



PS/MS 219 PAUL KLAPPER

What we do matters.

<http://psms219.org>

FREDERICK C. WRIGHT, *Principal*

ERICA PALEY, *Assistant Principal*

144-39 Gravett Rd. , Queens, NY 11367

MARLIN VELLON, *Assistant Principal*

SHEILAH PAPA, *Assistant Principal*

718-793-2130

**SCHOOL LEADERSHIP TEAM BYLAWS FOR PS/MS 219Q
ADOPTED MARCH 2020**

Article I – Mission Statement/Educational Vision

The mission of PSMS 219 is to provide a child centered environment that will inspire and challenge all of our students to become independent thinkers, problem solvers and life-long learners and to work as a collaborative unit of parents and staff to ensure that all children reach their academic goals.

Article II – Team Composition

Section 1 – Membership

The minimum number of parent and staff members on the team shall be 6 from each constituency. The minimum number of members shall be 12.

- 1.1 Core members of the team shall be the Principal, UFT Chapter Chairperson and the Parent Association 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:
 - 1 Assistant Principal
 - 2 Elected UFT Members
 - 1 DC 37 Member
 - 4 Elected Parent Members
 - 1 Elected Parent PAC Representative
- 1.3 Elected Parent Members will have a runner up for each elected member, which will take the committee role in the event a member resigns, is removed, or is unable to fulfil his/her SLT duties. This replacement will fulfil the role for the remainder of the elected member's term.

Section 2 – Organization Structure

- Chairperson or Co-Chairpersons
- Secretary
- Facilitator
- Timekeeper
- Financial Liaison

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 Chancellor's Regulation A-655. 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, if the member is still eligible.

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

4.1 The Chairperson shall be elected by consensus of the team and shall serve for a period of 2 years and until his/her successor is elected. If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairperson as outlined in these bylaws. The election shall take place in September.

4.2 The role of the Chairperson shall be to:

- Schedule meetings
- Preside at all meetings/facilitate discussions
- Interface with the Principal and core members
- Ensure that information is disseminated to all team members
- Secure all records of the team

Section 5 – Selection and Roles of Additional Organization Structure Members

5.1 Additional Organization Structure members shall be elected by consensus of the team at the September meeting and shall serve for a period of 2 years.

5.2 The Secretary shall:

- Keep an accurate, written record of all team meetings, including attendance
- Within 48 hours, distribute minutes to all members via email and post for the school community: on the school website <http://psms219.org>, the school bulletin board and via email to the staff with a link to the school shared drive. If meeting minutes were changed by the SLT quorum, they will be redistributed within 48 hours.
- Prepare responses to correspondence addressed to the team
- Assist with the preparation of agendas

5.3 The Facilitator shall:

- Advise team members on matters of Parliamentary Procedures
- Assist in the interpretation of rules and procedural requirements

5.4 The Financial Liaison shall:

- Maintain attendance records
- Assume responsibility for financial affairs

Section 6 – Role and Responsibilities of Team Members

6.1 Team members, including those additional roles outlined in these bylaws, are responsible for:

- Participating in the development and review of the CEP
- Ensuring the budget is aligned with the CEP

- Working collaboratively with other team members
- Engaging in collaborative problem-solving and solution-seeking that will lead to consensus-based decisions that meet the needs of all students
- Engaging in conflict resolution processes when necessary
- Attending all team meetings
- Assisting to develop meeting agendas, reviewing minutes
- Chairing and participating in sub-committees
- Communicating with their constituent group
- Selecting representatives for the C-30 Level 1 Committee subject to the manner proscribed in Chancellor's Regulation C-30
- Consulting with the school's Parent Association regarding the school uniform policy before taking a vote (opting out)

Article III – Team Meetings

Section 1 – Schedule of Meetings

- 1.1 The minimum number of monthly meetings shall be sixteen. All meetings shall be held on a Tuesday once a month from 3:50 PM -5:20 PM. Additional meetings will be scheduled as needed either by the Chairperson or upon request of the members of the team. 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 two consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team. If a member is unable to attend a meeting they should contact the Chairperson in advance of the meeting.
- 1.3 Members who miss more than three consecutive meetings will be removed from the team.

Section 2 – Notice of Team Meetings

The team will establish a yearly calendar which shall be posted in the general office, in the parent coordinator's office and on the bulletin board. The calendar shall be distributed at the first meeting of the Parent Association each year.

Section 3 – Monthly Attendance

3.1 The regularly scheduled team meetings will be open to members of the school community. The school community shall consist of parents of children currently attending the school, teachers, staff and liaisons to the school. Members of the school community who are not team members may request speaking time at meetings to discuss specific topics. Requests to speak should be submitted at least one week in advance of the scheduled meeting. Non-members are encouraged to bring issues of concern to their constituent representatives on the team prior to team meetings. Requests should be submitted in writing at least one week in advance of the meeting date.

Section 4 – Quorum

A simple majority of SLT members (7), which must include representation from each constituent group, shall constitute a quorum. The quorum must have at least three members of each constituent group (School-based and Parent Members).

Section 5 –Order of Business: SLT Agenda

- Call to Order
- Reading and Approval of the Previous Meeting’s Minutes
- Celebrations
- Sub-Committee(s) Reports, i.e. Parent Association, Principal Check-In, etc.
- CEP Updates
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

Section 6 – Open Forum

All SLT meetings are open to the public. Observers who want to speak should contact the Chairperson two weeks prior to the meeting in order to be added to the agenda and will be granted three minutes to share.

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 advance notice, open to all members of the constituent group and in a way that is public and perceived fair and unbiased. PA elections for parent member representatives must allow for a minimum of ten calendar days notice.

In the event of a resignation, termination of eligibility or loss of team membership due to removal an election to fill these vacancies will be held 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. This time will not be viewed or counted as service in one's first term.

Article V – Removal of a Team Member

Team members who 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 will be removed by consensus of the remaining team members.

The process for 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 a 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, should an issue arise resulting in an impasse due to the non-agreement on the part of one team members the team will table the issue for one meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting. If consensus still cannot be reached, the team should contact the appropriate Regional Support personnel 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 appropriate Regional Support personnel for further assistance.

Article VII – 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.

These bylaws were amended on March 10, 2020 and are on file in the principal’s office.

Frederick Wright (Principal)

Signature

Anowara Aman (PA President)

Signature

Jennifer Maier (UFT Chapter Leader)

Signature