



Manhattan School for Children
Bylaws of the School Leadership team

Revised and Adopted May 2, 2018

Article I – School Leadership Team Mission Statement

The mission of the School Leadership Team of Manhattan School for Children (PS 333) is to ensure that all children are supported in the learning process within a challenging educational environment. In partnership the TEAM shall review, assess and based upon assessment, adapt the School's Comprehensive Educational Plan (CEP) to make sure that it continues to accurately reflect the needs of its students and goals of the MSC community in meeting those needs. The TEAM shall also, based on assessment of the CEP, advise in the development of a school-based budget that is aligned with the CEP.

Article II – Team Composition

- Section 1 **Manhattan School for Children Constituent Groups**
For the purpose of clarification within MSC SLT bylaws, constituent groups shall mean representatives from the following: MSC teachers and parents.
- Section 2 **Size of Team**
The SLT shall consist of 11 members, and shall maintain an equal number from the constituencies of elected parents and teachers (**5**) from each, plus the school's principal.
- Section 3 **Mandatory Members**
The three (3) mandatory members of the SLT are:
 - the school's principal,
 - the United Federation of Teachers (UFT) Chapter Leader; and
 - one (1) of the Parent Association (PA) Co-Presidents.
Mandatory members of the SLT may designate another member of their constituent group to serve in their stead, with the exception of the school's principal.
- Section 4 **Non-Mandatory Members**
Non-Mandatory members of the SLT shall consist of:
 - Four (4) elected parents, which shall represent the elementary and middle school families and,
 - four (4) elected teachers
- Section 5 **Election of Team Members**
Parent and teacher SLT members must be elected by their own constituent group 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

SLT parent members must be elected during the PA elections that are held each Spring. Parents must be provided a minimum of ten calendar days' notice prior to the election.

The teacher members of the SLT shall be elected by their own constituent group. The UFT chapter leader (or UFT chapter leader's designee) will notify SLT Chairperson of the elected SLT teacher members.

Community based organizations may also serve on SLTs. The SLT 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. 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 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.

Section 6 Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for a period of one (1) year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The election shall take place at the September meeting. [The Chairperson 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 ensures that voices of all team members are heard.] The Chairperson may request rotating facilitation of the meetings.

Section 7 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 PA. The school principal may designate an office staff member to assist the SLT secretary.

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 any regular meeting and shall serve for a period of no more than one (1) year.

Section 8 Length of Term and Term Limits

Team members, with the exception of mandatory members are elected for two (2) 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 2 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. The election of the non-mandatory parent members of the SLT shall be staggered to the extent possible.

Section 9 Responsibilities of School Leadership Team Members

Team members, including those additional roles outlined in these bylaws, are responsible for developing an annual school Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the ensuing school year. 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.

The SLT shall provide an annual assessment to the community or high school superintendent of the principal's record of developing an effective shared decision-making relationship with the SLT members during the year.

The SLT will coordinate with other school committees such as the Parent Association/Parent Teacher Association 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.

Article III —Team Meetings

Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on **first Wednesday of each month** from **3:15- 4:45pm**. If school is closed on the Wednesday, meetings will be held on an alternate day during the month as selected by the Chairperson. Additional meetings will 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 each year to determine a convenient time for team meetings.

Section 2 Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted in the general office, on the PTA Bulletin board and on the school website at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each school year. The Secretary will send meeting reminders one week prior to all meetings by school email.

Section 3 Meeting Attendance

School Leadership Team members are expected to attend all meetings. If team members are unable to attend the meeting, they must contact the Chairperson in advance of the meeting.

Members who miss more than two consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team.

Section 4 Quorum

A majority (half of the entire SLT membership, plus one) of SLT members including representation from both teachers and parents 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
- Principal, PA and Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

Section 6 Participation in meetings.

All speakers shall be recognized by the chair prior to speaking. Based on the agreed upon agenda, the chair shall decide when a topic shall be closed for discussion to ensure that all planned topics receive sufficient time.

Observers may be called upon to present for a portion of the meeting.

Non-members that wish to raise an item to the SLT should bring the issue description to a team member first (e.g., their constituent representative), who can request that it be added to a future agenda. The team will decide whether or not additional speakers are needed for that topic.

Article IV – Removal of a School Leadership Team Member

Section 1 Removal Process

Team members who fail to attend four (4) 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 election will be held in accordance with these bylaws.

Article V – Decision-Making

Section 1 Consensus-based decision-making is the primary means of making School Leadership Team decisions. Consensus is 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 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. If after receiving assistance from the DLT or superintendent, the Team still cannot reach agreement on the CEP, the principal will make the final determination.

Section 2 Assistance from the Office for Family Engagement and Advocacy (OFEA)
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 OFEA 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 and adopted on May 2, 2018 and are on file in the principal's office.

SLT Co-Chair Name: _____ SLT Co-Chair Signature: _____

SLT Co-Chair Name: _____ SLT Co-Chair Signature: _____

Principal Name: _____ Principal Signature: _____

Parent Association
Representative Name: _____ Parent Association
Representative Signature: _____

UFT Chapter
Leader Name: _____ UFT Chapter
Leader Signature: _____