



## **Bylaws of the School Leadership Team of PS 39- The Henry Bristow School**

### **Article I – School Leadership Team Mission Statement and Educational Vision**

The School Leadership Team (“SLT” or “team”) is a group of elected teachers and parents who work with the administration to develop educational policies for the school and make sure there are resources to support those policies. An important goal of the SLT is to make the school culture more collaborative by developing the Comprehensive Educational Plan (CEP) and providing ongoing evaluations of the school’s educational programs and their impact on student achievement. The SLT makes a yearly evaluation of the principal’s record of developing an effective shared decision making relationship, which is then submitted to the district superintendent.

### **Article II – Team Composition**

#### **Section 1 Size of Team**

The total number of members shall be ten (10). The team shall maintain an equal number of parent and staff members, five (5) members from each constituency.

#### **Section 2 Mandatory Members**

The only three (3) mandatory members of the SLT are the school’s principal, the Parent Association/Parent-Teacher Association (PA/PTA) President<sup>1</sup> and the United Federation of Teachers (UFT) Chapter Leader. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead.

#### **Section 3 Members at Large**

The remaining members of the team shall consist of four (4) elected parent members and three (3) elected UFT member(s).

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<sup>1</sup> In the case of co-presidents, the remaining PA officers shall determine which co-president will serve as the mandatory member of the SLT.

## **Section 4 Election of Team Members**

Parent and staff 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 forth in these bylaws.

Parent member elections must be scheduled after PA/PTA elections are held each Spring. Parents must be provided a minimum of ten (10) calendar days notice prior to the election. The PA/PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

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. Community based organizations selected for membership on the SLT shall serve for the remainder of the school year for which they are selected. Community based organization members will not be included in the total number of team members, and 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 IV ("Special Elections") will be conducted by the appropriate constituent group prior to the next scheduled team meeting. Team members elected to fill vacancies shall serve the remainder of that term (a "Special Term").

## **Section 5 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, setting and distributing meeting agendas, 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.

## **Section 6 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/PTA. The school principal may designate an office staff member to assist the SLT secretary.

### **Section 7 Length of Term and Term Limits**

Team members, with the exception of mandatory members and community based organization members, are elected for one (1), two (2)-year term, provided that members elected in a Special Election shall be eligible to be elected to a (2)-year term immediately following such member's Special Term. 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 one (1) consecutive terms, provided that (i) members elected in a Special Election shall be eligible to be elected to a (2)-year term immediately following such member's Special Term, and (ii) if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

### **Section 8 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 serve as the vehicle for consultation with parent representatives regarding federal reimbursable funding (e.g., Title I). The SLT will coordinate with other school committees such as the Parent Association/Parent Teacher Association (PA/PTA) and the Title I Committee 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 SLT shall meet at least once (1) a month during the school year. All meetings shall be held on a weekday at a time determined by the team. 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 prior to the beginning of each school year to determine a convenient time for team meetings for the following school year.

Members who miss more than three (3) meetings without rendering in writing a good and valid excuse will be subject to removal from the team.

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

The SLT will establish a yearly calendar which shall be posted in the general office, front security desk, in the parent coordinator's office and on the school website at the beginning of each school year. The calendar shall be distributed at the first meeting of the PTA/PA each school year. The Chairperson will send meeting reminders one week prior to all meetings by school mailbox and backpack, postal mail, email, or telephone.

### **Section 3 Meeting Attendance**

SLT 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.

All members of the school community are welcome to observe at SLT meetings. Individuals that wish to participate in a meeting must request permission from the team in writing and have it approved by the Chairperson at least 24 hours in advance of the meeting.

All SLT meetings will be guided by and comply with the requirements of the NYS Open Meetings Law. All members of the school community, including the general public and press, are welcome to observe at SLT meetings. Individuals that wish to participate in a meeting must request permission from the team in writing and have it approved by the Chairperson at least 24 hours in advance of the meeting.

The SLT should go into executive session and remove themselves from the public meeting to discuss certain confidential topics, including, but not limited to,

School Safety Plans, preparation or administration of examinations, current or future investigations, or proposed or pending litigation.

#### **Section 4 Quorum**

A majority of SLT members including a majority 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 Establishing Agendas**

At the end of each SLT meeting, the team will identify agenda items for the next scheduled meeting. In addition, The SLT Chairperson will consider proposed agenda items submitted by SLT members or members of the school community at least one week in advance of every meeting. The Chairperson will distribute a meeting agenda to all team members at least 48 hours before each meeting.

#### **Section 6 Order of Business**

- Call to Order
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

#### **Section 7 Meeting Minutes**

The SLT will prepare minutes of topics discussed at the SLT meetings, including any proposals, action items, and/or items decided upon by consensus. Minutes will be reviewed by and approved by all committee members via electronic communication. Committee members will have 48 hours from the date of minutes posted for review to provide feedback to the Secretary. An absence of suggested edits will be deemed an approval. Minutes shall be made available to the public in accordance with the Freedom of Information Law (FOIL) within eight (8) days from the date of the meeting. Minutes will be posted via link on the SLT page of the PS 39 public website.

Minutes taken during an executive session should include the date and consist of a record summary of any determination or final action that is taken. Minutes from the executive session will follow the same review and approval process

established above. These minutes shall be made available to the public in accordance with the provision of FOIL within eight (8) days from the date of the meeting and will be posted via link on the SLT page of the PS 39 public website.

## **Article IV – Removal of a School Leadership Team Member**

### **Section 1 Removal Process**

Team members who fail to attend three (3) 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 shall be subject to removal by consensus of the remaining team members. The SLT must have a quorum of members present and reach unanimous agreement when deciding to remove a member.

Any member removed in accordance with this Article IV 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**

Consensus-based decision-making will be the primary means of making SLT decisions. Consensus will be defined as reaching an agreement acceptable to all members. The team will develop methods for engaging in collaborative problem-solving and solution-seeking and, when necessary, effective conflict resolution strategies.

In the spirit of meaningful collaborative decision-making, should an issue arise resulting in an impasse due to the non-agreement on the part of one team

member, the team will table the issue until the next team meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will work toward consensus on the issue during the next meeting. If consensus still cannot be reached, the team should contact the appropriate Regional Support personnel for further assistance.

## **Article VI – Conflict Resolution**

### **Section 1 Assistance from the District Leadership Team (DLT)**

The SLT will seek assistance from the DLT or, as appropriate, the 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. With regard to the development of the CEP, if after receiving assistance from the DLT or superintendent, the team still cannot reach agreement on a matter related to 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 on December 15, 2021 and are on file in the principal’s office.

Sara Panag



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Principal Name

Principal Signature

*Meghan P. Groome*

Meghan Groome

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PA/PTA President Name  
Signature

PA/PTA President

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UFT Chapter Leader Name

UFT Chapter Leader Signature