

P.S. 250 School Leadership Team

CONSTITUTION AND BY-LAWS

Article 1: P.S. 250 School Leadership Team

Article 2: Mission Statement

P.S. 250's School Leadership Team's mission is to determine the educational needs of the students, to create and enhance teaching and to ensure parent participation. The S.L.T. will help drive instruction and improve the school's educational direction. The members of P.S. 250 School Leadership Team accept the mission of providing all students with a quality education and every opportunity to achieve high academic standards.

Article 3: Purpose of the School Leadership Team

P.S. 250's S.L.T. will function as the management team and will find the most effective instructional strategies for every child. The fundamental purpose of S.L.T. is to improve student performance and educational outcomes. There will be an increase in shared decision making and teacher participation in many professional development programs.

- The work of the team will also focus on:
 1. Creating the school's Comprehensive Educational Plan (CEP), including specific annual goals and objectives.
 2. Implementation and assessment of the CEP and the school's budget.
 3. Developing a school-based budget and staffing plan aligned with the CEP.
 4. Developing the team's by-laws and standards.
 5. Increase community involvement / participation within the school.

Article 4: Method of selection / Election of Members

- A quorum of 2/3 of the team must be present for consensus decisions to take place.

- To ensure that all members of the school community have the opportunity to participate and to encourage the broadest possible participation, all election process will be announced and posted.
- All other team members will be elected by their own constituency group in a way that is public, fair and unbiased.
- *Fifty percent (50%)* of the members must be parents and the other *fifty percent (50%)* include administration and all other school-based personnel.
- Elections will be held every 2 years.

Article 5: Method of Selection of Chairperson / Roles / Responsibilities

- Any member of the team may be chair or co-chair.
- Chairperson would be selected by consensus with **2/3** or more of the team present.
- Chairperson is responsible for:
 1. Scheduling, setting agendas for and presiding at all meetings.
 2. Focus the team on the common task.
 3. Analyze and summarize the process of the meetings, note issues, complete and make recommendations for the agenda items to be carried over.
 4. Coordinate information from sub-committee and network with all constituencies of the team.

Article 6: Process for Communication

- Newsletters and minutes composed by the team will be distributed out to staff and P.A. and posted on bulletin boards.

Article 7: Ground for Replacement

- When a person is unable to fulfill his or her term, each constituent is to select a new person.
- When a person misses 3 meetings, then the chairperson will call a vote of other members as to whether or not to retain this person on the team.

Article 8: Term Length for Members

- The term of service of the standing committee members shall be their respective terms of office.

- Team representatives will be chosen by a peer election or selection every 2 years.

Article 9: Method of Decision – Making

- Consensus would be a decision – making method.
- We will agree that consensus is a general agreement and input is needed from constituency.
- Decisions made by consensus during the team meetings do not require further agreement by other constituencies.

Article 10: Quorum for Meetings / Business / Decision – Making

- A quorum of 2/3 or more of the members is needed to *agree on decision – making manners.*

Article 11: Procedures for Conflict Resolution / Protocol

- In the event, there is a substantive dispute, the committee should revisit the issue at later date or mediate the differences among the members.
- If consensus cannot be reached by the team, the chair will form a subcommittee to gather information to continue the dialogue with the various constituencies. The Chairperson will then reconvene a meeting so that representative can again state their feelings. If consensus still cannot be reached, the standing committee, The Principal, UFT, and P.A. representatives will make the decision. If still no consensus, then it will be brought to the Superintendent.

Article 12: Expectations for Team Members

- All members of the School Leadership Team **Roles and Responsibilities:**
 1. To **network** with constituencies on a regular and timely basis
 2. To **participate** in the formal assessment / evaluation process of school – wide projects.
 3. To be **knowledgeable** of all programs and initiatives undertaken by the school
 4. To **support decisions** made by the team
 5. To **attend all meetings**
 6. To **report** each month on the activities for the school to their constituencies

Article 13: Making Informed Decisions About Educational or Budgetary Issues

- The School Leadership Team will 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.

Article 14: Process for Making Emergency Decisions

- The UFT / Chairperson / Principal / P.A. representative *will come to an agreement on emergency issues*.

Article 15: Process for Amending By-Laws

- The By-Laws may be amended by a 2/3 vote of the School Leadership Team
- By-Laws should be reviewed when necessary

Article 16: Rules for Speaking at Meetings

- Members should be respectful of their time.
- Chairperson can request that a speaker make a point to closure.
- We will refer to ROBERTS RULES of ORDER.

Article 17: Who May Attend Meetings and the Role of Any Visitor

- Standing committee members: Principal, UFT Chapter Chairperson and P.A. representative
- Any interested party may attend meetings
- Only invited guests are allow to speak
- Visitors / Observers / Media **must refrain from participating** in meetings which includes: speaking, asking questions or voting.
- Only one camera or recorder will be allowed. There will be no flash photography, no noisy equipment, and no close-up photos.
- Anyone using any equipment, **must stay in the designated area; signs will be posted** in the room to remind everyone of the rules and the designated area.
- Any media and equipment **must stay in the designated area and cannot interrupt or interfere** in the follow of the meeting. All Visitors / Observers / Media are allow to attend and observe only.

- Minutes are only given to the public in accordance of the FOIL Act. If the minutes haven't been approved yet and someone request a copy through FOIL, give them a copy of the unapproved minutes with the words DRAFT on top.

Article 17A: When Sensitive and Private Matters Needs to be Discussed and Minutes

- **Executive Session** may occur when *matters of sensitivity of privacy* needs to be discussed. When an Executive Session is invoked, the members of SLT will get up and leave and discussed those matters in another location. When the members are done discussing sensitive information, they will return to SLT meeting room.
- **Visitors, including the media must remain where they are and not allowed access to the Executive Session meetings or it's minutes.** (Executive Sessions will have separate minutes from the public SLT meeting).
- Minutes will be *made available two (2) weeks* after the meeting was held and the Executive Session minutes *will be available one week* after it was held.
- Minutes only given to the public in accordance of the FOIL Act EXCEPT Executive Session minutes.

Article 18: Expectations for Attendance

- Any member who misses more than 3 meetings over the course of the year may be removed by a 2/3 vote of the team.

Article 19: When Principal Cannot Attend Meeting

- If the principal cannot attend the scheduled meeting, then the meeting will be postponed and rescheduled to when the principal is available.