

# **P.S. 11 School Leadership Team By-Laws**

## **BY-LAWS**

### **ARTICLE I – NAME**

The name of the organization shall be the P.S. 11 School Leadership Team (LT), hereafter known as the Leadership Team. It is formed in Community School District 13. As part of an historic change in governance, in December 1996, the New York Legislature mandated that the Chancellor of the New York Board of Education develop a plan for ensuring that every New York City public school have an effective school leadership team in place by October 1, 2016 .

The Leadership Team is intended to productively support the work of P.S. 11, while providing a process for shared decision-making. In addition, the Leadership Team is a structure designed to provide for mutual accountability for administrators, teachers, staff, parents and children in this educational community. The By-Laws of the Leadership Team are effective as of September 8, 2016.

### **ARTICLE II - OBJECTIVES OF THE LEADERSHIP TEAM**

**Section I:** The Leadership Team shall adhere to the three guiding principles of the Comer Model: COLLABORATION, CONSENSUS AND NO FAULT.

**Section II:** The goal of the Leadership Team is to develop the Comprehensive Educational Plan.

### **ARTICLE III - MEMBERSHIP**

**Section I:** Membership shall be open to members of all stakeholder groups in P.S. 11. The principal, PTA president and UFT chapter head are considered to be core members of the team and each holds a seat on the Leadership Team. Other members may include, but are not limited to: Facilitators, Grade Level Representatives Paraprofessionals, Teacher-parent Liaison, CARE Team, Maintenance Representative, Parents (parent, guardian, and/or person in parental relation to a child (ren) in the school, and/or persons who act in loco parentis [ in place of parent or legal guardian with whom the child resides, or who has been designated by the parent or legal guardian] in accordance with the Chancellor's regulations) UFT Teacher's Center Representative, School Aldes, Cafeteria Staff and Custodial stay.

It is the expectation that all actions taken by an SLT member will be in the best interest of the children. Members are expected to serve on, and be actively involved with, at least one of the Leadership Team's subcommittees. Members are also expected to participate in staff development activities.

**Section II:** The Leadership Team will consist of a minimum of 10 and a maximum of 18 members. The team shall consist of an equal number of parents and staff members.

**Section III:** Terms of Service - Members of the Leadership Team shall serve for a term of two years.

**Section IIIa:** Members will be elected in May or as soon thereafter as possible.

Pursuant to guidelines issued by the State Education Department, a parent who is an employee of the Board of Education (in P.S. 11) may not serve as a parent member on P.S. 11's Leadership Team.

**Section IV:** Attendance – Team members are expected to attend all Leadership Team meetings. Attendance shall be taken at every Leadership Team Meeting and shall be published as part of the minutes. Members may be excused for two (2) absences. Thereafter, the Leadership Team may review the member's effectiveness as a member of the Leadership Team based on his/her level of participation with the Leadership Team and its subcommittees.

**Section V:** Removal of Team Member - Members may be removed from serving on the Leadership Team after a discussion of the member's participation with the Leadership Team and its subcommittees at a duly convened Leadership Team meeting. A two-thirds (2/3) consensus of active Leadership Team members shall be necessary to remove a member.

**Section VI:** Filling of Vacancies - In the event that a member of the Leadership Team resigns or is removed from position, such vacancy shall be filled through election by the appropriate stakeholder group. The proportional representation of the stakeholder groups will be maintained. Elections for LT vacancies shall be held within 30 days after such vacancy occurs.

#### **ARTICLE IV – OFFICERS**

**Section I:** The officers of the Leadership Team shall be Chairperson(s), a Secretary, a Timekeeper and a Fiscal Officer.

**Section II:** Term of Office or Service - Officers shall serve for one term. The term of office may be extended by a consensus of the general Leadership Team at a meeting at which the item has been placed on the agenda and circulated to the Leadership Team at least one week in advance.

Officers shall serve from September to June and, at the discretion of the Principal, may be activated on an ad hoc basis during July and August.

**Section III:** Election of Officers - Officers shall be elected within the first two months of each school year. Voting shall be by simple majority, using a consensus ballot on which each candidate's name and office has been identified or by consensus.

**Section IV:** Duties and Responsibilities of Officers

A. The Chairperson(s) shall set and distribute the agenda (with input from the Leadership Team members), chair the regular meetings utilizing the Comer Model, maintain order in meetings, develop consensus among the Leadership Team members, and assume other duties as determined

by the Leadership Team through consensus. In the absence of the Chairperson, another SLT member shall chair the meeting.

B. The Secretary shall record and distribute the minutes of the meeting, post the announcement of upcoming meetings on the parent listserv and perform other duties as required. Minutes shall be prominently posted and distributed to members of the Leadership Team.

C. The Timekeeper shall maintain time limits during the meetings, Including time limits for discussion as established by the Leadership Team, record the attendance and perform other duties as required for all Leadership Team meetings, record all expenditures made by the Leadership Team and record the length of Leadership Meetings for compliance with 30 hour LT member requirement.

**Section V:** Removal of an Officer - An officer may failure to execute his/her duties as prescribed Team's by-laws. In addition, if an officer misses two (2) regularly scheduled meetings, the issue of an officer's attendance may be brought before the Leadership Team for discussion and action (ranging from a warning to removal from office). A two-thirds (2/3) consensus of the Leadership Team at a duly convened meeting is required for removal of an officer.

## **ARTICLE V - MEETINGS**

**Section I:** Regular meetings shall be established by the Leadership Team at the beginning of each new school term, no later than September 30th or as soon thereafter as possible. The Leadership Team shall meet at a minimum of one time a month during the school year, and to the extent possible, outside of scheduled school hours.

**Section II:** The minimum number of members who must be present at an official meeting shall be two-thirds of the total Team's membership. The Leadership Team may make consensus decisions only when the principal or a designee, the U.F.T. chapter leader or a designee, and the PTA president or a designee are all present at the meeting.

**Section III:** An emergency meeting may be called by consensus of the Leadership Team.

**Section IV:** Meetings shall be conducted according to the Comer Guiding Principles: Consensus, Collaboration and No Fault.

## **ARTICLE VI - COMMITTEES**

**Section I:** Subcommittees

(A) Subcommittees shall be formed to assist the Leadership Team and to reach out to additional constituencies within the school and the community. Subcommittee members will be solicited

from and representative of the stakeholder groups and must include at least one member of the Leadership Team on each subcommittee.

(B) Subcommittees shall be chaired by members of the Leadership Team. Chairpersons shall be selected by consensus of the members of each subcommittee. Chairpersons shall be in place by the Leadership Team's October meeting.

(C) The Subcommittees shall be: 1. Curriculum Committee - Duties include: Reviewing materials having to do with curriculum, making recommendations for the purchasing of materials needed to enhance instruction and other curricular issues.

## **ARTICLE VII - RESPONSIBILITIES**

### **Section I: Core responsibilities**

The core responsibilities of the Leadership Team are the development and implementation of the school's Comprehensive Educational Plan and performance driven budget.

### **Section II: Other Responsibilities:**

1. In addition to its core responsibilities, the Leadership Team shall also be responsible for all other areas which relate to its core responsibilities and are appropriate for discussion and decision-making.
2. The Leadership Team must approve the facilities plan. Additionally, the SLT must be consulted regarding minor repairs in the school and the purchasing of equipment and supplies.
3. Decisions made regarding the use of funds allocated by the District or by the Central Board of Education to support the School Leadership Team must be made by consensus of the SLT.

### **Section III: Evaluation**

1. As part of the comprehensive educational planning process, the Leadership Team will review pupil achievement data in doing the needs assessment and in evaluating the implementation of the Comprehensive Educational Plan.
2. The Leadership Team shall evaluate its effectiveness each year by conducting a Performance Assessment in Schools Systemwide (PASS) review. The Leadership Team may use a PASS review conducted in the school in collaboration with a State, Central or District team to meet this requirement.

### **Section IV: Limitations**

1. The Leadership Team may not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students or parents.

2. The Leadership Team must receive the approval of the District before making any decisions that result in the excessing of existing staff.

3. The Leadership Team may not make decisions in an area over which it has no authority or which would:

- Violate confidentiality rights of staff, parents or students
- Violate any cite, state or federal law or regulation or violate Board of Education or District policy.
- Entail a commitment to many expenditure for which funds are not available.
- Affect other schools of organizations which are not a part to the agreement.

## **ARTICLE VIII- COMMUNICATION**

### **Section I: Within School Community**

The Leadership Team shall keep the school community informed about its activities. The Leadership Team will devote and maintain a bulletin board in the school to report on LT activities and will additionally report same at the PTA meetings.

### **Section II: Attendance and Participation of Non-Team Members**

School Leadership Team meetings are open to all members of the PS 11 community. Non-members can participate in discussions, but may not vote on any issue.

### **Section III: With the District and School Board**

The Leadership Team 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 record of all consensus agreements reached by the team; and any other information needed by District to support school teams. Additionally, the SLT will send minutes of its meetings to its Community School Board liaison(s).

## **ARTICLE IX- DECISION MAKING AND CONFLICT RESOLUTION**

**Section I:** The Leadership Team shall strive to engage in collaborative problem solving and seek solutions that will lead to consensus-based decisions and, when necessary, work toward effective conflict resolution.

**Section II:** No single member of the Leadership Team shall have the power to veto the collective decision of the rest of the Leadership Team.

**Section III:** The Leadership Team will attempt to resolve conflicts and impasses among team members over a particular issue by employing any or all of the following measures, as deemed necessary:

- Table the discussion for the next meeting .
- Seek direction or advice from someone with expertise on the topic under discussion .
- Utilize the services of an outside facilitator.

- Provide training in consensus decision making for team members.
- Any other measures deemed appropriate by the Leadership Team, to move the issue forward.

In reaching consensus on difficult issuers the Leadership Team members shall make decisions which place “Children First”. At P.S. 11, all decisions are made in the best interest of our children.

## **ARTICLE X - CONFLICT OF INTEREST**

**Section I:** The Leadership Team members must be mindful to avoid acting in circumstances in which their personal interest conflict with their interest as a Leadership Team member or with regulations set forth by the Board of Education or Community School Board, District 13.

**Section II:** Any Leadership Team member who has any direct or indirect interest in a business which has dealings with the Board of Education, the Community School District or P.S. 11, including a contract or personnel appointment, must refrain from participation in any decision relating to that matter. Such interest, whether direct or indirect, must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure is made.

## **ARTICLE XI - AMENDMENTS**

**Section I:** Proposed amendments must have been submitted in writing and read to the Leadership Team as a meeting prior to the meeting at which the amendment is to be considered by the Leadership Team.

**Section II:** A two-thirds (2/3) consensus is required for an amendment to be accepted as part of the Leadership Team By-Laws.

## **ARTICLE XII**

**Section I:** The By-Laws of the leadership Team shall be reviewed beginning in April of each year and concluded by the close of the school year. A committee, not larger than five (5) members and not smaller than three (3) members, shall review the By-Laws to ensure that the Leadership Team is in compliance with all state, city, district and local regulations. The committee shall be established by a consensus of the Leadership Team. A report is to be prepared and delivered to the membership outlining any proposed changes and must be presented to the membership at a duly-called meeting prior to the one at which a consensus is requested.