



School Leadership Team Bylaws for Battery Park City School

Adopted November 10, 2009
As Amended February 12, 2014
As Amended February 7, 2018

Article I – Mission Statement/Educational Vision

The mission of PS/IS 276 is to provide a public education for grades pre-kindergarten through 8 that fosters the intellectual, social, creative, and physical growth of each student in a safe and nurturing environment. We strive to empower each student to achieve his or her greatest potential and inspire students to use that potential for the benefit of others and the world.

At PS/IS 276, we work to develop foundational knowledge and skills - reading, writing, mathematics, and critical thinking- to enable each student to engage in intellectual inquiry. We guide students in their exploration of the broader world through direct and meaningful experiences while reinforcing their responsibilities and connections to it. In doing so, we strive to foster students' relationships with their peers, school communities, and the natural world as we work together to create individual and shared knowledge. We promote the imagination as a crucial skill for conceiving the possible and the impossible, as we pose questions and solve problems. We also support growing bodies and growing minds by instilling healthy life habits including nutrition, physical exercise, and sports. Finally, as we recognize that learning happens both at school and at home, we seek to build strong partnerships with students and their families.

Article II-Team Composition

Section 1- Membership

The number of parent and staff members on the team shall be equal. As a new school the team initially will have eight members. As the school grows in size, the number of members on the team will increase. The number of members shall not exceed more than 17.

- 1.1 Core members of the team shall be the Principal, United Federation of Teachers (UFT) Chapter Chairperson and the Parent Teacher Association (PTA) President or Co-President or their designees. Core members of the school leadership team have the

option to designate another member of their constituent group to serve in their stead on the team for the period of their term.

- 1.2 The remaining members of the team shall consist of:
 - 4 elected UFT member(s)
 - 5 elected parent members
- 1.3 Elected members shall include at least two teachers and two parent representatives each from the lower school and middle school. For this purpose, a teacher in both the lower school and middle school, or a parent that has children in both the lower school and middle school shall designate which school they are representing at the time they are nominated for election and may change this designation up until the time nominations for an election are closed.
- 1.4 In the event the membership of the team is increased, the number of additional elected UFT members shall equal the number of additional elected parents, so as to maintain equality in the number of parent and staff members on the team.

Section 2 - Organizational Structure will include:

- Chairperson or Co-Chairpersons
- Secretary or Co-Secretaries

Section 3 - Length of Term

The length of term for team members (with the exception of core members) shall be two years, provided the team member(s) is eligible to serve in accordance with the regulation. Team members may not serve for more than two consecutive terms. If no other willing, eligible candidate is identified for a particular team constituent group, the member(s) may be elected for a third term.

Section 4 - Selection and the Role of Chairperson/Co-Chairpersons and Secretary/Co-Secretaries

- 4.1 The Chairperson or Co-Chairpersons shall be elected 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 and responsibilities of Chairperson as outlined in these bylaws.
- 4.2 The role of the Chairperson or Co-Chairpersons shall be to schedule meetings and ensure that team meetings are effectively organized; preside at all meetings; facilitate discussion(s) during meetings; set meeting agendas in collaboration with other team members; coordinate team and subcommittee efforts; ensure that information is disseminated to all team members to guide their planning; ensure that members maintain their focus on educational issues; and secure all records of the team.

- 4.3 The Secretary or Co-Secretaries shall be elected by consensus of the team and shall serve for a period of one year.
- 4.4 The Secretary or Co-Secretaries shall keep an accurate, written record (minutes) of all team meetings, including member attendance; will distribute minutes to all members and post them for the entire school community; prepare responses to correspondence addressed to the team; and assist with the preparation of meeting agendas. The team may opt to rotate responsibility for taking minutes among team members.

Section 5 - Role and Responsibilities of Team Members

- 5.1 Team members, including those additional roles outlined in these bylaws, are responsible for: participating in the development and review of the Comprehensive Educational Plan (CEP); ensuring that the budget is aligned to support the CEP; working collaboratively with other team members 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 that meet the needs of all students; sharing the views of their constituencies with the team; and engaging in conflict resolution processes when necessary.
- 5.2 In addition, team members have these added responsibilities: to attend all team meetings; to identify concerns and issues to be discussed during SLT meetings; to review minutes and give feedback; chair and/or serve on team sub-committees; and to communicate with the entire school community.
- 5.3 The constituent groups on the School Leadership Team shall select their representatives for the C-30 Level 1 Committee in the manner prescribed in Chancellor's Regulation C-30.
- 5.4 The School Leadership Team must consult with the school's Parent Teacher Association regarding the school uniform policy before taking a vote (e.g., decision to opt out of the uniform requirement).

Article III-Team Meetings

Section 1- Schedule of Meetings

- 1.1 There shall be a minimum ten monthly meetings (one each month during the school year). Additional meetings will be scheduled as needed. Meetings will be scheduled at a time that is most convenient for parent members on the team. Parent members will be polled each year to determine the time most convenient for team meetings.
- 1.2 Members who miss more than three consecutive meetings without good cause may be subject to removal from the team.

Section 2 - Notice of Team Meetings

The team will establish a yearly calendar which shall be posted in the general office, and electronically at the beginning of each school year. The calendar shall be distributed at the first meeting of the Parent Teacher Association each year. The Chairperson or Co-Chairperson will remind members one week in advance by telephone, email, or by written notice of all meetings.

Section 3 - Meeting Attendance

- 3.1 The regularly scheduled team meetings will be open to the entire school community. Members of the school community who are not team members may request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the Chairperson or Co-Chairpersons at least a week in advance of the scheduled meeting. Non- members are encouraged to bring issues of concern to their constituent representative(s) on the team prior to team meetings. Requests for topics of discussion should be submitted in writing at least one week in advance of the meeting date.
- 3.2 Members of the school community who are not SLT team members may not be designated as SLT or sub-committee leads nor may they vote on SLT or sub-committee decisions.
- 3.3 Team members are expected to attend all meetings. If team members are unable to attend the meeting, they could contact the Chairperson or Co-Chairperson in advance of the meeting if they are unable to attend.

Section 4 - Quorum

- 4.1 The quorum of members needed to make decisions at team meetings shall be 8. This will require the presence of all core members (Principal, United Federation of Teachers (UFT) Chapter Chairperson and the Parent Teacher Association (PTA) President or Co-President) or their designees, 2 elected UFT member(s) and 3 parent members.
- 4.2 Members of the school community who are not SLT team members may not count towards quorum.

Section 5 - Order of Business

- Call to Order
- Reading and Approval of the Minutes
- Sub-Committee(s) Reports
- Old Business Agenda Items
- New Business Agenda Items
- Adjournment

Article IV -Team Member Elections

To ensure that all members of the school community shall have the opportunity to participate and encourage the broadest possible participation, parents and staff will be elected by their own constituent group in an election that is widely advertised, with reasonable advanced notice, open to all members of the constituent group and in a way that is public and perceived fair and unbiased. PTA elections for parent member representatives must allow for a minimum of ten school days' notice. All parents shall be eligible to vote for any parent nominee, regardless of whether the nominee is designated to represent the lower school or the middle school.

In the event of a resignation, termination of eligibility or loss of a team membership due to removal, an election to fill these vacancies will be held by the appropriate constituent group will be held as soon as reasonably practical. Team members elected to fill vacancies shall be eligible to serve until the completion of that term, which shall be considered one full term for purposes of term limits pursuant to Article II, Section III.

Article V - Removal of a Team Member

Team members who fail to attend 3 consecutive meetings; and/or fail to perform their roles and responsibilities as outlined in these bylaws; and/or behave in a manner during meetings that is disruptive and undermines the work of the team may be removed by consensus of the remaining team members.

The process of removing a team member(s) shall require that the team have a quorum of members present; that they reach consensus (consensus will be defined as a unanimous agreement to support the decision made by the team) in their decision to remove the member(s); and when the 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. The member shall be officially notified in writing by the team of its 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.

Article VI - Decision-Making

The team will develop methods for engaging in collaborative problem-solving and solution seeking that will lead to consensus-based decisions and, when necessary, effective conflict resolution strategies. Consensus, defined as reaching an agreement acceptable to all of the team members, will be the team's primary decision-making tool.

In the spirit of meaningful collaborative decision-making, if an issue arises 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 members will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will then work toward consensus on the issue during the meeting. If consensus still cannot be reached, the team should contact the District Family Advocate for further assistance.

In cases where an urgent or time-sensitive decision must be made and the entire team cannot be consulted or reach consensus, the team must contact the District Family Advocate for further assistance.

The School Leadership Team may not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students or parents.

Article VII - Conflict Resolution

In the case of an impasse, the team has the obligation to seek assistance from the District Family Advocate or other external sources after every effort has been made to resolve the issue internally.

Team members may seek external assistance when they deem necessary. In such situations, the team will have access to a variety of supports, including the District Family Advocate and the District Leadership Team.

To avoid detrimental effects on the functioning of the school the team is encouraged to identify issues in which an impasse may occur as early as possible in their deliberations and seek the appropriate assistance as soon as possible.

Article VIII - Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes have 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.

All proposed bylaws amendments must conform to Chancellor's Regulation A-655.

These bylaws were amended on February 7, 2018 and are on file in the principal's office.

(signed document available in Principal's Office)

Terri Ruyter, Principal

Lucas Rotman, UFT Representative Designee

Megan Smyser, PS/IS 276 PTA Co-President