |
| 1 | Tuesday, September 19th, 2023 | 4:30pm |
| 2 | Monday, October 16th, 2023 | 4:30pm |
| 3 | Tuesday, November 14th, 2023 | 4:30pm |
| 4 | Tuesday, December 12th, 2023 | 4:30pm |
| 5 | Tuesday, January 16th, 2024 | 4:30pm |
| 6 | Tuesday, February 13th, 2024 | 4:30pm |
| 7 | Tuesday, March 12th, 2024 | 4:30pm |
| 8 | Tuesday, April 16th, 2024 | 4:30pm |
| 9 | Tuesday, May 14th, 2024 | 4:30pm |
| 10 | Tuesday, June 11th, 2024 | 4:30pm |

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 parent members on the team. Parent members will be polled each year to determine a convenient time for team meetings.

**Section 2 Notice of Team Meetings:**

The SLT will establish a yearly calendar which shall be posted on the school website under the “SLT” tab and at the general office and in the lobby of the school at the beginning of each school year. The school will send notification of monthly meetings in school-wide online communication platform.

**Section 3 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.

Non-members are welcomed to bring issues of concerns to their constituent representative(s) on the team prior to SLT meetings. Request for topics of discussion should be submitted in writing in advance of the meeting to the Chairperson. 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. 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 at least one week in advance of scheduled meeting. Non-members will receive electronic or written notification of their speaking time two days prior to the meeting by the Chairperson. Depending on the nature of the issue raised, the SLT members reserve the right to defer discussion in a closed session and can respond in writing at a later date.

**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:**

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:**

In the interest of continuity and consistency, Members who miss more than two (2) consecutive meetings without rendering in writing a good and valid excuse, may be subject to removal from the team. In addition, Team members who neglect 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 may be removed from the School Leadership Team.

In order for a member to be removed, there must be a consensus amongst 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.

**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:** When making decisions, it is important to come to a consensus, defined as reaching an agreement acceptable to all members. The team will engage in collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies. We will use a narrowing strategy to reach a decision.

**Article VI – Conflict Resolution**

**Section 1**: 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 principal 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 October 18, 2023 to reflect the new number of members on the SLTand are on file in the principal’s office.

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| **Role** | **Member Name** | **Member Signature/ & Date** |
| Principal/Delegate | Jose Jimenez |  |
| UFT Chapter Leader/Delegate | Tabitha Auricchio |  |
| PTA President | Soledad Proano |  |
| UFT Member | Tishana Nelson |  |
| UFT Member | Michele Allison |  |
| UFT Member | Kelly Zaug |  |
| Parent Member | Susan Bricker |  |
| Parent Member | Maria Obradovici |  |
| Parent Member | Magda Quinones |  |
| Parent Member | Stephan |  |