



The Academy for Excellence through the Arts

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School Leadership Team Bylaws for P.S. 303 Q.

Article 1 –Mission Statement/Educational Vision

- Support a standards driven instructional program for all students
- Foster sensitivity and encourage cultural awareness
- Support a wide range of academic programs and services which help build thinking skills to support the development of civic and social skills
- Develop literacy through communication arts
- Assess and evaluate at-risk students to meet individual needs
- Prepare students for a technological world
- Establish a positive learning environment for a solid learning foundation

Article 2 -Team Composition

Section 1: Membership

The composition of the Leadership Team will be as follows:

- Core Members: Principal, PTA President, UFT Chapter Leader
- Team Size: Currently 12 members: 6 staff members (principal, UFT chapter leader, 4 additional staff) and 6 parent members (one of which is the PTA President/or designee)
- Constituency Representatives: Sub-committee representatives may be members of DC 37 representatives, custodial staff, crossing guards, school security officers, health workers, paraprofessionals, school aides, and all other members of the school community. A representative of the SLT will serve as a liaison to the individual sub-committees.

Section 2: Organizational Structure:

- **Chairperson**
- **Secretary (required under new guidelines for SLT Teams 12/07)**

Section 3: Length of Term – Two (2) year commitment (with the exception of core members)

Section 4: Selection and Role of Chairperson/Secretary

4.1 The election of the chairperson/secretary will be made by consensus of the team.

4.2 The School Leadership Team shall select a chair whose basic role will be to coordinate the collaborative development of meeting agendas, and facilitate time on task at team meetings. The **chairperson** will facilitate the flow of communication by keeping the team focused and on task, guide and direct questions, and introduce new ideas. The chairperson will preside over all meetings and interface with the principal and core members. Items for discussion should be given to the chairperson, as it is her /his responsibility to create an agenda and take the attendance. The **secretary** will record the minutes to be done during the SLT meetings. The secretary will be responsible for keeping accurate minutes.

Section 5: Selection and Roles of Additional Organization Structure Members

5.1 As needed, **Additional Organization Structure members shall be elected by consensus of the team and shall serve for a term of two years.**

Section 6: Role and Responsibilities of Team Members:

6.1 The School Leadership Team has two core responsibilities, the creation of the school's CEP (Comprehensive Education Plan) including annual goals, and objectives, and the development of a school based budget aligned with the CEP. The purpose of the SLT is to determine the school's educational direction: the overall educational vision, goals, priorities, the strategies that will be used to achieve the educational vision, and the alignment of resources to accomplish those strategies.

6.2 Team members have the responsibility to regularly attend team meetings, identify issues and concerns to be discussed at SLT meetings, give feedback, serve on sub-committees, and to communicate effectively with constituent groups.

6.3 The constituent groups on the School Leadership Team shall select their representatives for the C30 Level 1 Committee subject to the manner proscribed in Chancellor's Regulation C-30

6.4 The School Leadership Team must consult with The PTA regarding the school uniform policy before taking a vote. The SLT must vote to determine whether the school will mandate student

uniforms or opt out of the requirement. This issue will be voted upon every four years, unless 50% of the parent population expresses an interest in revisiting the issue at an earlier date.

Article III - Team Meetings

Section 1 - Scheduled Meetings

1.1 Meeting Schedule: Meeting times/days should be flexible to consider The SLT membership and required tasks. SLT meetings will be held in Classroom 174 or via Zoom when appropriate. Meetings will be scheduled for the first Wednesday of each month, September – June. The team will convene once a month. Emergency meetings should be considered; the number of scheduled and emergency meetings shall not exceed three a month.

1.2 Attendance at Meetings: As part of our commitment to the SLT, members are expected to attend all regularly scheduled meetings. If a member misses more than two meetings per school year the member will be asked to recommit or resign their position. If urgent matters with deadlines should arise, emergency meetings should be considered, however because of the impromptu nature of such a meeting, allowances for attendance would be made.

Section 2- Notice of Team Meetings –

2.1 The minutes will be posted on the Parent News bulletin board. The chairperson will send written reminders to team members before scheduled meetings. For emergency meeting notification, the parent constituency of the SLT will elect a liaison person that will take the responsibility of notifying other parent members of the need for an emergency meeting.

Section 3 – Meeting Attendance

3.1 Regularly scheduled SLT meetings are open to members of the school community. Members of the school community, who are not School Leadership Team Members, may request to speak at a SLT meeting. The request must be submitted in writing to the chairperson three school days in advance of the scheduled meeting. Members of the school community that are non-members of the SLT are encouraged to bring issues of concern to their constituent representative three school days before team meetings. Requests to present these concerns at a School Leadership Meeting must also be submitted in writing three school days in advance of the next scheduled meeting.

3.2 The SLT members are expected to attend all regularly scheduled meetings.

Section 4 – Quorum

4.1 A quorum of $\frac{1}{2}$ the committee + one in attendance must be present to conduct business. The three members of the “core” group (the principal, UFT Chapter Leader and PTA President) must be in attendance when final decisions are needed to be reached by a required due date and core members signatures are needed.

Section 5 – Order of Business

5.1 It is expected that all team members will actively participate in the work of the SLT, share responsibilities, work cooperatively to reach decisions by consensus, and to communicate the work/progress of the team.

- The chairperson will call the meeting to order
- Attendance will be taken
- Agenda items will be listed and discussed in order of priority.
- Requests to speak will be motioned to the chairperson; speaking time will be limited to three minutes to allow all team members to speak.
- Request for agenda items for the next meeting will be made.
- Team will reflect on meeting and notes recorded.
- Meeting will be adjourned.

Article 1V – Team Member Elections

Each constituency is responsible for the election of team member's representatives. All elections must be in accordance with the procedures of the constituencies: CSA, PTA, and UFT.

Article V – Removal of Team Member

If a team member, other than core members, misses more than two meetings per school year, the member will be asked to recommit or resign their position.

If a team member, other than core members, disrupts meetings, undermines the work of the SLT, fails to perform in their role or meet the role's responsibilities, they may be removed by the consensus of the remaining team members. All concerned parties will be notified in writing, and an election will be advertised to the appropriate team group.

Article VI – Decision Making

- As stated in Chancellor's Regulation A-655 (May 2009) SLTs must use a consensus-based decision-making process as their primary means of making decisions.
- All SLT decisions must be in accordance with all existing contractual agreements, and policies of the District/Region, Department of Education, and all other regulatory and statutory requirements.
- If a team has exhausted the consensus-based decision-making process and an impasse has been reached, the team will seek assistance from their Regional SLT Coordinator.
- On the rare occasion that a decision cannot be reached by consensus and an action must be taken for the good of the school by a given deadline, the principal shall make the decision. In this event, the decision may later be referred to the Regional SLT Coordinator.

Article VII – Bylaws Review and Amendment

SLT bylaws may be amended at any regular meeting of the SLT, provided notice of the proposed change(s) have been given at a previous meeting or appropriate time provided. Team members will review bylaws biennially.

The P.S. 303 School Leadership Team Bylaws amended 6/3/20

Signature & Title of SLT Members

1) Principal
2) UFT Chapter Leader
3) PTA President/Designee
4) Chairperson
5) Secretary
6) SLT Parent/Staff Member
7) SLT Parent/Staff Member
8) SLT Parent/Staff Member
9) SLT Parent/Staff Member
10) SLT Parent/Staff Member
11) SLT Parent/Staff Member
12) SLT Parent/Staff Member