



PS11 SCHOOL LEADERSHIP TEAM BYLAWS

1. Preamble

The PS11 School Leadership Team (SLT) believes in the ability of each and every child to reach his/her true potential within a diverse community of learners. We strongly believe in instruction that is assessment driven, and as a community, we teach our children to be actively engaged in their own academic and social learning. The PS11 SLT supports the PS11 teaching staff who are directly involved in the children's growth as learners.

Specifically, we work collaboratively as representatives of our constituencies to create and implement PS11's Comprehensive Education Plan (CEP), a plan designed to fulfill the mission of *improved pupil performance*.

2. Implementations and Amendments of School Bylaws

2.1 Date of Bylaws

The date of these PS11 SLT bylaws is March 21, 2017.

2.2 Amendment/Review of Bylaws

These bylaws can be amended by consensus at any two consecutive meetings of the PS11 SLT. Amendments are effective immediately unless otherwise stated. There is a formal review of PS11 SLT bylaws every two years.

3. Team Membership

3.1 Number of Team Members

The minimum number of PS11 SLT members is 10 and the maximum number is 17. The team may choose to increase or decrease that number prior to parent nominations taken at the May PTA Meeting.

3.2 Team Membership

The core members of the PS11 SLT are the PS11 principal, president of the PS11 PTA, and UFT chapter leader (or their designees.) The PS11 SLT must have equal numbers of parent members and staff members. The PS11 SLT also may include a representative of a Community Based Organization (CBO). Elected members of the PS11 SLT may decide by consensus to invite a member of a CBO to join. Parent representatives must have a child in the school and cannot be employees of the school.

3.3 Selection of Members

While the principal, UFT chapter leader, and PS11 PTA president or their designees are members because of their positions, other team members are elected. Members of the UFT chapter elect their representatives, and the PS11 PTA membership elects the parents who represent them.

3.4 Term of Office

The principal, UFT chapter leader, and PS11 PTA president serve as long as they are in their position. Other members of the PS11 SLT serve for two-year terms. There are no term limits for elected team members.

3.5 Expectations for Team Members

PS11 SLT members fully support the school mission statement and in so doing, act in the best interest of the children. Members of the PS11 SLT are also expected to participate in PS11 SLT-sponsored events, and regularly attend SLT meetings.

3.6 Attendance and Removal of Team Members

Attendance is taken at all meetings and published as part of the minutes. Members understand that absence from three PS11 SLT meetings in one year leads to dismissal from the team. If a member is not physically present for more than 3/4 of a meeting, they will be considered absent. No meeting may be held in the absence of the principal, or the principal's designee. Meetings for the year are agreed upon and scheduled by the newly elected PS11 SLT at the first meeting of the year. Meetings can be rescheduled through team consensus and Principal approval. Absence from rescheduled meetings will not count toward total absences.

3.7 Filling Vacancies

Elections to fill regular teacher vacancies will be held in September. Nominations to fill parent vacancies will be taken at the May PS11 PTA Meeting, and elections will be held at the June PS11 PTA Meeting, immediately following the PS11 PTA Executive Board election. Up to 2 alternates will also be elected during the June elections. In the case of an intra-term vacancy on the PS11 SLT, an alternate will finish the term of the PS11 SLT member they are replacing. If no alternates are available, the appropriate constituency will hold an emergency election to fill the vacancy until the next regular election is held.

4. Team Operations

4.1 Consensus Decision Making

PS11 SLT decisions are made by consensus. Consensus means reaching an agreement acceptable to all or most team members that may include compromise.

4.2 Team Meetings

The PS11 SLT meets at least once a month during the school year and meetings are scheduled outside of school hours.

4.3 Team Officers

The PS11 SLT has a chairperson who plans and chairs meetings, and a secretary who is responsible for SLT records including attendance, minutes, bylaws and consensus agreements. No school supervisor serves as chairperson. These officers are selected by consensus at the first PS11 SLT meeting each year. Vacancies will be filled by PS11 SLT consensus.

4.4 Quorum

The presence of at least 50% of each constituency constitutes a quorum.

4.5 Subcommittees

The PS11 SLT may decide to form subcommittees to assist the PS11 SLT. Each subcommittee must include at least one member of the team. All of the decisions of these subcommittees are subject to PS11 SLT approval.

5. Responsibilities

5.1 Core Responsibilities

The core responsibilities of the PS11 SLT are the development and implementation of the PS11 CEP and performance driven budget.

5.2 Evaluation

As part of the PS11 CEP planning process, the PS11 SLT reviews student achievement data in doing the needs assessment and in evaluating the implementation of the plan.

5.3 Limitations

The PS11 SLT does not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students, or parents.

6. Communication

6.1 Within School Community

In accordance with New York State open meetings laws, meeting notice will be shared with the public not less than 72 hours prior to the meeting.

The PS11 SLT keeps the school community well informed about its meetings and activities. Minutes from each meeting must be publicly posted within 1 week of being approved, and all minutes will be made available in accordance with New York State open meetings laws.

6.2 Attendances and Participation of Non-Team Members

The regularly scheduled team meetings will be open to the Non-members are encouraged to bring issues of concern to their constituent representative(s) on the team prior to team meetings. Requests for topics of discussion should be submitted in writing at least one week in advance of the meeting date. Non-SLT members must request speaking time at 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 scheduled meeting for approval. Speaking time may be limited at the discretion of the PS11 SLT.

7. Conflicts and Impasse Resolution

In the case of an impasse, the team has the obligation to seek assistance from the district support personnel, the Superintendent or other external sources 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 District School Leadership Coordinator and the District Leadership Team.

These bylaws were amended on March 21, 2017 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