

Bylaws of the School Leadership Team of PS 92Q

Adopted September 30, 2021

Article I

School Leadership Team Mission Statement

The mission of the PS 92Q School Leadership Team is to work as a cohesive committee to ensure a secure educational foundation for our students. The School Leadership Team will plan collaboratively and think creatively to provide students with many opportunities to be successful lifelong learners.

Article II

Objectives

The objectives of the PS 92Q School Leadership Team are to:

1. Create the annual Comprehensive Education Plan (CEP) for P.S. 92Q and
2. Develop the budget and staffing plan aligned with the Comprehensive Education Plan of PS 92Q.

Article III

Team Composition

1. *Section 1* - Membership in the team shall be limited to 16 members.
 - 1.1 Mandatory members of the team are the Principal, UFT Chapter Leader, and Parent Association President or their designees. These members are known as the *core team*.
 - 1.2 The staff constituency group shall consist of the Principal, UFT Chapter Leader, and six other staff members elected by the UFT for a total of eight staff members.
 - 1.3 The parent constituency shall consist of the PTA President and seven parents elected at a PTA meeting. Parents employed by the Department of Education who work at PS 92Q are ineligible to serve as a parent member on the PS 92Q School Leadership Team.
 - 1.4 No community-based organizations or representatives are part of the team.
 - 1.5 The term of office is two years.
2. *Section 2* - The duties (expectations) of team members are to
 - (1) Develop school goals, (2) Write the CEP, and (3) Prepare the performance budget based on the CEP.

Article IV

Election of Team Members

1. *Section 1 - Election Process Of Team Members of Specified Constituency Groups as outlined in Article III.*
 - 1.1 Outline Procedures; coordinated election
The PTA President will notify parents of vacancies or upcoming elections for parent members of the P.S. 92Q SLT. Public notification of parent elections for SLT members will be published in a PTA meeting notice at least one month prior to the Official election date. The election will be conducted by the PTA president.
 - 1.2 The UFT Chapter Leader will notify UFT members of SLT vacancies or upcoming election at least one month prior to the scheduled election date. UFT election will be conducted by the UFT Chapter Chairperson.
2. *Section 2 - Vacancies (outline procedures for replacement of a member due to inability to serve; e.g. illness)*

Vacancies will be filled in a timely manner by alternates who were elected in rank order. In the event alternates are unable to serve, an election consistent with the regulation described above will be held in a timely manner.

3. *Section 3 - Procedures for removing a member for neglect of duty or misconduct.*
 - Step 1 — Informal warning — public statement by any member on team.
 - Step 2 — Formal warning — public statement by chairperson after four people bring it to the attention of the chairperson. (In the event that the Chairperson is being asked to leave the team, any other member may be asked to give the formal warning.)
 - Step 3 — After formal warning, the member can be voted off the SLT by consensus of other members of the team.

Article V

Roles and Responsibilities of the Chairperson (or Co-Chair People)

1. *Section 1 - Role of Chairperson*
The responsibilities of the chairperson (or co-Chair People) are to prepare meeting agendas and handle all administrative matters for members of team after consultation with the PTA President, UFT Chapter Leader, and Principal (core members).
2. *Section 2 - Procedure for Election of Chairperson or Co-Chair People*

Nominations for Chairperson or Co-Chair People may be made by any team members. Nominations must be seconded by another team member. Election will be by consensus of team.

3. *Section 3 - Length of Term of Chairperson or Co-Chair People*

The chairperson or Co-Chair People will serve on an annual basis. Discussion to extend the term of the Chairperson or co-chair people for an additional year will be made by consensus of the SLT.

4. *Section 4 - Procedure for Removing a Chairperson or Co-Chair People*

The procedure will be the same as removing a member. (See Article IV, Section 3)

Article VI

Role and Responsibilities for Financial Liaison

1. *Section 1 - Role of Liaison for Financial Matters*

The specific responsibilities of the Financial Liaison are to certify team member hours and submit stipend forms.

2. *Section 2 - Procedure for election of the Financial Liaison*

It is recommended that a staff member be chosen as the Financial Liaison as he/she needs access to the ATS. Nominations for the position may be made by any team member. Nominations must be seconded. Election will be by the consensus of team members.

3. *Section 3 - Length of term of the Financial Liaison*

The Financial Liaison will serve on an annual basis. Discussion to extend the term of the Financial Liaison for an additional year will be made by consensus of the SLT.

4. *Section 4 - Procedure for removing Financial Liaison*

The procedure will be the same as removing a member. (See Article IV, Section 3)

Article VII

Team Meetings

1. *Section 1 - Schedule of Meeting* The PS92Q School Leadership Team will meet the first Thursday of each month from 3:00 pm - 5:00 pm.

2. *Section 2 - Notice of Meetings*

Written notice of the SLT meetings will be sent home with each child in September. Monthly meeting notices will be sent home each month as part of the monthly PTA notice. An agenda for the meeting will be posted.

3. *Section 3 - Attendance at Meetings*

3.1 Meetings are open to all members of the school community.

3.2 Non-members may request speaking time at meetings from the SLT Chairperson at least 48 hours prior to the meeting. Speaking time is limited to three minutes, unless otherwise approved by the Chairperson.

- 3.3 SLT members are expected to be present at all meetings. However, the allowable number of meetings that may be missed are (2) unexcused or 20% of the regularly scheduled meetings. If a member has a legitimate reason for being absent from a meeting, he/she must contact the SLT Chairperson to be excused. Excused will include: personal illness, family illness, an emergency or an absence presented to the Chairperson and deemed acceptable to the Chairperson. Absences should be reported prior to the meeting.
4. *Section 4 - Format of Meetings*
An agenda will be used to lead the meeting. At the conclusion of each meeting, the agenda for the next meeting will be set by consensus of the team members. Questions and concerns will be an item on every agenda. Questions and concerns must be presented by a team member.
5. *Section 5 - Procedure for Calling Special Meetings*
The Chairperson is to be notified of the need for a special meeting of the SLT. He/she will make a decision as to whether there should be an emergency meeting called.
6. *Section 6 - Quorum*
75% of the SLT members will constitute a quorum.
7. *Section 7 - Order of Business*
A facilitator will keep the team on track. The facilitator position will be voluntary. If there is no volunteer, the position will be rotated alphabetically among the members.
8. *Section 8 - Minutes*
A recorder will take the minutes at the meeting. In the absence of a volunteer to act as the recorder, the position will be rotated alphabetically among the team members.
9. *Section 9 - Process for communication with constituencies within the school community, including how team recommendation and decisions will be shared. Minutes of meetings will be posted in three places: front door, family room, and staff dining room.*

Article VIII

Decision-Making Procedures

1. *Section 1 - Decision Making Methods of Team*
All decisions will be made by consensus.
2. *Section 2 - Specific Procedures for Determining the Need for Conflict Resolution*
The Chairperson will make the decision as to the need for conflict resolution.
3. *Section 3 - Procedures for Decision-making when consultation with the entire team is not possible.*
When the entire team is unable to come to a consensus, submitted to the District Leadership Team for a decision.

Article IX
Committees or Task Forces

1. Section 1- Creation of Committees/Task Forces

1.1 Committees will be established by the team as needed.

1.2 A Chairperson or Co-Chair People will be selected by consensus for each committee, and if necessary can be removed. The procedure will be the same as removing a member. (See Article IV, Section 3)

1.3 The responsibility of the Chairperson or Co-Chair People is to prepare agendas, set meetings, maintain minutes and report to the SLT.

Article X
Amendments

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 provision meet the needs of the team and remain consistent with Chancellor's Regulation A-655.

These bylaws were amended on September 30, 2021 and are on file in the principal's office and the UFT Chapter Chairperson's office.

Daisy Morales
Principal Name

Louis Callaghan
PTA President Name

Karen Diaz
UFT Chapter Leader Name

Geraldine Clark
SLT Chairperson Name

Daisy Morales, FA Principal
Principal Signature

Louis Callaghan
PTA President Signature

Karen M. Diaz
UFT Chapter Leader Signature

Geraldine A. Clark
SLT Chairperson Signature