



Bylaws of the School Leadership Team of PS169 Sunset Park School, Adopted Fall of 2021.

Article I – School Leadership Team Mission Statement, Educational Vision

At PS 169, Sunset Park School, our core values - Friendship, Integrity, Responsibility, and Excellence (FIRE) - drive our vision. We are a welcoming, inclusive community where we celebrate the diversity among our students, staff, and community members. We foster a love of learning by providing an enriching, well-rounded education. We open students' eyes to the world around them, encourage them to make positive change in their community, and support them as they realize their full potential. Together, we work for a better tomorrow.

The purpose of these by-laws is to provide the school Leadership Team with an established set of rules and procedures under which to function. Keeping in mind, that the law supersedes the Chancellor's Regulations and the Chancellor's Regulations supersedes the bylaws.

Article II – Team Composition

Section 1: Size of Team

The total number of members shall be 12. The team shall maintain an equal number of parents and staff members, 6 from each constituency.

Section 2: Mandatory Members

The only three mandatory members of the SLT are the school's principal, the Parent Association/Parent-Teacher Association (PA/PTA) President 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:

- 5 elected parent members
- 3 elected UFT member(s)
- 1 elected DC 37 member(s)

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 and vacancies must be advertised widely, (staff and parent calendars, UFT and PTA bulletin boards, announcement over PA system, and flyers sent home) with a minimum of ten calendar days prior to elections.

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.

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. If the CBO applies for membership, the SLT will reach consensus on if we will grant them membership or not.

Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal pursuant to Article IV 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 5: Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for a period of one 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 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:

- scheduling meetings
- sending SLT meeting notices to SLT members
- taking attendance
- distributing minutes to all team members
- posting on the SLT bulletin board: the time, location, agenda of the next meeting, approved minutes, and handouts.
- Filing agenda, attendance, approved minutes, and handouts.

The minute taking will be done on a rotational basis among members of the team. Such minutes must be maintained at the school, with a copy provided to the PA/PTA.

Facilitator – The Facilitator shall advise SLT members to have equal air time and voice and to maintain order.

Financial Liaison – The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration.

Timekeeper – The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item.

Section 7: Length of Term and Term Limits

Team members, with the exception of mandatory members, student members, and community based organization members, are elected for a term of two years. 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 two years. However, 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 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 School Leadership Team shall meet at least once a month during the school year. All meetings shall be held the first determined weekday **Monday**, from **4:00pm - 5:30pm**. Additional meetings will be scheduled by the Secretary 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.

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 2: Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted on the *SLT bulletin board* 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 mailbox and backpack, postal mail, email, or telephone.

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 Secretary in advance of the meeting.

Section 4: Quorum

A majority of SLT members including representation from each constituent group (parent, UFT and Administration), with a minimum of 8 people total, 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

 Reading and Approval of the Previous Meeting's Minutes

- 🎬 CEP Planning and Review
- 🎬 Discussion of Unfinished Business Agenda Items
- 🎬 Discussion of New Business Agenda Items
- 🎬 Creation of Agenda for the Next Meeting
- 🎬 Adjournment

Article IV – Removal of a School Leadership Team Member

Section 1: Removal Process

Team members who fail to attend two 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

Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus should be 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.

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 for one meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting.

The role of observers will be to observe. If the observer makes a request to speak, they can attend the next meeting and the SLT will have consensus on if they will be allowed to speak at the beginning of the meeting.

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 superintendent 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 11/8/21 and are on file in the principal’s office.

Principal, Emily Hurst

Sign: 

PA/PTA President

Ka Juan Chen

Sign: _____

UFT Chapter Leader

Linda Ruiz

Sign: _____