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Bylaws of the School Leadership Team of **P4Q**

Adopted **October 29, 2026**

Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of **P4Q** is to connect and develop the capacity of its stakeholders in an ongoing effort to provide real-world learning opportunities for our students in the least restrictive setting. We are dedicated to maintaining an inclusive community that champions individual learning styles and capabilities, providing a highly specialized academic and social learning environment. We strive to ensure that our students become lifelong learners who self-advocate and achieve nothing short of excellence.

We envision a safe and supportive learning environment where students can reach their greatest potential for independence; one that strives to identify, celebrate, and develop the individual needs and aspirations of each student, across all areas.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be **10.** The team shall maintain an equal number of parent and staff members, **5** from each constituency **0** Elementary/Middle/High school student members.

Section 2 Mandatory Members

The only four mandatory members of the SLT (Title I schools only) are the school's principal, the Parent Association/Parent-Teacher Association (PA/PTA) President, the United Federation of Teachers (UFT) Chapter Leader, and the Title 1 Parent Advisory Council (PAC) Chair/Alternate (if applicable), or their designees. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead.

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

Section 3 Members at Large

The remaining members of the team shall consist of:

- **5** elected parent members
- **1** elected CSA member
- **4** elected UFT/staff 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 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 PTA elections are held each spring. Parents must be provided a minimum of ten calendar days written notice prior to the election. The PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

High school Student members will be selected by the student body and shall serve for a period of one year. Student team 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. Each middle and high school SLT must include a minimum of two students; 6-12 schools must have one middle school student and one high school student. Elementary schools are encouraged, but not required, to include students on the SLT. All schools are encouraged to have a student government. Elections for student members to the SLT should be held by the student government. If the school does not have a student government, the principal should select the student members.

The team may choose to create a seat on the team for community-based organizations. The team will create a process for the organizations to apply 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 parents and staff members.

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 Mandatory Leadership Roles

Chairperson/Co-Chairpersons

Selection Method - The Chairperson/Co-Chairperson(s) shall be selected by *consensus, but administrative matters may be approved through majority vote after three (3) attempts to reach consensus (e.g., adoption and amendments of bylaws, scheduling meetings, approving minutes, election of officers)* 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 the voices of all team members are heard.

The **Secretary** shall be selected by *consensus, but administrative matters may be approved through majority vote after three (3) attempts (e.g., adoption and amendments of bylaws, scheduling meetings, approving minutes, election of officers)* of the team and shall serve for a period of **one (1) year**. The election shall take place at the September meeting.

The secretary will be responsible for sending SLT meeting notices and for keeping the minutes of SLT meetings. Monthly meeting notices, agendas, attendance sheets, distributed materials and related documents, and minutes must be uploaded to the DOE's iPlan Portal (www.iplanportal.com) or its successors by the end of the following month's meeting, with a copy provided to the PA/PTA and original documents filed at the school for a period of 7 years. The school principal may designate an office staff member to assist the SLT secretary.

Section 6 Additional Leadership Roles

Facilitator – The Facilitator shall advise the Chairperson and other team members on matters of Parliamentary Procedure.

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

Timekeeper-The timekeeper will be responsible for ensuring that members recognized to speak keep to the agreed upon time limits as set forth by the team.

Selection Method – Additional leadership roles of the elected team members will be filled by consensus/vote of the team at the **September** meeting and shall serve for a period of **one (1)** year.

Section 7 Length of Term

Team members, with the exception of mandatory members, and community-based organization 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.

Term Limits

Members may not serve more than **3** consecutive terms. (i.e., state a term limit not to exceed X# of consecutive terms, unless no one else is running, ***OR*** state no term limits)

(if term limits exist use the following language) 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 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 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.

Annual Assessment

All SLT members (other than the principal) must conduct an annual assessment of the principal's record of developing an effective shared decision-making relationship with the SLT members during the school year. The School Leadership Team (SLT) Assessment of Principal Form (see resource folder) shall be completed and submitted to the community district or high school superintendent no later than the SLT's final meeting in June. The community district or high school superintendent must ensure receipt of all annual assessments by the final day of the school year.

Section 9 Remuneration and Recordkeeping:

To be eligible to receive the annual remuneration of $300, SLT members, including students and CBO representatives, must complete 30 hours of approved SLT activities and attend a mandatory training session relating to CEPs and budget issues each year, which training shall be offered by the Department of Education (DOE). Team members who attend training but serve less than 30 hours may request remuneration on a pro-rata basis.

SLT members are able to complete hours that count towards remuneration from the start of the fiscal year, July 1st, to the end of the fiscal year, June 30th of the following year. The deadline for Team members to submit all requests for remuneration is the last official day of the school year. SLTs that agree to meet during the summer months, as documented in their bylaws, may allocate additional funding for member remuneration. SLT members that have already completed 30 hours of SLT service during the regular school year may be eligible to receive remuneration for additional SLT service during the summer months at a rate of $10.00 per hour for a maximum of 10 hours per member.

Team members are responsible for ensuring that all records documenting the number of hours served are submitted to the Chairperson for processing.

Additional training directly related to the work of the SLT in crafting the CEP and/or aligning the budget to the CEP, administrative tasks directly related to the work of the SLT is eligible for remuneration with the team's approval.

Individual members must choose whether to accept or waive the annual remuneration and donate the funds to be used for other school purposes. Team bylaws may not dictate any specific choice.

Article III – Team Meetings

Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year (and may meet during the summer). All meetings shall be held after school hours on the **last, Thursday** of every month from **3:00pm – 4:00pm** unless such day falls on a holiday or school closure. In a state of emergency, SLT meetings can be held virtually. Additional meetings will be scheduled by the Chairperson/Co-Chairpersons as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parent members on the team. Parent and student members will be polled each September to determine a convenient time for team meetings. The meeting time selection process should focus on timeframes that are convenient for parents. (**Must not conflict with CR A-655**)

Members who miss **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 School Leadership Team will establish a yearly calendar which shall be posted and distributed no later than October 1st in the general office, teachers' lounge, SLT bulletin board, in the parent coordinator's office and school website**.** The Chairperson/Co-Chairpersons will send the meeting notice 10 days prior and a reminder may be sent in advance of all meetings by school mailbox, backpack, 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 Chairperson/Co-Chairpersons in advance of the meeting.

Hybrid (Videoconferencing meetings) (Optional) - All SLT members are required to attend meetings in person unless such member is unable to be physically present at **179** due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.

If a member is unable to be physically present at **179** and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the School Leadership Team Chairperson/Co-Chairpersons of the extraordinary circumstance by email.

Except in the case of executive sessions conducted pursuant to POL § 105, the School Leadership Team shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, consensus making decisions and any other matter formally discussed. This shall include:

All team members must be heard, seen, and identified while the meeting is being conducted. This shall include the use of first and last name placards physically and virtually placed in front of the members at the table or on screen with their camera and microphone active.

The SLT shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the school website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.

If members of the SLT are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the SLT shall provide the opportunity for members of the public to view such meetings by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The SLT shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

Open meetings of the [SLT] conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

All team meetings are open meetings. Anyone (other than team members) who wishes to speak at a SLT meeting must request to do so in writing ***two weeks*** in advance. During the meeting they must be acknowledged by the Chairperson/Co-Chairperson. Requests to speak shall be granted, time permitting, by the Chairperson/Chairpersons.

Section 4 Quorum (first and 2nd paragraph must match)

50% plus one including balanced representation from each constituent group in person shall constitute a quorum to convene a meeting. In-person quorum must be reached for members to conduct official business and participate by videoconferencing if format is approved.

A member who is participating from a remote location may participate in voting/consensus making decisions if quorum is met in person.

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
- Distribution and Approval of the Previous Meeting's Minutes
- Insert SLT Monthly Calendar items
- Comprehensive Education Plan (CEP)
- Budget alignment to the Comprehensive Education Plan (CEP)
- Title I Program Update
- Constituent Reports: Principal, UFT, PA/PTA, DC37, Title I, CBO and student (if applicable)
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Questions and concerns
- Adjournment

Section 6 STANDING COMMITTEES: (Optional)

A. At the first meeting of each year, the team may form committees on which to serve.

The team may form committees during the year as deemed necessary. The committees may include, but not limited to:

1. Budget
2. Grant Writing
3. Core subjects (Math/ELA/STEAM)
4. Multi-Tiered Systems of Support (MTSS)
5. Special Education
6. Multilingual/English Language Learners (ML/ELL)
7. Technology
8. Parent Involvement - (School Parent Compact, PIP & Parent Engagement Strategies, etc.)

B. The Committee Chairperson shall be selected by consensus or majority vote of the SLT. Each committee will have a designated chairperson who will coordinate meetings and will report to the team with its findings and recommendations.

Section 7 Agendas

The Chairperson/Co-Chairpersons and Secretary will establish an agenda for each meeting. Anyone who wishes to add an item to the agenda must notify the Chairperson in writing at least **two (2) days** prior to the scheduled meeting.

Section 8 Who may attend meetings and the role of visitors

Members of the public and media are allowed to attend meetings as observers.

Only members that are recognized by the Chairperson/Co-Chairpersons are allowed to speak.

Media/Reporters: only one camera will be allowed, no flash photography, no noisy equipment, and no close-up photos. Anyone using any equipment must stay in the designated area.

Media and equipment cannot interrupt or interfere with the flow of the meeting.

Section 9 When sensitive and private matters need to be discussed

Executive Session may occur when sensitive matters need to be discussed. When an Executive Session is invoked, the members of the SLT will leave and discuss those matters in another location. When the members are done discussing sensitive information, they will return to the SLT meeting room. Visitors, including the media must remain where they are and not allowed access to the Executive Session meetings or its minutes. (Executive Sessions will have separate minutes from the public SLT minutes).

Article IV – Complaints/Disputes and Removal of a School Leadership Team Member

Section 1 Removal Process

Team members who fail to attend **three (3)** meetings without rendering in writing a good and valid excuse, or 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 an agreement when deciding to remove a member. The member shall be provided with a written notice of the Team's decision. The letter shall include the reason for the removal and the members' right to appeal the decision. The letter shall be signed by the Chairperson or Co-Chairpersons and shall be sent by registered return receipt of mail delivery to ensure proper notification and receipt. *Best efforts should be made to reach consensus on all matters, but administrative matters may be approved through majority vote (e.g., adoption and amendments of bylaws, scheduling meetings, approving minutes, election/removal of officers).*

The SLT must discuss the complaint or alleged violation and reach consensus/majority vote on an appropriate resolution. If they are unable to resolve internally, they may ask for support from their DLT.

An SLT member may appeal to the superintendent regarding the outcome of an SLT decision that sanctions an individual SLT member for a violation of the SLT bylaws. The appeal must be submitted to the superintendent in writing no later than 5 calendar days following the SLT

consensus/majority vote and must state the name of the complainant and include a telephone number or email address where they may be contacted.

The appeal must allege a specific, material violation of this regulation or of the SLT's bylaws. No later than 10 calendar days after receiving the appeal, the superintendent will issue a written decision. The superintendent may request assistance from the appropriate constituent groups in investigating the appeal or rendering a decision. The decision of the superintendent is final and binding. All decisions will be made available to the public upon request. When appropriate, personally identifiable information will be deleted from issued decisions.

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. ***When the new member is elected, the election certification and SPLCI must be updated, the member will complete the remainder of the term.***

Article V – Decision-Making

Section 1 [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. The agreed upon procedures should be summarized here.]

(insert additional language)

Section 2 At the September meeting, the SLT will determine guidelines for the community discussion. 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. *Best efforts should be made to reach consensus on all matters, but administrative matters may be approved through majority vote (e.g., adoption and amendments of bylaws, scheduling meetings, approving minutes, election of officers).*

Section 3 Making Informed Decisions About Educational or Budgetary Issues:

The School Leadership Team shall work collaboratively in making informed decisions concerning educational or budgetary issues. The team will seek out and attend seminars/workshops to become informed on topics. Agenda items will be clarified prior to discussion

Section 4 Process for Making Emergency Decisions

An emergency meeting may be called to deal with a matter of importance that cannot be postponed until the next scheduled SLT meeting. The principal may call an emergency meeting with the SLT members and the SLT will come to an agreement on emergency issues.

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 of Family and Community Empowerment (FACE)

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 FACE 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 **October 29, 2026** and are on file in the principal's office.

Stephen Reese Principal	_____ Principal Signature
Marjorie Desir PTA President	_____ PTA President Signature
Jennifer Williams UFT Chapter Leader	_____ UFT Chapter Leader Signature