

School Leadership Team

Bylaws

1. Introduction:

The objectives of this leadership team shall be:

- To continue the excellence of achievement and positive environment at PS6.
- To promote close cooperation between school, home and community.
- To delegate specific business to the appropriate person or committee most capable and responsible for making decisions on that issue.

2. Effective:

- These bylaws are in effect beginning January 31, 2000 by vote of our leadership team. Amendments to these bylaws may be brought to any meeting and must be agreed upon by a majority of the team. There shall be a formal review of these bylaws every two years.

3. Membership:

3.1 Our leadership team shall consist of 4 to 6 members.

3.2 These members shall be those holding the following positions: (1) Principal (2) UFT Representative (3) PTA president (4) PTA 1st vice president or an appointed member of our PS6 community. We leave open the opportunity for a 5th member from outside our community, i.e. a former parent. In addition, if there is an issue before the SLT that requires special expertise, we shall invite a qualified 6th person to join our team for a defined period of time. There must be as many parent members as staff members.

3.3 The Principal, UFT Representative and PTA President is member by their position. The other members shall be nominated by the SLT and voted in by the parents at a general PTA meeting.

3.4 The Principal, UFT Representative and PTA President shall serve as long as they are in their positions. Other members shall be in office for a one year term.

3.5 SLT members are expected to act in the best interest of the students. Regular attendance is required for all members, and participation in staff development is required for staff members.

3.6 Attendance must be taken at all meetings and published as part of the minutes. Failure to attend 3 consecutive meetings of the SLT (by all members except Principal, UFT Representative or PTA President) shall result in removal and re-appointment of that position.

3.7 Vacancies will be filled through the same procedure as stated in 3.2. In the case of a vacancy during the year, the SLT shall appoint someone to complete the term.

4. Team Operations:

- 4.1 SLT decisions will be made by consensus, a process for group decision-making in which the members will reach general agreement by communicating and collaborating among themselves and then incorporating the ideas of all participants in their decisions.
- 4.2 The SLT will meet once a month during the school year. The first week in every month is preferable, at a time and date convenient to all members.
- 4.3 There shall be officers of the SLT: a Chairperson, a Treasurer and a Secretary.
- 4.4 The Chairperson shall be responsible to plan and chair meetings. School supervisors are not to serve as team chairpersons.
- 4.5 The Treasurer shall be the staff member that is responsible for PS6 per session budgeting.
- 4.6 The Secretary shall be responsible for SLT records, including attendance, minutes and bylaws.
- 4.7 Officers shall be elected by consensus of the SLT, and shall remain in office for the length of their involvement in the SLT.
- 4.8 In the case of a vacated position, the person elected to fill the position on the SLT shall assume the duties of the person they are replacing.

5. Responsibilities

- 5.1 Core responsibilities of the SLT are the development and implementation of the school's comprehensive educational plan and performance driven budget.
- 5.2 The SLT shall have Sub Committees that will be responsible for making decisions in relevant areas i.e. Personnel, School Policy, Curriculum and Standards.
 - The Principal and Vice Principal will make personnel decisions in collaboration with the School Based Option Plan.
 - The Principal with consultation of the PTA Executive Board and UFT/Staff will decide School Policy.
 - Staff, with parent consultation, will decide curriculum through Grade Meetings and Articulation Teams.
 - Standards evaluation and pupil reviews will be delegated from our SLT to the School Support Team. Standards shall be decided by the Pupil-Personnel Committee and the School Support Team (Guidance/Intervention/Principal). All Standards decisions shall be reported at Parent Grade Meetings and Executive Board Meetings.
- 5.3 The SLT will deal with other topics that relate to the team's core responsibilities and are appropriate for discussion and decision making.
- 5.4 The SLT will be involved with and must approve all facilities plans, and might be consulted regarding minor repairs in the school and the purchasing of equipment and supplies.

- 5.5 When funds are allocated by the District or Central to support the leadership team, decisions about the use of these funds will be made by consensus of the SLT.
- 5.6 The SLT will evaluate its effectiveness each year by conducting a Performance Assessment in Schools System wide (PASS) review. A PASS review conducted in the school in collaboration with a State, Central or District team may be used to meet this requirement.
- 5.7 Limitations of the SLT are as follows: the team may not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, student or parents. The team must receive the approval of the District before making any decisions that result in the excessing of existing staff.
- 5.8 The SLT may not make any decisions in an area over which it has no authority or which would: Violate confidentiality rights of staff, parents or students; Violate a collective bargaining agreement; Violate any city, state or federal law or regulation or violate Board of Education or District policy; Entail a commitment to any expenditure for which funds are not available; Affect other schools or organizations which are not a party to the agreement.

6. Communication

- 6.1 Within the school, the SLT must keep the school community well informed about its activities by making a report at the monthly executive board meetings and distributing important information through Connections, the weekly PTA newsletter. Minutes of SLT meetings are available in the PTA office.
- 6.2 In an effort to be inclusive and to seek additional viewpoints and expertise the SLT may invite non-team members to participate in meetings. By directive of the Central School Board, "open meetings" laws do not apply to SLTs, therefore uninvited guests will not be permitted to attend or participate in the meetings.
- 6.3 The SLT will provide to the Community Superintendent or a designee in timely fashion the following: its bylaws; its comprehensive educational plan; its performance driven budget; its staffing plan; advance notice of time, place and agenda for all team meetings; minutes of all team meetings including attendance and a record of all consensus agreements reached by the team; and any other information needed by the District to support school teams. If requested, we will send minutes of our meetings to our Community School Board liaison.

7. Conflict and Impasse Resolution

- 7.1 The team will attempt to resolve conflict among team members over a particular issue through discussion. The issue may be tabled for discussion at the next meeting, when possibly someone with expertise on the topic will be asked to join the meeting.
- 7.2 If the SLT comes to impasse on an issue which it unable to resolve by consensus over an extended period, the team must seek outside guidance, either from the district office or another source acceptable to all members of the team. In consultation with the superintendent, the team may develop or choose specific strategies to help end the impasse.