

P.S. 62 - THE INOCENSIO CASANOVA SCHOOL

660 FOX STREET, BRONX, NY 10455

Telephone: (718)585-1617 Fax: (718) 292-6327

Ps62x.org - Twitter: @PS62_X - Instagram: @PS62X

Principal: Genesys Nuñez

Assistant Principals: Gabrielle McDonald & Shelivia Ocasio



P.S. 62 School Leadership Team By-Laws 2026-2027

I. Article I - Educational Vision/Mission Statement

- A. Vision** - Every student will develop their VOICE (Vision, Ownership, Inspiration, Community, and Empowerment) through Core Content Areas (Reading, Writing, Math, Science and Social Studies) to become empowered activists for change.
- B. Mission** - Our mission is to empower students to become confident and compassionate critical thinkers who lead, collaborate, and drive change in their communities and beyond.

II. Article II - Team Composition

A. Section 1- Membership

- 1. There shall be 10 members on the team. The number of members shall not exceed 14.
- 2. Core members of the team shall be Principal, United Federation of Teachers (UFT) Chapter Leader and the Parent Association (PA) President, or an appointed designee of the above constituents.
 - a) If the UFT Chapter Leader cannot fulfill their SLT duties, they must assign a designee.
- 3. The remaining members shall consist of 3 staff members and 4 parents.

B. Section 2 - Organizational Structure

- 1. Chairperson / Co-Chairperson
- 2. Secretary / Co-Secretary

C. Section 3 - Length of Term

- 1. Team members will be elected for a two-year term.

D. Section 4 - Selection and Role of Chairperson

- 1. The School Leadership Team Chairperson will be selected by the consensus of the full membership team and will serve for one year. The Chairperson (s) will lead the meetings and make sure the agenda is being adhered to. The chair has the responsibility to ensure that meetings are effectively organized, that the team stays focused on educational issues, that the team members are fully informed and that the voices of all team members are heard. The chairperson will set meetings dates (through consensus), agendas and organize the meetings. He/ She will attend all School Leadership Team functions or appoint the designee (Co-Chair). He/she will co-sign the Comprehensive Educational Plan as well as sit on the CEP committee throughout the year.

E. Section 5 - Selection and Roles of Additional Organization Structure Members

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1. The School Leadership Team Secretary will be selected by the consensus of full membership of the team and serve for one year.
2. The secretary will record the minutes of each meeting, distribute the minutes to the team members and post the minutes on the School Leadership Team bulletin board.

F. Section 6 - Roles and Responsibilities of the Team

1. Team members are responsible for actively participating in the development of the school's CEP and budget in a manner that supports collaboration, by sharing ideas and concerns, listening to the ideas and concerns of others, and working on constructive solutions that meet the needs of all students in the school. Team members are responsible for attending meetings, sharing the views of their constituents to inform the team and communicating the outcomes of team deliberations to their constituents. The team as a whole is responsible for communicating with the entire school community on a regular basis. Team members are also responsible for participating in training and professional development activities determined by the team to be appropriate and/or necessary.
2. These professional development activities and/or CEP subgroup meetings and/or activities deemed necessary by committee such as parent volunteer activities can also be included in the SLT member's hours. Agendas of activities must be provided and turnkey to the members/committees.

III. Article III - Team Meetings

A. Section 1 - Schedule of Meetings

1. The full team will meet during the month of September to determine a year long calendar of meeting dates. These dates and times will be agreed upon by consensus.
 - a) In the event that meetings are rescheduled or cancelled, the chairperson will provide an updated calendar date one week from the scheduled meeting date.
2. Meetings for the 25-26 school year are as follows:
 - a) September 29, 2026
 - b) October 27, 2026
 - c) November 24, 2026
 - d) December 22, 2026
 - e) January 26, 2027
 - f) February 23, 2027
 - g) March 30, 2027
 - h) April 20, 2027
 - i) May 25, 2027
 - j) June 15, 2027
3. Members who miss more than 2 consecutive meetings or 3 meetings for the year without a valid excuse are subject to removal by the team. A valid excuse will be determined by the team through consensus.

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B. Section 2 - Notice of Team Meetings

1. The Chairperson/Co-Chairperson will distribute the yearly calendar to all team members and post on the School Leadership Team bulletin board.

C. Section 3 - Meeting Attendance

1. The regularly scheduled meetings are open to all constituents. All constituents may request speaking time at the general meetings, by submitting a written request to the chairperson one week prior to the meeting. Only team members may approve/disapprove motions submitted to the Team.
2. Team members are expected to attend all meetings. Every effort must be made to let the chairperson know in advance if he/she is unable to attend.
3. Meetings will start at 2:30 in-person.

D. Section 4

1. Quorum

- a) The quorum of members needed to make decisions at a team meeting is 6.

E. Section 5

1. Order of Business

- a) Greeting
 - b) Approval of minutes
 - c) Sub-committee reports
 - d) Old Business
 - e) New business
 - f) Adjournment
2. In the event that the committee needs to address items that require confidentiality the SLT will agree to go into an Executive Session. Executive Session must be incorporated in/during a general session.

IV. Article IV - Team Member Elections

- A. All members of the school community have the opportunity to participate in the School Leadership Team. Team members are elected for a two-year term. Based on the composition of the team, each constituency will elect the individuals who will fill those seats designated for that constituency through the recognized organization for that constituency UFT, and CSA. These elections will be completed by May, so that the new members will be able to attend the last meeting in June.
- B. A "parent" includes a parent, guardian, and/or person in a parental relation to a child and/or person acting in loco parentis regarding the child's education. A parent that is an employee of the Board of Education may not serve as a parent team member in any school.
- C. If a vacancy occurs during the school year, the constituency represented by the vacancy has the responsibility of electing a new member to complete the school year. The School Leadership Team will appoint someone until the constituency can hold the election.

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V. Article V - Removal of a Team Member

- A. The School Leadership Team, by consensus, may deem a seat vacant if a member misses two or more consecutive meetings, behaves in a disruptive manner during meetings and/or violates the by-laws.

VI. Article VI - Decision-Making

- A. The School Leadership Team will exert every effort to reach decisions through consensus. Consensus is defined as a collaborative process to reach an agreement that is acceptable to all, but is not necessarily what each member thinks is best. In this process, everyone should feel that his/her position on the matter was understood and given a proper hearing. The chairperson will ensure that everyone is heard. As the instructional leader, the principal must make every effort to support meaningful collaborative decision-making, but is ultimately responsible for all educational decisions.

VII. Article VII - Conflict Resolution

- A. In a case of an impasse, the team has the obligation to seek assistance from the regional office to resolve and work through conflicts. However, the principal determines how the school moves forward if a resolution cannot be agreed upon.
- B. In the case of a severely dysfunctional team the Regional Superintendent, or designee may disband the team and assist the school in establishing a new team.

VIII. Article VIII - Bylaws Review and Amendment

- A. The Bylaws may be amended at any regular meeting of the team, provided notice of the changes have been given at the previous meeting. In addition, the bylaws will be reviewed annually, at the start of each school year to ensure that the document's provisions meet the needs of the team.
- B. All bylaws must conform to Chancellor's Regulation A-655

Core Team Signatures:

Principal: _____

U.F.T. Chapter Leader or Delegate: _____

Parent Association President: _____

Date: _____