***P.S. 170 The Ralph A. Fabrizio School***

***Leadership Team By-Laws***

*2016-2017*

**Article 1 – Mission Statement/Educational Vision**

( Mission Statement Pending)

**Article II – Team Composition**

***Section 1 – membership***

The number of parent and staff members on the team shall be equal. The number of members shall not exceed 14.

1.1 The three mandatory members of the team shall be Principal (or the principal’s designee); United Federation of Teachers (UFT) Chapter leader (or his/her designee); and Parent Association (PTA) President (in the case of co-presidents, the PTA executive board shall determine which co-president will serve as the mandatory member of the SLT).

1.2 The members of the team shall consist of:

Parents:

 a. PTA President (or co-president)

 b. One elected member representing each grade level if possible

 C. Representatives from CBOs (optional and no voting power)

Staff:

 a. Principal (or a principal’s designee)

 b. UFT Chapter leader (or designee)

 c. One elected UFT member representing each grade level if possible

***Section 2 – organization Structure (SLT Officers):***

 a. Chair person

 b. Recording Secretary

 c. Timekeeper

***Section 3 – Length of Term***

The length of term for team members (with the exception of core members) shall be:

 a. Two calendar years, from July 1 through June 30 for parent members unless there is a vacancy.

 b. Two calendar years for staff members, unless there is a vacancy.

***Section 4 – Selection and Role of Chairperson, Recording Secretary and Timekeeper***

4.1 The Chairperson, Recording Secretary and Timekeeper shall be selected from within the membership of the SLT with consensus of the team at the first meeting of the school year. If the team opts to elect co-chairpersons, they will share the role and responsibilities of Chairperson as outlined in these bylaws.

4.2 The role of Chairperson(s) shall be to ensure that:

 a. SLT meetings are effectively organized; preside at all meetings; facilitate discussion(s) during meetings; coordinate team and subcommittee efforts; and ensure that members maintain their focus on issues presented to the SLT.

 b. The agenda for each meeting is coordinated; that internal SLT communication is effectuated; and the SLT calendar of meetings is organized and circulated.

4.3 The role of the Recording Secretary shall be:

 a. Taking the minutes, posting the minutes and all other SLT information, receiving and disseminating all district and CSS communications;

 b. To act as the archivist.

4.4 The role of the Timekeeper shall be to keep time during the meetings so as to keep to the scheduled agenda.

***Section 5 – Roles and Responsibilities of Team Members***

5.1 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 high school 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 Parent Association/Parent Teacher Association 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 – School Leadership Team Meetings**

***Section 1 - Schedule of Meetings***

1.1 Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year.

All meetings shall be shall be held on **[*Insert day of each month (i.e., first Thursday of every month)*]** from **[*start time*]** to **[*end time*]**. Additional meetings will be scheduled bythe Chairperson as needed or upon request by the team members. Meetings will bescheduled at a time convenient for parent members on the team. Parent members willbe polled each year to determine a convenient time for team meetings.

Members who miss more than two consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team.

1.2 Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted in the general office, front security desk, in the parent coordinator’s office and **[*Insert addition***al ***locations as needed (i.e., school website, SLT bulletin board, etc.)*]** at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each school year. The Chairperson will sent meeting reminders one week prior to all meetings by school mailbox and backpack, postal mail, email, or telephone.

1.3 Special executive meetings may be called by the SLT if the majority of the team agree. When a special executive meeting is called, a notice shall be posted. Special meetings shall follow the guidelines for regularly scheduled meetings. Special executive meetings are to be attended by only elected members.

***Section 2 - Notice of Team Meetings***

The team will establish a yearly calendar, which shall be posted on the school’s website at the beginning of each school year. The Recording Secretary will remind members two days in advance by written notice (including e-mail) of all meetings.

***Section 3 - Meeting Attendance***

3.1 SLT meetings are open to members of the school community and the general public in accordance with the open meetings law.

3.2 Observers or guests must sign in at the security counter of the school, and again at the SLT meeting.

3.3 Non-member’s request for speaking at SLT meetings should be submitted in writing at least one week in advance of the meeting date. Topics of discussion must align with the school’s CEP goals. All approved non-member speeches must be made upon completion of the SLT meeting agenda. Non-members will be given a speaking time of TWO minutes. and only 3 non-members are allowed to speak at a meeting. Non-members may not participate in discussions or voting during the duration of the meeting.

3.4 Guests must dress and conduct themselves in an appropriate manner. Recording devices are permissible; however, they must not be intrusive. Additionally, persons using audio or video recording devices must inform the team.

3.5 Team members are expected to attend all meetings. If a team member is unable to attend the meeting, the alternate must be contacted to fill in. The Chairperson must be contacted in advance of the meeting if a team member is unable to attend.

***Section 4 - Quorum***

The quorum of members needed to make recommendations at team meetings shall be ( 9 ) . This will require the presence of all mandatory members or their designees, three staff members, and three parent members.

***Section 5 - Order of Business***

1. Call to Order
2. Reading and Approval of the Minutes
3. Sub-Committee(s) Reports
4. Old Business Agenda Items
5. New Business Agenda Items
6. Adjournment

**Article IV - Team Member Elections**

To ensure that all members of the school community shall have the opportunity to participate and encourage the broadest possible participation, parents and staff will be elected by their own constituent group in an election that is widely advertised, with reasonable advanced notice, open to all members of the constituent group and in a way that is public and perceived to be fair and unbiased.

Parent members are elected in the spring after the PTA officer elections. The parent member elections are conducted in the same manner as the PTA officer elections as described in the PTA bylaws. Elections for parent member representatives must allow for a minimum of ten calendar days notice.

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.

**Article V - Removal of a Team Member/Officer**

Team members who fail to regularly attend meetings; and/or fail to perform their roles and responsibilities as outlined in these bylaws; and/or behave in a manner during meetings that is disruptive and undermines the work of the team can 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 (consensus will be defined as a unanimous agreement to support the decision made by the team) in their decision to remove the member(s); and when the 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. 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 - Decision-Making**

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

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

In the spirit of meaningful collaborative decision-making, should an issue arise resulting in an impasse due to the non-agreement on the part of one team member; the team will table the issue for one meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will then work toward consensus on the issue during the meeting. If deemed necessary, the SLT may also appoint or establish a subcommittee to do research or bring in someone with expertise on the topic under discussion. If consensus still cannot be reached, the team should contact the appropriate Regional Support Personnel for further assistance.

In cases where an urgent or time-sensitive decision must be made and the entire team cannot be consulted or reach consensus, the team must contact the appropriate Regional support personnel for further assistance.

**Article VII - Conflict Resolution**

In the case of an impasse, the team has the obligation to seek assistance from the district leadership team, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

Team members may seek external assistance when he or she deems necessary. In such situations, the team will have access to a variety of supports, including the Local Support Organization and the District Leadership Team.

To avoid detrimental effects on the functioning of the school, the team is encouraged to identify issues in which an impasse may occur as early as possible in their deliberations and seek the appropriate assistance as soon as possible.

**Article VIII - 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. The final draft must be posted on the CSS website. Passage must be by consensus.

There shall be a formal review of the bylaws every two years.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

All proposed bylaws amendments must conform to Chancellor's Regulation A-655.

These bylaws were amended on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and are on file in the principal's office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Name Principal Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PA/PTA President Name PA/PTA President Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UFT Chapter Leader Name UFT Chapter Leader Signature