

THE NEW YORK CITY DEPARTMENT OF EDUCATION
Abraham Lincoln Intermediate School 171

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- HOME OF THE LINCOLN SCHOLAR -

Adopted June 2021

Article I – Mission Statement/Education Vision

The mission of the School Leadership Team of **Abraham Lincoln IS 171** is to support the school mission which is to instill in all children a sense of positive self-esteem, motivation, and empowerment that will enable them to achieve academically as they move on to college and higher education.

Article II – Statement of Purpose

The IS 171 School Leadership Team (SLT) represents the various constituencies within our school community. We will be responsible for the school's educational direction as well as the strategies used to achieve the goals and priorities in our Comprehensive Education Plan. Our goal is also to create a space for all stakeholders to have a voice and share their ideas on how to improve the school community.

Article III – Team Membership

1. Core members of the team shall be the Principal, the United Federation of Teachers (UFT) Chapter Leader and the Parent Association (PA) President.
2. In accordance with Chancellor's Regulation, A-655, the team will consist of no less than 10 members and no more than 17 members. The UFT, Parent Association and DC-37 will choose representatives through elections held in accordance with the Chancellor's Regulations. There will be an equal number of staff and parent representatives on the team.
3. In the event that a team member cannot serve out his/her term, a replacement member will be elected.
4. Elections should have an alternate in all constituencies. The runner-up in the SLT elections will serve as the alternate.
5. Length of term: The length of term for team members (with the exception of core members) shall be two years, provided the team member(s) is eligible to serve in accordance with the Chancellor's Regulation A-655. Team members may not serve for more than one consecutive term. However,

if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

Article IV – Organizational Structure

Organization structure (may include)

- Chairperson
- Secretary
- Timekeeper

The roles and duties of team officers shall be:

1. Chairperson:

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 team and subcommittee efforts; ensure that members maintain their focus on educational issues.

2. Secretary:

The secretary shall keep accurate, written records (minutes) of all team meetings, including member attendance; will distribute minutes to all members and post for the entire school community; correspondences addressed to the team and assist with the preparation of meeting agendas.

3. Selection of Chairperson and Additional Organizational Structure Members:

- The person shall be elected by consensus of the team and shall serve for a period of 1 year and until his/her successor is elected. If the team opts to elect a Co-Chairperson, they will share the role and responsibilities of the Chairperson as outlined in these bylaws. The election shall take place at the first meeting.
- Additional Organization Structure members shall be elected by consensus of the team at the last meeting and shall serve for a period of 1 year.

4. Team Representatives:

The duties of all team representatives, both parents and staff, will be as follows:

- Attend meetings on a regular basis

- Elect team officers
- Update team by-laws on an annual basis
- Gather and share their constituencies concerns and views
- Communicate the outcomes of School Leadership Team decisions to their constituencies
- Contribute to the development of the CEP and ensures the budget is aligned to the CEP
- Consult on the school-based budget, which must be developed concurrently with the CEP.
- Assess the effectiveness of the CEP through an annual Internal School Review
- Participate in making consensus-based decisions that meet the needs of all students

5. Subcommittees:

- There will be standing subcommittees for all action educational areas that appear in the CEP. Each subcommittee will have at least one team member to serve as the liaison to the team and report findings and suggestions back to the team.
- In addition, the team may form ad hoc committees or task forces at any time to examine, analyze and make recommendations on any issue deemed necessary by the team.

Article V – Meetings

1. Time, Frequency, Time Frames, Yearly Calendar of Meetings:

The SLT shall meet a minimum of once per month. Additional meetings shall be held when deemed necessary. The next meeting will be confirmed at the end of each meeting except for the first meeting of the year, which will be chosen by the Core members. A Yearly calendar will be created for the required 30 hours the SLT has scheduled meetings. Each member will receive the information via email and/or phone call from the secretary.

2. Order of Business:

- Meetings will be opened by the chairperson
- Only representatives can suggest items to be placed on the agenda
- The following are the items which will be tabled at each meeting:
 - Minutes
 - Principal's Report
 - Agenda Items
 - Other Business
 - Set Agenda for next meeting

3. Time Limits on Agenda Items:

- If there are several items on the agenda, a time limit can be placed on each item if necessary
- A timekeeper will be appointed
- If the time limit has been completed on an agenda item, it will be continued during open discussion or at the next meeting. Team members may also vote to continue discussion on an agenda item for increments of five minutes
- Items remain on the agenda until officially closed or satisfied. The longer an item remains on the agenda the higher priority it becomes.

4. Protocol/Rules of Order:

A speaker must be acknowledged by a chairperson before speaking and may be limited as to the time of speaking. The Roberts Rule of Order shall govern the IS 171 School Leadership Team and a copy of such shall be at each meeting.

5. Attendance/ Lateness:

Any staff member or parent may attend a School Leadership Team meeting. Staff members and parents who are not on the team may request to speak at meeting. If there is time during the meeting, the team may vote on giving that person time to speak. Only team members may reach a consensus on an item.

To ensure the proper representation of all constituencies, the members must adhere to the following attendance/lateness rules:

- If a representative is late 15 minutes **twice** into the scheduled meeting time, it will be considered an absence.
- If a representative misses two meetings, they will receive a warning/advisory letter from the chairpersons concerning their role.
- If a representative misses three meetings, he/she shall be considered to have resigned from their position by virtue of non-attendance. He/she will be notified that a new representative will be nominated and elected by their constituency to fill their seat.
- An excused absence/lateness will be permitted under certain circumstances based on a voted upon legitimate excuse.
- Representatives who wish to resign from their responsibility must do so in writing.
- Representatives must notify the Chairperson if they will be absent.

6. Definition of a Quorum:

Quorum means the number of members of a team required to be present to transact business legally. In order to hold a School Leadership Team meeting at IS 171, all Core members or their designees must be present. Fifty percent of the team membership must be present to hold a meeting, and seventy-five percent must be present to reach a consensus.

Article VI – Decision-Making

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

Consensus may be shown through a show of hands, secret ballot, and any other valid way.

Should an issue arise resulting in an impasse due to 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 view at the beginning of the next meeting. The entire team will then work toward consensus on the issue during the next meeting. If consensus can still not be reached, the team should contact the Office of Family Advocacy and Engagement (OFEA) for further assistance.

Article VII – Conflict Resolution

In the case of an impasse, the team has the obligation to seek further assistance from the Office of Family Advocacy and Engagement, District Support Personnel, or other external resources after every effort has been made to resolve the issue internally.

A team member 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 Office of Family Advocacy and Engagement and the District Leadership Team.

Article VIII – Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes have 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.

These bylaws were amended on **October 18, 2021** and are on file in the principal's office.

Print Name (Principal)

Signature

Print Name (PA President)

Signature

Print Name (UFT Chapter Leader)
