



WILLIAM H. PRESCOTT ELEMENTARY SCHOOL
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BELIEVE AND ACHIEVE
"Teamwork, Together We Achieve the Extraordinary"

School Leadership Team Bylaws for William H. Prescott Elementary School- P.S.93
SLT- Bylaws Committee Members

Revised 2020-2021

Article I- Educational Vision

It is recommended that the proposed bylaws be accepted as the operational principles for Public School 93 Leadership Team. The bylaws will provide an opportunity to develop constructive relationships while learning how to work through conflict and reach consensus.

School Vision Statement

Public School 93 is a safe and supportive environment wherein all stakeholders are active participants in preparing students to achieve academic and social excellence. We work in partnership with parents and the external community to create enriching opportunities to build enthusiasm for meeting the challenges of the 21st century.

School Mission Statement

Working collaboratively with parents, staff and the community, all students will be nurtured to become independent life-long learners equipped with critical thinking skills and real-world knowledge. Students will be engaged in activities that foster self-esteem and purpose as well as rigorous instruction in order to achieve academic excellence to develop the whole child.

Responsibilities

- The responsibilities of the SLT are to develop and review the school's Comprehensive Education Plan (CEP), including goals and objectives, and to consult with the principal in developing a school-based budget and staffing plan aligned with the CEP. The SLT is not responsible for hiring and firing of school staff.
- Membership will uphold Chancellor's Regulations A655.

- Membership will uphold the school's mission and vision.
- SLT members will conduct themselves in a professional manner as set forth in these by-laws.
- Membership will refrain from verbal and/or physical abuse to include; threats, cyberbullying/internet, etc.

It is suggested that the strategies implemented by the team be developed within the context of Corner's Philosophy- Collaboration, Consensus, No Fault.

Article II- Team Composition

Section 1: Membership

Parents and staff members must be represented equally in order to be in compliance. Students and Community Based Organization members do not count in the balance. The number of parent and staff member on the team shall be 7 from each constituency. The total number of members shall be a minimum of 12 a maximum of 14.

- **Core members** of the team shall be the Principal, United Federation of Teachers (UFT) Chapter Leader and the Parent Association or Parent-Teacher Association (PA/PTA) President or Co-President or their designees. Core members of the school leadership team have the option to designate another members of their constituent group to serve in their stead on the team for the period of their term.
- The remaining members of the team shall consist of:
 ____ elected DC 37 members(s)
 ____ elected UFT members(s)
 ____ elected parent members

Section 2- Organizational Structure (may include)

- Chairperson or Chairpersons
- Recorder/Secretary
- Financial Liaison

Section 3- Length of Term

The length of term for team members (with the exception of core members) shall be 2 years, provided the member(s) is eligible to serve in accordance with the Chancellor's Regulations A-655. Team members may not serve for more than 2 (4 years) consecutive terms.

Section 4- Selection and the Role of Chairperson/Co-Chairpersons

- The Chairperson shall be elected by consensus of the team and shall serve for the period of (1) year. If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairpersons as outlined in these bylaws. The election shall take place at the September meeting.
- The role of the Chairperson shall be to schedule meetings and ensure that team meetings are effectively organized, preside at all meetings; interface with the principal and core members; facilitate discussion(s) during meetings; set meeting agenda in collaboration with other team members; coordinate time and subcommittee efforts; ensure that information is disseminated to all team members to facilitate their planning, ensure that members maintain their focus on educational issues; and secure and maintain all records of the team.

Article III

Team Meetings

Schedule of Meetings

The minimum number of yearly meetings shall be 12 the maximum of 14. All meetings shall be held bi-monthly. Additionally meetings will be scheduled as needed.

Absences

- Absences from two consecutive meetings- Step A: Chairperson will make an informal inquiry.
 - Absences from three consecutive meetings- Step B: Team will send a formal letter of inquiry.
- Step C: Team will decide further action.

Members who are absent for more than 3 consecutive meetings without good and valid excuse will be subject to removal from the team.

Minimum attendance requirements is 14 meetings per year.

- Official business/ reporting meeting- 2 1/2 hours or more is equal to two meetings.
- Official business working session- 1-1 ½ hours is equal to one meeting.
- Retreats – full day is equal to two meetings.

Notice of Team Meetings

The team will establish a yearly calendar which shall be posted in a public area at the beginning of each school year.

Meeting Attendance

The regular team meetings will be open to all members of the school community. Non-members are encouraged to bring issues of concern to their constituent representatives or the team prior to the meetings.

Team members are expected to attend all meetings. If team members are unable to attend the meeting, they shall contact the chairperson or Co-Chairperson in advance of the meeting.

Quorum

A **majority** of SLT members which must include 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. Additionally, at least two core members should be present.

Article IV

Team Member Elections

To ensure that all members of the school community have the opportunity to participate, parents and staff will be elected by their own constituent group in an election that is publicly advertised, with at least 10 days advance notice, and in a way that is perceived as fair and unbiased.

- Team members will elect the Chairperson or Co-Chairperson, Recorder and Time-Keeper.
- Committees/Subcommittees/Special Event Chairperson

Committee team members will select their chairpersons.

In the event of a resignation, termination of eligibility or loss of team membership due to removal, *an election to fill these vacancies will be held 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.

- Team members will be elected for a term of two (2) years.
- Team members will be eligible to serve a maximum of two (2) terms for a total of four (4) years.

Article V

Removal of a Team Member

Team member who fail to attend **3** consecutive meetings; and/or fail to perform their roles and responsibilities as outlined in these bylaws; will be removed by consensus of the remaining team members.

The process for removing a team member(s) shall require that the team have a quorum of members present, that they reach consensus in their decision to remove the members(s) and when the member is removed the vacancy will be advertised to the appropriate constituent group and an election be held in accordance with these bylaws. The member shall be officially notified in writing by the team of its 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.

Article VI

Transitional Support

- School year 2020-2021 four parents, PA President and five staff members will remain on the SLT. Three new staff members and four new parents will be elected.

- School year 20__-20__, six elected from 20__-20__ will remain on the teams and the other five members seats will be up for elections.
- This system of six and five will alternate to ensure that all members are not new and that the former members serve as transitional support.

Article VII

Committees/Sub-Committees

Standing committee are permanent committee that are functioning year round.

- By-Laws Committee
- Budget Committee
- Parent Involvement Committee
- Special Events Committee
- Communication Committee

Sub-committees are temporary committees that are collected to order for a specific task.

Example: Career Day, Krazy Hat Day, International Food Festival Day, Black History Month Celebration, Literacy Night.

Committees-

- Will meet as needed.
- Must include one team member.

Article VIII

Communication of Ideas to Constituencies

Team members will share information orally and in written form with their constituency. Team members will request 10 minutes to report at monthly Faculty Conferences. Monthly meetings/ events and updates will be prominently posted on the SLT bulletin board.

Article IX

Decision Making

The team will develop methods for engaging in a collaborative problem-solution and solving seeking methods that will lead to consensus-based decisions and, when necessary, effective conflict resolution strategies.

Consensus is defined as reaching an agreement acceptable to all team members and will be the team's primary decision-making tool.

- Team members will not vote.
- Team members will talk through an issue until they have reached a consensus everyone can support.
- Team Chairperson will ensure that everyone is heard and listened to.

In the spirit of meaningful collaboration decision-making, should an issue arise resulting in an impasse due to the non-agreement of the part of one or more members, the team should:

- Table the issue for discussion.
- Contact the Regional SLT Director for further assistance.
- Principal may break the impasse.

Planning Meetings

Summer meetings will be determined by the consensus of the team members, mandated by the Central or the District Office for the revision of the CEP or other matters deemed important.

Emergency Meetings

Emergency meetings are called as needed. These meetings may be called by the Principal, SLT Chairperson, SLT Co-Chairperson, Budget Liaison or 50 percent plus one of the total Leadership Team.

Article X

Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of the proposed changes have been given at previous meetings. In addition, the bylaws should be reviewed annually to ensure that the document's provisions meet the need of the team.

These bylaws were amended on 4/9/2021 and, are on file in the principal's office.

Janeice Bailey_____

Print Name (Principal)

Signature

Keisha Henderson_____

Print Name (PA/PTA President)

Signature

Sherrian Browne-Auguste_____

Print Name (UFT Chapter Leader)

Signature