

# SCHOOL LEADERSHIP TEAM

# ***MS 54 SLT BY- LAWS***

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

## **ARTICLE I: NAME & ESTABLISHMENT**

**Section 1.1: NAME:** The name of the Team shall be the **MS 54 School Leadership Team (SLT)**.

**Section 1.2: ADOPTION:** The following By-Laws were adopted on January 26, 2000, by the MS 54 School Leadership Team 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, and June 24, 2016, and June 24, 2016.

## **ARTICLE II: MS 54 SLT MISSION AND OBJECTIVES**

**Section 2.1: THE MISSION:** To bring all stakeholders together to collaborate on all issues that affect the school community.

**Section 2.2: THE OBJECTIVES:** The MS54 SLT is the vehicle for developing schoolbased educational policies and ensuring that resources are aligned to implement those policies. The MS 54 SLT, as the central coordinating team in the school, will provide when necessary the forum for ensuring that the activities of all other Team committees, and 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.

Subject to cooperative planning and shared decision making are all issues which impact directly on the quality of the instructional program, including but not limited to these tasks:

- . Develop and review the annual Comprehensive Education Plan (CEP) for MS 54;
- . Consult with principal during development of the school budget;
- . Develop school-based educational policy;
- . Perform Needs Assessment/Evaluation;
- . Encourage Parent Involvement; and
- . Promote a safe and respectful school environment.

**ARTICLE III: TEAM COMPOSITION; MEMBERSHIP; TERM OF SERVICE; DUTIES**

**Section 3.1: TEAM COMPOSITION:** State law mandates that there must be a balance between parents and school personnel participating on teams. Therefore, schools must achieve, to the maximum extent possible, an equal number of parents and school staff on their School Leadership Teams. Teams must create enough parent seats to enable this balance to be achieved.

**3.1A: Team Membership** 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:

**• Required Members:**

Principal, UFT Chapter Leader, PTA President or alternate for each as designated.

**• Standing Members/Rotating Constituency:**

There will be 5 (five) Pedagogical Staff Members (UFT).

There will be 1 (one) Staff Member (DC 37). There will be 7 (seven) Parent\* Members.

(\* For definition of “Parent” see the Chancellor’s Regulation A-655, Section 3.b.i.)

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 standing members/rotating constituency will decrease by the same number.

**3.1 B: Non-Member Participants**

- **All members of the School Community** parents, school and staff.
- **Community-Based Organizations (CBOs):** Representatives of CBOs may observe and participate (when recognized by the Chair).
- **The Eighth Grade Student Council** is invited to send a representative to make monthly reports to the Team. Exclusions for confidentiality left to the discretion of the Chair.

Non-member participants from within the school community (above) are welcome, but may not participate in consensus-making (per DOE regulations).

**Section 3.2: TERM OF SERVICE:** Members of the team 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 3.3: MEMBERS' DUTIES & EXPECTATION:** The main duty of the Team is to develop the CEP in collaboration with the principal. General expectations of members:

- Members will regularly attend meetings.
- Members will arrive on time.
- Members will serve on standing and/or ad hoc committees.
- Team members will attend training sessions deemed necessary by the DOE and/or the Team to fulfill the duties of the Team.
- Members will maintain appropriate professional behavior.

Members of each constituency will be responsible for keeping their own constituencies informed about the work of the Team, as well as for soliciting input from them, using various means of communication, including those set forth in Article XI.

## **ARTICLE IV: ELECTION OF TEAM MEMBERS & REMOVAL OF MEMBERS/OFFICERS**

**Section 4.1: ELECTIONS:** Each constituency (UFT, DC 37, PARENTS) will hold its own elections, per the Chancellor's Regulation A-655. Elections for Parent Members must be held after PTA elections in the spring, per Chancellor's Regulations A-655 and A-660. Elections for Staff Members will be held before the end of the school year.

**Section 4.2: VACANCIES/ELECTIONS:** Vacancies, whether due to resignations, 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 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.

**4.3A: Standing Members (includes Co-Chairs):** Members may be removed for three absences or for failure to fulfill the other duties reflected in Section 3.3.

**4.3B: Co-Chairs** may be removed from chair for not fulfilling the duties of the chair reflected in Section 5.1A.

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

**Section 5.1: OFFICERS:** The Team will elect two Co-Chairs and up to four Recording Secretaries from among the standing members/rotating constituency 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.

**5.1A: 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 CoChair. These elections will be conducted separately by a vote by the respective constituencies, by a simple majority, with a run-off election if necessary.

### **Responsibilities**

- Organize materials;
- Produce and Distribute Agenda. Major items for next meeting determined by the Team; draft agenda, including any items added since the last meeting, is to be distributed to Team and school community one week before meeting, pursuant to the means set forth in Article XI; and a final agenda is to be distributed to the Team two days prior to meeting;
- Facilitate meetings, limit discussion, and decide which non-members may participate in discussions;\*
- Invite and approve all speakers and visitors prior to meeting;
- Maintain professional standards of etiquette;

- Monitor sub-committee activities; • Keep records (including attendance); and
- Correspondence.

\*In the absence of the Co-Chairs, a standing member will chair the meeting.

**5.1B: Recording Secretaries:** Up to four Recording Secretaries will be elected by a vote of the Team, by simple majority, with runoff election if necessary. Sharing CoRecording Secretary positions between Parent and Staff Members is strongly encouraged.

### Responsibilities

- Record minutes of each meeting (or supervise recording of minutes if outside minute-taker is retained);
- Copy and distribute final minutes to distribution list, to parent coordinator and to the PTA corresponding secretary; and
- Request that the Parent Coordinator submit copies of the final minutes to the District 3 Family Engagement Advocate.

## ARTICLE VI: TEAM MEETINGS

**Section 6.1: SCHEDULE OF MEETINGS** to be determined by the Team.

**6.1A: Monthly:** 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.

**6.1B: Dates and Times:** Dates and times of meetings will be established at the first SLT meeting of the school year, subject to change by the Team.

**6.1C: Additional Meetings:** Additional meeting dates may be established by consensus of the Team.

**6.1D: Changes:** Dates may only be changed with Team consensus—or if a quorum has not been attained at a meeting.

**Section 6.2: QUORUM:** A quorum is 50% plus one Team member (9 total Team members).

**Section 6.3: ATTENDANCE AT MEETINGS:**

**6.3A: Open Meetings:** All meetings shall be open to all members of the MS 54 community.

**6.3B: Participation of Visitors:** Visitors are free to speak when/if recognized by the Chair, however, 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 Team.

**Section 6.5: PROCEDURE FOR CALLING SPECIAL MEETINGS:** A special meeting may be called by agreement of the Required Members and Co-Chairs and communicated to all other members in a timely way.

**ARTICLE VII: DECISION MAKING PROCESS**

**Section 7.1: CONSENSUS:** The Team makes decisions by consensus of its members.

**7.1A: A decision by consensus** is acceptable to all but is not necessarily one that each member thinks is best.

**7.1B: Lack of Consensus:** If consensus cannot be reached on a particular issue, the Team 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.

**7.1C: Participation:** 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 standing member who is absent due to extraordinary circumstances.

**ARTICLE VIII: EMERGENCY DECISIONS**

**Section 8.1: EMERGENCY DECISIONS:** If at all possible, a Special Meeting shall be called for issues involving the Team and requiring immediate action, at which members may participate by conference call if necessary. If it is not possible to call a Special Meeting for such issues, then they may be resolved by consensus of the Required Members, but must be reported to the members as soon as possible.

**ARTICLE IX: BY-LAWS; REVIEW AND AMENDMENTS**

**Section 9.1: REVIEW:** By-Laws shall be reviewed bi-annually.

**Section 9.2: AMENDMENTS:** By-Laws may be amended by a 2/3 majority vote of the total membership of the Team; the amendment will be circulated to Team members in advance.

**ARTICLE X: COMMITTEES & TASK FORCES**

**Section 10.1: COMMITTEES AND TASK FORCES** may be established by the Team with guidance of the Co-Chairs. Team committees and task forces are open to all members of the school community. Committees must include at least 1 standing member of the Team. 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 AND UPDATES**

**Section 11.1: STAFF NEWS AND UPDATES:** Distribution of SLT news and updates to staff will include: reports by the principal or his/her designee at staff meetings; inclusion of SLT meeting dates on the staff calendar; distribution of draft meeting agenda one week before the meeting; and 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: reports by the co-chair or his/her designee at PTA meetings; posting of meeting dates and updates on the school’s website; inclusion of the SLT meeting dates and updates in the PTA e-newsletter; electronic distribution of draft meeting agenda one week before the meeting; and electronic distribution of the final meeting minutes in a means accessible to the school community.