



## **By-Laws of the School Leadership Team of MS54 Booker T. Washington Middle School**

(Adopted on January 20, 2000, Revised on June 2, 2004, May 8, 2009,  
February 10, 2012, April 11, 2014, June 24, 2016, and June 12, 2020)

### **Article I: NAME & ESTABLISHMENT**

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#### **Section 1.1: *Name***

The name of the Team shall be the MS54 School Leadership Team (“SLT”).

#### **Section 1.2: *Adoption***

These By-Laws were adopted on January 26, 2000, by the SLT in conjunction with Community School District III (CSD III) and the Chancellor’s Plan for School Leadership Teams (Department of Education of the City of New York: 1999), “The Green Book”. Revisions were adopted on June 2, 2004, May 8, 2009, February 10, 2012, April 11, 2014, June 24, 2016, and June 12, 2020.

### **Article II: MISSION & OBJECTIVES**

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#### **Section 2.1: *Mission***

The mission of the SLT is to foster and maintain a school and a school community aligned with MS54’s Vision, Mission Statement, and Statement of Educational Philosophy (attached as Appendix A) through the collaborative efforts of parents, administrators, faculty, and staff.

#### **Section 2.2: *Objectives***

The SLT’s primary objectives include, but are not limited to:

- Developing and reviewing the annual Comprehensive Education Plan (CEP) for MS54;
- Developing school-based educational policies;
- Consulting with the Principal during the development of the school budget to ensure that the budget is aligned with the CEP and school-based educational policies;
- Performing needs assessment/evaluation;
- Encouraging parental involvement in matters affecting the school community; and
- Promoting a safe and respectful school environment.

In addition, the SLT, as the central coordinating team in the school, will provide, when necessary, the forum for ensuring that the activities of any SLT committees and other task forces are coordinated, that there is a common understanding of the purpose and goals of each committee, and that there is communication among them.

The SLT will pursue these objectives by (i) providing a safe forum for raising questions and issues and expressing views, ideas, and concerns, and (ii) engaging in collaborative planning and solution-seeking to promote consensus-based decision-making.

### **Article III: COMPOSITION; MEMBERSHIP; TERM OF SERVICE; DUTIES**

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#### **Section 3.1: *Composition***

State law mandates that there must be a balance between parents and school personnel participating on teams. Therefore, the school must achieve, to the maximum extent possible, an equal number of parents and school staff on the SLT. The SLT must create enough parent seats to enable this balance to be achieved.

#### **Section 3.2: *Membership***

The SLT shall be a minimum of 10 and a maximum of 16 total members, with membership equally divided between parents and school staff. If possible, membership should be 16 total members, comprised of 8 parents and 8 school staff, constituted as follows:

- The **Required Members** are (i) the Principal, (ii) the UFT Chapter Leader, and (iii) the PTA President.<sup>1</sup> Each Required Member is permitted to designate another member of their constituent group to serve as their designee on the SLT.
- The **Rotating Members** are comprised of:
  - 5 (five) Pedagogical Staff members (UFT)
  - 1 (one) Staff member (DC 37)
  - 7 (seven) Parent<sup>2</sup> members

The Required Members do not change, regardless of the size of the SLT. Therefore, if the SLT has fewer than 16 members, then the number of Pedagogical Staff members and the number of Parent members from the Rotating Members will decrease by the same number.

#### **Section 3.3: *Term of Service***

Members of the SLT will serve for a two-year term. Elections shall be held for seats that are expiring each year, such that approximately one half of the members are elected each year. If necessary to balance the terms so that approximately one half of the members are elected each year, then an open SLT position may be designated as for a one-year term. There are no term limits.

#### **Section 3.4: *Members' Duties & Expectations***

In addition to supporting the SLT's mission and objectives, general expectations of members are:

- Members will regularly attend meetings.

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<sup>1</sup> In the case of PTA co-presidents, the remaining PTA officers shall determine which co-president will serve as the mandatory member of the SLT. (Chancellor's Regulation A-655, Section 3.b n.1)

<sup>2</sup> For definition of "Parent", see Chancellor's Regulation A-655, Section 3.b.i.

- Members will arrive to meetings on time.
- Members will serve on standing and/or ad hoc committees.
- Members will attend training sessions deemed necessary by the DOE and/or the SLT to fulfill the duties of the SLT.
- Members will maintain appropriate professional behavior during meetings, including, but not limited to, sharing their ideas and concerns and listening to the ideas and concerns of others.

Members of each constituency (*e.g.*, Pedagogical Staff, Staff, Parents) will be responsible for keeping their respective constituencies informed about the work of the SLT, as well as for soliciting input from them, using various means of communication, including those set forth in Article XI.

## **Article IV: ELECTION OF MEMBERS; REMOVAL OF MEMBERS/OFFICERS**

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### **Section 4.1: Elections**

Each constituency (Pedagogical Staff, Staff, Parents) will hold its own elections, per the Chancellor's Regulation A-655.

- Elections for Staff Members will be held before the end of the school year.
- Elections for Parent Members must be held after PTA elections in the spring, per Chancellor's Regulations A-655 and A-660. One Parent seat shall be reserved for election in the fall, so that incoming Parents are eligible to run. If additional Parent seats remain unfilled after the spring election, then those seats shall also be filled by election in the fall.

### **Section 4.2: Vacancies/Elections**

Any vacancy, whether due to resignation, a parent who no longer has a child in the school, or any other reason, will be filled for the remainder of said term through elections as soon as possible (pursuant to procedures as set forth in Article 4.1 of the By-Laws) but no later than within two (2) months.

### **Section 4.3: Removals**

Any member may be removed from the SLT by consensus of the members present at an SLT meeting (excluding the member whose removal is the issue), after written warning. The call for such consensus may be made only if there has been two weeks' written notice that such removal would be an issue at the meeting. The affected member may attend and be heard at the SLT meeting at which his or her removal is considered.

#### **Section 4.3.1: Rotating Members (includes Co-Chairs)**

Any Rotating Member may be removed for three absences or for failure to fulfill the other duties reflected in Section 3.4.

#### **Section 4.3.2: Co-Chairs**

A Co-Chair may be removed from his or her role as chair for not fulfilling the duties of the chair reflected in Section 5.2.

## **Article V: ELECTION OF OFFICERS; OFFICER'S ROLES & RESPONSIBILITIES**

### **Section 5.1: *Officers***

The SLT will elect two Co-Chairs and up to four Recording Secretaries from among the Rotating Members only (excluding Required Members) for a term of one year and until a successor has been chosen, whichever is later. The SLT shall determine at the last meeting of the school year if any of the standing co-officers will continue as members of the SLT for the following year, and if none will continue, then an interim officer will be chosen until new officers can be elected. The election of officers will take place at the first meeting of the school year.

### **Section 5.2: *Co-Chairs***

There will be a Parent Co-Chair and a Staff Co-Chair. The Parent members will elect the Parent Co-Chair, and the Staff members will elect the Staff Co-Chair. These elections will be conducted separately by a vote by the respective constituencies, by a simple majority, with a run-off election if necessary.

#### **Section 5.2.1: *Responsibilities of Co-Chairs***

The Co-Chairs' responsibilities shall include:

- Organizing materials;
- Producing and distributing the agenda for the next meeting:
  - The SLT may determine major agenda items to be discussed at the next meeting;
  - A draft agenda, including any items added since the last meeting, is to be distributed to the SLT one week before the next meeting, pursuant to the means set forth in Article XI;
  - A final agenda is to be distributed to the SLT two days prior to the meeting.
- Facilitating meetings, limiting discussion, and deciding which non-members (if any) may participate in discussions;<sup>3</sup>
- Inviting and approving all speakers and visitors prior to a meeting;
- Maintaining professional standards of etiquette (including Robert's Rules of Order);
- Monitoring sub-committee activities;
- Keeping records (including attendance); and
- Correspondence.

### **Section 5.3: *Recording Secretaries***

Up to four Recording Secretaries will be elected by a vote of the SLT, by simple majority, with runoff election if necessary. Sharing Co-Recording Secretary positions between Parent and Staff Members is strongly encouraged.

#### **Section 5.3.1: *Responsibilities of the Recording Secretaries***

Responsibilities of the Recording Secretaries include:

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<sup>3</sup> If both Co-Chairs are absent, another Rotating Member will chair the meeting.

- Recording minutes of each meeting (or supervising the recording of minutes if an outside minute-taker is retained);
- Copying and distributing final minutes to the distribution list, to the Parent Coordinator, and to the PTA corresponding secretary; and
- Requesting that the Parent Coordinator submit copies of the final minutes to the District 3 Family Engagement Advocate.

## **Article VI: MEETINGS**

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### **Section 6.1: *Schedule of Meetings***

Meetings shall be held on a monthly basis, from September through June, preferably to be scheduled the week before the PTA meeting in order to report in a timely way. Dates and times of meetings will be established at the first SLT meeting of the school year, subject to change by the SLT. Additional meeting dates may be established by consensus of the SLT. Dates may only be changed by consensus of the SLT members – or if a quorum has not been attained at a meeting.

### **Section 6.2: *Quorum***

A quorum is reached when 50% plus one of the members (*e.g.*, 9 total SLT members) are present.

### **Section 6.3: *Open Meetings; Permitted Non-Member Participants***

All meetings shall be open to all members of the MS54 community, including parents and staff. In addition:

- **Community-Based Organizations (CBOs):** Representatives of CBOs may observe and participate (when recognized by the Chair).
- **Student(s):** The Eighth Grade Student Council is invited to send a representative to make monthly reports to the SLT. Exclusions for confidentiality are left to the discretion of the Chair.

Non-member participants are free to speak if and when recognized by the Chair; however, per DOE regulations, they may not participate in consensus-making.

### **Section 6.4: *Format of Meetings***

Meetings will follow a pre-established agenda except when an issue is added by agreement of the SLT.

### **Section 6.5: *Procedure for Calling Special Meetings***

A special meeting may be called by agreement of the Required Members and the Co-Chairs and, if so called, the scheduling of the meeting shall be communicated to all other members in a timely way.

## **Article VII: DECISION-MAKING PROCESS**

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### **Section 7.1: *Consensus***

The SLT makes decisions by consensus of its members. A “decision by consensus” is one that is acceptable to all but is not necessarily one that each member thinks is best. If consensus cannot be reached on a particular issue, the SLT will make a decision on that issue by vote. A vote carries with the majority of those present and voting (assuming a quorum is present). The Required Members will determine when consensus cannot be reached.

### **Section 7.2: *Participation in Decision-Making***

Members must attend meetings in person in order to take part in the decision-making process, except as set forth in Section 8.1. The Chairs may accept a sealed opinion from a rotating member who is absent due to extraordinary circumstances.

## **Article VIII: EMERGENCY DECISIONS**

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### **Section 8.1: *Emergency Decisions***

If issues arise that require immediate action or consideration by the SLT, a Special Meeting shall be called, if at all possible, at which members may participate by conference call if necessary. If it is not possible to call a Special Meeting for such issues, then such issues may be resolved by consensus of the Required Members, but any such issues and the resolution must be reported to the members as soon as possible.

## **Article IX: BY-LAWS; REVIEW & AMENDMENTS**

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### **Section 9.1: *Review***

By-Laws shall be reviewed bi-annually.

### **Section 9.2: *Amendments***

By-Laws may be amended by a two-thirds majority vote of the total membership of the SLT. Proposed amendments will be circulated to SLT members in advance.

### **Section 9.3: *Interpretation***

The By-Laws shall not be interpreted in a manner that would make them inconsistent or in conflict with applicable law and regulations.

## **Article X: COMMITTEES & TASK FORCES**

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### **Section 10.1: *Committees and Task Forces***

The SLT, with the guidance of the Co-Chairs, may establish committees and/or task forces to address particular issues. Meetings of any SLT committees and task forces shall be open to all members of the MS54 school community. A Committee must include at least one (1) rotating

member of the SLT. Each committee should appoint a facilitator. Examples of committees are:

<i>CEP</i>	<i>Budget</i>	<i>By-Laws</i>	<i>Communications</i>
<i>Educational Policy</i>	<i>Extended Day</i>	<i>Safety</i>	<i>Calendar</i>
<i>School Climate</i>	<i>Facilities</i>	<i>Wellness</i>	

## **Article XI: SLT ANNOUNCEMENTS & UPDATES**

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### **Section 11.1: *Staff News and Updates***

Distribution of SLT news and updates to staff will include: (i) reports by the Principal or his/her designee at staff meetings; (ii) inclusion of SLT meeting dates on the staff calendar; (iii) distribution of the draft meeting agenda one week before the meeting; and (iv) posting of SLT news and updates on a bulletin board accessible to staff.

### **Section 11.2: *PTA and School Community News and Updates***

Distribution of SLT news and updates to the PTA and school community will include: (i) reports by the co-chair or his/her designee at PTA meetings; (ii) posting of meeting dates and updates on the school's website; (iii) inclusion of the SLT meeting dates and updates in the PTA e-newsletter; (iv) electronic distribution of the draft meeting agenda one week before the meeting; and (v) electronic distribution of the final meeting minutes in a means accessible to the school community (which may include posting on the school's website).

## Annex A

(as of June 2020)

### **OUR VISION**

Booker T. Washington MS54 strives to develop and nurture a community of intelligent, mature and motivated learners with strong academic and critical thinking skills and a love for learning.

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### **MS54 MISSION STATEMENT**

The Booker T. Washington Middle School Community will provide:

1. A safe and nurturing environment that is sensitive to the needs of the individual student.
  2. A collegial staff which utilizes the experiences, resources and diversity of the entire school and community to accomplish the school's goals.
  3. A unified community, which fosters learning and experiences leading to an understanding, appreciation and respect for diversity.
  4. An academic environment that reflects enrichment through intellectually appropriate activities and fosters scholastic excellence, independent learning and open communication.
  5. A curriculum designed to develop problem solving and critical thinking skills, by applying a variety of resources, groupings, and teaching strategies.
  6. A physical environment that is properly equipped, aesthetically pleasing, and is enhanced by students' work and achievements.
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### **MS54 STATEMENT OF EDUCATIONAL PHILOSOPHY**

At Booker T. Washington Middle School, academic excellence is the foundation of our school culture. We are committed to providing rigorous academic opportunities to every student. We believe that both acceleration and remediation are vital to nurturing the potential of each student. We provide diverse opportunities to address the academic needs of our students, including a curriculum offering different levels of coursework.