

P.S. 184M, Shuang Wen School

Bylaws of the School Leadership Team of P.S. 184M Shuang Wen School

Adopted October 24, 2017

Article I – School Leadership Team Mission Statement

The mission of the Shuang Wen School Leadership Team (SLT) is to create a structure for school-based decision making in order to develop the Comprehensive Educational Plan (CEP) and ensure that it is aligned with the school-based budget. The SLT will function in a collaborative manner and use a consensus-based decision making process.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be twelve. The team shall maintain an equal number of 6 parent and 6 staff members

Section 2 Mandatory Members

The only three mandatory members of the SLT are the school's principal, the Parent-Teacher Association (PTA) President and the United Federation of Teachers (UFT) Chapter Leader. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead.

Section 3 Members at Large

The remaining members of the team shall consist of:

- 5 elected parent members
- 4 elected UFT members
- 0 elected DC 37 members
- 1 community based organization members

Section 4 Election of Team Members

4.1 Parent and staff SLT members must be elected by their own constituent groups in a fair and unbiased manner determined by each constituent group. All elections must be advertised widely, with reasonable advance notice given. Elections must be open to all members of the constituent group and must be held in accordance with the term limits set forth in these bylaws. Parent member elections must be scheduled after PTA elections are held each Spring. Parents must be provided with the date and time of the election a minimum of ten calendar days prior to the election. The PTA shall stagger the terms of the non-mandatory parent members of the SLT by holding elections for two parent members during years ending with an odd number and by holding elections for three parent members during years with an even number.

Community based organizations may also serve on SLTs. A member of the team may also recommend an organization for membership. This will be done on an annual basis. Community based organization members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members. Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal pursuant to Article 4 will be conducted 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.

4.2 In the case that an elected person declines their seat, the person with the next highest number of votes will be given that seat. In the case of a tie in the final position, there will be a run-off election between those candidates who are tied. The run-off election will be held during the final scheduled PTA general meeting.

Section 5 Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for that school year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The selection shall take place at the September meeting. The Chairperson(s) is responsible for scheduling meetings, ensuring that team members have the information necessary to guide their planning, and focusing the team on educational issues of importance to the school. The Chairperson(s) ensures that voices of all team members are heard.

Section 6 Additional Leadership Roles

Secretary – The secretary will be responsible for sending SLT meeting notices and for keeping the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PTA. The school principal may designate an office staff member to assist the SLT secretary.

Optional Roles will include the following: Facilitator – The Facilitator shall advise the Chairperson and other team members on matters of Parliamentary Procedure. Financial Liaison – The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration. Timekeeper – The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item. Selection Method – Additional leadership roles will be filled by consensus of the team at the September meeting and shall serve for a period of 1 year.

Section 7 Length of Term and Term Limits

Team members, with the exception of mandatory members, student members, and community based organization members, are elected for two year terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term. Members may not serve more

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

Section 8 Responsibilities of School Leadership Team Members

8.1 Team members, in addition to those roles outlined in these bylaws, are responsible for developing an annual school Comprehensive Educational Plan (CEP), and ensuring that the school-based budget for the ensuing school year is aligned with the CEP. 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. In order to facilitate the review and approval of the budget, a monthly SLT Budget Report will be presented at each meeting with the goal of highlighting fundraising priorities and exceptions from prior monthly/annual budgets. It must be up to date and show all aspects of the school budget. For budget categories that are nondiscretionary such as Coordinator/Supervisor, Secretary, Classroom Teachers, Elementary Cluster/Quota, Special Needs - Support Services, Guidance/Social Workers, Paraprofessionals, School Aides and Other Support Staff, Leaves without Pay, Excess Staff With Right to Return, Absence Reserve and Reassignment From This Location the Budget Amount may be presented as the sum of all line items. When reporting on consolidated lines, budget exceptions should be highlighted. For staffing, this includes all vacant positions as well as teachers who are placed "outside of their specialty." For categories that are more discretionary in nature such as Professional/Curriculum Development, Per Session, OTPS, Rolled Open Encumbrances, Set asides, Occasional Employees, Reassignment, Removals and DO OTPS, the Budget Amount must be presented with full line item details accompanied by a description of the monthly increases and decreases. Any and all funds used by the school (including private grants), whether in the categories listed above or not shall be included in the monthly SLT Budget Report.

The SLT shall provide an annual assessment to the community 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 Teacher Association and the Title I Representative 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.

8.2 Sub-committees - The SLT may form sub-committees. When forming sub-committees the team may reach out to the school community for volunteers. Each sub-committee must include at least one member of the SLT. All

recommendations of sub-committees are subject to the approval of the leadership team.

8.3 Meetings - Members agree to arrive on time, to leave on time, and to engage in conversations related only to agenda items. Members will use reasonable discretion when disseminating verbal or written material associated with meetings. All drafts or proposals will be clearly marked as such and all finalized documents will be labeled with the date they are finalized.

8.4 School Staff - The SLT is not responsible for hiring and/or firing school staff.

8.5 Ethics - Parent and community members, if any, shall adhere to The Ethics Code (Chancellor's Regulation D-120). The Ethics Code does not apply to staff members, who are covered by the much more restrictive Conflicts of Interest Law, which is applicable to all Board of Education employees.

Article III – Team Meetings

Section 1 Schedule of Meetings

The School Leadership Team shall meet at least ten times and at least once a month during the school year. Regularly scheduled monthly meetings shall be held on a Tuesday each month from 4:00-6:00 p.m. Additional meetings shall be held at the start and end of the school year. Regularly scheduled meetings may be rescheduled and, in any event, additional meetings may be scheduled by the Chairperson as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parent members on the team. Parent members will be polled to determine a convenient time for team meetings. Members who miss more than (3) three consecutive meetings without rendering in writing or via email a good and valid excuse will be subject to removal from the team.

Section 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 at the beginning of each school year. The calendar shall be distributed at the first meeting of the PTA each school year. The Chairperson will send meeting reminders one week prior to all SLT meetings to the members via email.

Section 3 Meeting Attendance

3.1 Attendance - School Leadership Team members are expected to attend all meetings. If a team member is unable to attend a meeting, that member must contact the Chairperson in advance of the meeting.

3.2 Open meetings - The regularly scheduled team meetings will be open to members of the school community. The school community shall consist of parents of children currently attending the school, teachers and staff. Members

of the school community who attend a meeting and are not team members may not participate in the meetings discussion except as per sec. 3.3. However, if time permits, the SLT will allow a 5 minute period at the end of each meeting for non-members to make comments.

3.3 School Community Participation - Members of the school community, as defined in sec. 3.2, may request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson at least one week in advance of a scheduled meeting date. Members of the school community may also bring issues of concern to their constituent representative(s) on the team prior to team meetings. The Chairperson reserves the right to limit or conclude debate on any issue or topic of discussion including, but not limited to, relegating issues or topics of school community interest to an appropriate sub-committee examination.

Section 4 Quorum

Two thirds (2/3) of SLT members must be present to constitute a quorum. Included in the two thirds, there must be two (2) mandatory members or their designees, at least two (2) non-mandatory staff members, and at least two (2) non-mandatory parent members. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

Section 5 Order of Business

- Call to Order
- Reading and Approval of the Previous Meeting's Minutes
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

Article IV – Removal of a School Leadership Team Member

Section 1 Removal Process

Team members who fail to attend three (3) consecutive meetings, fail to perform their roles and responsibilities as outlined in these bylaws, or behave in a manner that is disruptive and undermining to the work of the Team will be removed by consensus of the remaining team members. The School Leadership Team must have a quorum of members present and reach unanimous agreement when deciding to remove a member. The member shall be provided a written notice of the Team's 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.

Section 2 Filling a Vacancy

When a member resigns or is removed, the vacancy will be advertised to the appropriate constituent group and an expedited election will be held. The SLT will be responsible for announcing vacancies and distributing written notice of the expedited election to the appropriate constituent group at least 7 days before the election.

Article V – Decision-Making

Section 1 Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus should be defined as reaching an agreement acceptable to all members. The team should develop methods for engaging in collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies.

Article VI – Conflict Resolution

Section 1 Assistance from the District Leadership Team (DLT)

The School Leadership Team will seek assistance from the DLT or the appropriate superintendent when members cannot reach agreement on an issue. Where team members have difficulty obtaining information or wish to obtain assistance in resolving issues relating to consultation with the school principal, they may seek assistance from the DLT or superintendent. On issues pertaining to the CEP, if after receiving assistance from the DLT or superintendent, the Team still cannot reach agreement on the CEP, the superintendent may make a final determination.

Section 2 Assistance from the Division of Family and Community Engagement (DFACE)

If the DLT or superintendent is unable to resolve such issues to the satisfaction of team members, team members may send a written request for assistance to the designated DFACE engagement staff.

Article VII – 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. 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 and remain consistent with Chancellor's Regulation A-655.

These bylaws were amended on October 24, 2017, and are on file in the principal's office. The current SLT members are listed below.

Mandatory members:

Iris Chiu, Principal
Michael Drucker, UFT chapter leader
Kelly Brown, PTA co-president

Non-mandatory parents:

Finn Haakansson [term ending June 30, 2018]
Emily Ma [term ending June 30, 2018]
Youman (John) Pang [term ending June 30, 2018]
Menelle Sebastian [term ending June 30, 2019]
Lulu Song [term ending June 30, 2019]

Non-mandatory staff:

Yvonne Chin
Jenny Kwong
Samantha Leung
Margaret Lui

Iris Chiu

Principal Name



Principal Signature

Kelly Brown

PTA President Name



PTA President Signature

Micheal Drucker

UFT Chapter Leader Name



UFT Chapter Leader Signature