



**SLT Bylaws Should Address (but are not limited to):**

- Expectations for team members
- Professional development expectations for team members
- Roles and responsibilities of the chairperson and other members of the team
- Team composition
- Method of election of members
- A process for communicating with constituencies including sharing of team recommendations and decisions
- Procedure for removing the chair or any other member
- Length of terms for members
- Methods of decision-making that the team will use
- Specific procedures for determining the need for conflict resolution
- Procedure for calling emergency meetings

**\*\* Your team may use the following Checklist and Bylaws Template as a guide when constructing or revising your team's bylaws.**

<b>District 28 SCHOOL LEADERSHIP TEAM BYLAWS COMPONENT CHECKLIST</b>	
	<b>Cover Page and / or Back Page</b>
	School Name
	Date Bylaws Were Adopted
	Signatures of Core Members /All Members of the Team
	<b>The Organization</b>
	Name
	School Mission Statement
	Team Objectives / Roles
	<b>Membership</b>
	Number of Members / Balance
	Constituencies Represented on Team
	Eligibility
	Terms of Office
	Selection of Different Roles on Team
	Description of Different Roles on Team
	Roles and Responsibilities of All Team Members
	Remuneration Procedures
	Core Members Designees
	<b>Team Meetings</b>
	Schedule Of Meetings
	Time Meetings Will Be Held
	Number of Meetings / Frequency of Meetings
	Notice of Meetings
	Quorum
	Order of Business
	Rules for Observers and Guest Speakers
	How and Why Special Meetings Are Called
	Formation of Sub-Committees
	Minutes and Distribution
	Communication to Constituencies
	<b>Elections</b>
	Qualifications
	Deadlines of Elections
	Term Limits
	Notification of Elections
	How Vacancies Will Be Filled
	<b>Removal of Team Members</b>
	Reasons for Removal
	Notification Procedures
	<b>Decision Making</b>
	Explanation of the Process
	<b>Conflict Resolution</b>
	Procedures to Follow in Case of Impasse
	<b>Bylaws Review and Amendments</b>
	Process for Amendment
	Amendment by Consensus of Members
	Biennial Review of Bylaws

**School Leadership Team Bylaws**  
**PS 174 – William Sidney Mount**

School Leadership Team Bylaws for PS 174Q – William Sidney Mount

**Revised on November 13, 2015**

**Article I- Mission Statement/Educational Vision**

*The mission of Public School 174 is to build a community of diverse learners through varied educational experiences. Students are taught to their greatest potential through a rigorous academic and enrichment program. By recognizing and embracing the diverse cultures, nationalities and backgrounds represented in our school, students realize the importance of mutual respect and understanding. Civic responsibility is developed through service projects that reach out and build up the community. Parent involvement is a vital part of the school and complements the professional teaching children receive.*

School Motto: *P.S.174 is Soaring to Excellence*

**Article II – Team Composition**

**Section 1 – Membership**

The number of parent and staff members on the team shall be five (5) from each constituency. The total number of members shall be ten (10.)

- 1.1 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-Presidents or their designee. Core members of the School Leadership Team have the option to designate another member of their constituent group to serve in their seat on the team for the period of their term.
- 1.2 The remaining members of the team shall consist of:
  - (3) three elected UFT member(s)
  - (4) elected parent member(s)
- 1.3 The team may, by consensus, choose to create a seat or seats on the team for community based organizations. The team will create a process for the organizations to apply for membership. A member of the team may also recommend an organization for membership. This will be done on an annual basis. Team members representing these organizations will not be counted in the parent to school staff balance, but will be counted in the total team member count.

**Section 2 – Organizational Structure (may include):**

- Chairperson or Co-Chairpersons
- Secretary
- Liaisons (links to all constituencies)

### **Section 3 – Length of Term**

The length of term for team members (with the exception of student members and core members) shall be two years, provided the team member(s) is eligible to serve in accordance with the Chancellor's Regulation A-655.

The parent member representatives' terms shall be divided into two groups of two parent member representatives each. The term for parent member representatives of a first group overlaps with the term of parent member representatives of a second group, so that each year the parent member representatives of one of the two groups stands for re-election.

This amendment shall take effect upon the expiration of the term of the current parent member representatives in 2017. At that time, parent member representatives of the first group shall be elected for a term of two years, and parent member representatives of the second group shall be elected for a term of one year, as specified in Article IV, paragraph one. The two year terms for parent member representatives of the second group shall commence in 2018.

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

- 4.1 The chairperson shall be elected by consensus of the team and shall serve for a period of one year and until his/her successor is elected. If the team opts to elect Co-chairpersons, they will share the role and responsibilities of the Chairperson as outlined in these bylaws. The election shall take place at the June or September meeting.
- 4.2 The role of the Chairperson shall be to:
  - schedule meetings
  - ensure that team meetings are effectively organized
  - preside at all meetings
  - interface with the principal and other core members
  - facilitate discussion(s) during meetings
  - set meeting agendas in collaboration with other team members
  - coordinate team and subcommittee efforts
  - ensure that information is disseminated to all team members to guide their planning
  - ensure that members maintain their focus on educational issues
  - secure all records of the team including financial records

### **Section 5 – Selection and Roles of Additional Organization Structure Members**

- 5.1 The Secretary shall be responsible for sending SLT meeting notices, keep an accurate, written record (minutes) of all team meetings, including member attendance; will distribute minutes to all members and post for the entire school community.

### **Section 6 – Roles and Responsibilities of Team Members**

- 6.1 Team Members, including those additional roles outlined in these bylaws, are responsible for:
- participating in the development and review of the Comprehensive Educational Plan (CEP)
  - ensuring that the budget is aligned to support the CEP
  - working collaboratively with other team members by sharing their ideas and concerns of others
  - engaging in collaborative problem-solving and solution seeking that will lead to consensus-based decisions that meet the needs of all students
  - sharing the views of their constituencies with the team
  - engaging in conflict resolution processes when necessary
- 6.2 In addition, team members have the responsibility to:
- attend all team meetings
  - identify concerns and issues to be discussed during SLT meetings
  - review minutes and give feedback
  - chair and/or serve on team sub-committees
  - communicate effectively with their constituent groups
- 6.3 The constituent groups on the School Leadership Team shall select their representatives for the C-30 Level 1 Committee subject to the manner proscribed in Chancellor’s Regulation C-30.
- 6.4 School Leadership Team must consult with the school’s Parent Association regarding the school uniform policy before taking a vote (i.e. decision to opt out of the uniform requirement).

### **Article III – Schedule of Meetings**

#### **Section 1 – Schedule of Meetings**

- 1.1 The minimum number of meetings which are held monthly throughout the school year shall be ten. All meetings shall be held on weekdays at alternating times of 7:30AM and 3:30 PM with the right to change by consensus. Additional meetings will be scheduled as needed either by the Chairperson or upon request of the members of the team. Meetings will be scheduled at a time that is most convenient for most parents on the team. Members will be polled each year to determine the time most convenient for team meetings.
- 1.2 Members who miss more than 3 meetings without rendering in writing a good and valid excuse will be subject to removal from the team.
- 1.3 Monthly meetings should not exceed two hours. Initial and final meetings should not exceed three hours.

#### **Section 2 – Notice of Team Meetings**

The team will establish a yearly calendar, which shall be posted in the school lobby, in the parent coordinator’s office, and on-line at the beginning of each

year. The calendar shall be distributed at the second meeting of the parent association each year. The Chairperson or Liaison will remind members one week in advance by telephone, by written notice or by e-mail of all meeting.

### **Section 3 – Meeting Attendance**

- 3.1 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 PS 174Q, teachers, staff, and liaisons to the school (i.e. CEC representatives). Members of the school community who are not team members may request speaking time at the meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson or liaison at least a week in advance of a scheduled meeting. Non-members are encouraged to bring issues of concerns to their constituent representative(s) on the team prior to team meetings. Request for topics of discussion should be submitted in writing at least one week in advance of the meeting.
- 3.2 Team members are expected to attend all meetings. If team members are unable to attend the meeting, they should contact the Chairperson in advance of the meeting.
- 3.3 Attendance is defined as remaining for the full session of a meeting.
- 3.4 Lateness is defined as missing 20 minutes of a meeting.
- 3.5 A warning letter will be given after 2 absences (2 lateness= 1 absence)
- 3.6 A dismissal letter will be sent after 3 absences as outlined in Article 3 and Article 5 of this document.

### **Section 4 – 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.

### **Section 5 – Order of Business**

- Call to Order
- Reading and Approval of the Minutes
- Sub-committee (s) Reports
- Old Business Agenda Items
- New Business Agenda Items
- Adjournment
- Creation of agenda

### **Section 6 – Ground Rules**

- One person speaks at a time. Team has discretion to impose a time limit by consensus of the team.
- Everyone is given a chance to speak.
- Basic courtesy must be adhered to when someone is speaking.
- No Union or personnel issues can be discussed.

- The team must follow the Chancellors Regulation A-655 for School Leadership Teams.
- The team must not violate any federal, state or city laws or the UFT contract or other union contract.

#### **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 advance notice, open to all members of the constituent group and in a way that is public and perceived fair and unbiased. PA/PTA election for parent member representatives must allow for a minimum of ten calendar days notice (Refer to the SLT Election Guidelines).

The parent member representatives' terms shall be divided into two groups of two parent member representatives each. The term for parent member representatives of a first group overlaps with the term of parent member representatives of a second group, so that each year the parent member representatives of one of the two groups stands for re-election.

This amendment shall take effect upon the expiration of the term of the current parent member representatives in 2017. At that time, parent member representatives of the first group shall be elected for a term of two years, and parent member representatives of the second group shall be elected for a term of one year, as specified in Article IV, paragraph one. The two year terms for parent member representatives of the second group shall commence in 2018.

SLT elections are to be held after the PA/PTA elections in the spring (See Chancellor's Regulation A-660). PA elections must be held between the fourth Monday in May and the second Friday in June.

In an event of a resignation, termination of eligibility or loss of team membership due to removal, a member will be appointed prior to the next scheduled team. The Parents Association and UFT members may choose to confirm the appointment or an election will be held. Team members elected/appointed to fill vacancies shall be eligible to serve until the completion of that term.

#### **Article V – Removal of a Team Member**

Team members that fail to attend three (3) 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 will be removed by consensus of the remaining members.

The process for removing a team member shall require that a 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; and when the member resign 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 members will be the team's primary decision-making tool.

If the team has difficulty reaching full consensus, the team will use modified consensus in a deadline situation. Modified consensus is defined as: allowing a team to make a decision even though one person objects; offering a motion to make the decision by a majority vote; or having the core team make the decision. If there is no deadline, members who have an objection to a proposal should offer an amendment or another solution or the issue will be tabled and outside consultants will be called in to facilitate consensus.

### **Article VII – Conflict Resolution**

In the case of an impasse, the team has the obligation to seek assistance from the support personnel, the Superintendent or other external sources after efforts have been made to resolve the issue internally.

A team member may seek external assistance when he/she deems necessary. In such situations, the team will have access to a variety of supports.

### **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. In addition, the bylaws will be reviewed every two years, at the start of the school year to ensure that the document's provisions meet the needs of the team.



**School Leadership Team Bylaws**  
**PS 174 – William Sidney Mount**

These bylaws were amended at the September and November SLT meeting  
and are on file in the principal’s office.  
These bylaws were adopted by all members of the team on November 13, 2015.

<b>Print Member’s Name</b>	<b>Title</b>	<b>Member’s Signature</b>
Karin Kelly	Principal	<i>Signatures of School Leadership Team Members are on File at the School</i>
Patricia Evens	Teacher Chairperson	
Elana White	PA Co-President	
Susan Hammer	UFT Chapter Leader	
Marie Russell	Teacher	
Gina Mastrogiacomo	Teacher	
Heather Dimitriadis	Parent	
Geraldo Maldonado	Parent	
Julie Milner	Parent	
David Heath	Parent	
Debra Fries	PA Co President Parent Alternate	

Original prepared by NYCDOE Office of Parent Engagement  
Revised 7/16/06 by A. Ferguson, Region 3 SLT Coordinator