

PS/IS 187 Hudson Cliffs School - School Leadership Team By-Laws
Proposed December 2020
Revised January 2021

Article 1- Vision and Mission Statement

1.1 Mission:

Hudson Cliffs School strives to nurture diverse learners who challenge themselves academically, think critically, and actively participate in their community.

In support of our mission we are committed to:

- Providing a challenging and high-quality curriculum which includes group activities, hands-on learning, and interdisciplinary projects.
- Encouraging students to meet their challenges with student-centered instruction
- Providing an environment that encourages growth and independence
- Exposing our students to a broad range of enrichment activities through the support of our community

1.2 Vision:

Empowering diverse thinkers to be productive members of their community.

Article 2 – Purpose

The fundamental purpose of the Hudson Cliffs School Leadership Team (SLT) is to determine the school’s educational direction – its overall educational vision, its goals and priorities, the strategies that will be used to achieve the vision, goals, and priorities, and the alignment of resources to accomplish those strategies. The work of the team will focus on two core responsibilities:

- Creation of the school’s Comprehensive Educational Plan (CEP) in alignment with District 6 guidelines, including annual goals and Action Plans, and:
- Review and discussion of a school budget, within the guidelines of the Department of Education (DOE) and CEP.

Article 3 - Team Membership

The SLT will be composed of no more than 12 parent and school personnel members, or 14 if Optional Members (as outlined below) are present. There will be an equal number of parents and school personnel on the SLT.

3.1 Mandatory Members

The only mandatory members of an SLT are the Principal, PA/PTA President, and UFT designee; the remainder of the parent and personnel members will be elected by their constituents. A sample SLT membership may be comprised as follows:

Staff:

- a. Principal
- b. UFT chapter leader or designee
- c. up to 4 teacher representatives

Parents:

- a. Parent Teacher Organization (PTO) president
- b. up to 5 parent representatives

3.2 Optional Members

Two additional optional members are invited to sit on the SLT:

A Representative of a Community Based Organization (CBO) may be invited to join the SLT as a non-voting participant by majority vote for a term of one year.

In addition, one student member may attend. Student members will be selected by the student body and shall serve for a period of one year. The SLT suggests that student members should be drawn from the elected Student Government of the I.S., and that any Officer of the elected Student Government may serve as the Student Member in any given SLT meeting; and that Student Government Officers may attend in rotation or in each others' place as needed.

Student and CBO team members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members.

3.3 Length of Term

The length of term for team members shall be two years, from July 1 through June 30, with exceptions for vacancy or emergency circumstances necessitating postponement of SLT elections. Team members are limited to two consecutive terms; terms may be served consecutive or staggered. If no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

3.4 Election to SLT

Election to the SLT follows the Chancellor's Regulation (A-655) and is detailed in Article 6 of these ByLaws, below.

3.5 Organizational Structure:

- Chairperson(s), Co-Chairpersons
- Secretary
- Timekeeper

3.6 Selection and Roles of Chairperson/Co-Chairpersons/Secretary/Timekeeper

- **A Chairperson or Co-Chairpersons, a Secretary, and a Timekeeper shall be elected from within the membership of the SLT at the first meeting of the school year**; each shall serve for a term of one school year through June 30 of the following year, with exceptions made for extenuating circumstances (such as meetings over the summer).**
- If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairperson as outlined in these bylaws. There shall be a parent and staff representative when choosing co-chairpersons. Alternates may also be chosen.
- The role of Chairperson(s) shall be to ensure that team meetings are effectively organized; preside at all meetings; facilitate discussion(s) during meetings; coordinate team and subcommittee efforts; work in conjunction with the principal in planning the agendas, and ensure that members maintain their focus on educational issues.
- The Chairperson(s) will be responsible for overseeing online communication system, including but not limited to organizing email work process.
- The Chairperson(s) shall be responsible for agenda coordination, internal SLT communication and the calendar.
- The Chairperson(s) shall also serve as Facilitator and shall advise the team members on matters of Parliamentary procedure. As Facilitator, the Chairperson shall also assist in the interpretation of rules and procedural requirements and in the preparation for the proper handling of various agenda items within the day's order of business.
- The Secretary is responsible for taking and finalizing the minutes for posting on PTO and school website. Minutes will be shared in draft as soon as practicable after each regular meeting of the SLT, and will be reviewed and approved for posting at the following regular meeting. The secretary may designate people to facilitate or complete any of the above tasks.
- Timekeeper will monitor discussion and keep agenda items to their allotted time. If the discussion exceeds 15 minutes it is the responsibility of the timekeeper to table the conversation to ensure that all other business is effectively and efficiently addressed.

** in the event of extenuating circumstances necessitating postponement of SLT elections, the Chairperson(s), Secretary and Timekeeper will be elected at the first meeting of any school year at which all newly elected members are present.

Article 4 – Roles and Responsibilities

4.1 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) including goals and objectives; ensuring that the budget is aligned to support the CEP; working collaboratively with their 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; engaging in conflict-resolution processes when necessary.

4.2 Team members have these added responsibilities: to attend all team meetings; to identify concerns and issues, related to the CEP, 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. When forming sub-committees the team may consider accepting members of the school community as volunteers. Each sub-committee must include at least one member of the SLT. Subcommittees may meet in person or discuss matters electronically. All recommendations of sub-committees are subject to the approval of the leadership team.

4.3 Members agree to arrive on time, to leave on time, and not to engage in side conversations. Comments should be made respectfully.

4.4 The SLT is not responsible for hiring and firing school staff and personnel issues are confidential and not shared with the SLT.

4.5 Parent and community members (if any) of the SLT shall adhere to the Ethics Code (Chancellor's Regulation D-120). The Ethics Code does not apply to staff members, who are covered by the much more restrictive Conflicts of Interest Law, which is applicable to all Board of Education employees.

4.6 Evaluation - As part of the CEP process, the team will review pupil achievement data in doing the needs assessment and in evaluating the implementation of the plan. The team recognizes that test scores do not necessarily constitute the entire results required to evaluate success.

4.7 Limitations - The SLT may not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students or parents. The team may not make decisions in an area over which it has no authority or which would:

- Violate confidentiality rights of staff, parents or students
- Violate a collective bargaining agreement
- Violate any city, state or federal law or regulation or violate Department of Education or District policy
- Entail a commitment to any expenditure for which funds are not available
- Affect other schools or organizations which are not a party to the agreement

4.8 SLT members will bring to the SLT issues and concerns that are representative of the parent or student population. Care should be taken to not focus on individual child issues, but rather issues that are affecting the school community as a whole.

Members of the school community who are not team members may bring matters of concern regarding the CEP to SLT members. If appropriate and relevant, the item will be added to the next meeting's agenda. The SLT member will discuss the topic on behalf of the constituent. After this meeting, if the constituent feels their concerns have not been adequately addressed, they will either be directed to administration or they may request from the SLT chair to present at the following meeting for 3-5 minutes. A subcommittee may be formed to further explore the issue, as necessary.

4.9 All e-mails or other electronic communications between SLT members are considered confidential and for the eyes of SLT members only.

Article 5 – Team Meetings

5.1 Schedule of Meetings

- The minimum number of meetings during the school year shall be ten, scheduled at monthly intervals. Additional meetings will be scheduled as needed. Meetings will be scheduled at a time that is convenient for most members on the team. Members will be polled each year to determine the time most convenient for team meetings.
- Members who miss more than two consecutive meetings without good cause may be subject to removal from the team with the exception of mandatory members.
- Meetings are to be held at the school, unless extenuating circumstances prevent this. In the event that meetings must be held virtually the Principal or SLT Chairperson will circulate an online meeting platform link ahead of the meeting.
- Special meetings may be called by the SLT. When a special meeting is called, a notice shall be posted. Special meetings shall follow the guidelines for regularly scheduled meetings.

5.2 Notice of Team Meetings

The team will establish a yearly calendar that will be posted on the School Website, in the Main Office, and sent out in monthly parent bulletins. The calendar shall be distributed at the first meeting of the PTO each year. The chairperson will remind members of all meetings at least one week in advance, and will circulate a link for virtual meeting as needed.

5.3 Meeting Attendance

- Team members are expected to attend all meetings. The Chairperson must be contacted in advance of the meeting if a team member is unable to attend.
- The regularly scheduled team meetings will be open to the entire school community for observation. 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 a minimum of one week in advance of the meeting date. The Chairperson(s) will seek consensus among members to determine whether the requested topic falls under SLT jurisdiction or should be raised at a different venue. Non-members must attend as silent observers, but shall address any further concerns to SLT members after the adjournment of the meeting.

5.4 Quorum

The quorum of members needed to make decisions at team meetings shall be 1/2. This will require the presence of 1 administrator or designee, 2 staff members, and 3 parent members.

5.5 Order of Business

A draft agenda shall be distributed via email one week before the meeting, and any additions or revisions will be finalized prior to the meeting.

The agenda shall follow the format below:

- Review and Approval of Minutes (to be distributed prior to meeting)
- Budget (minimum of twice a year)
- CEP goals (as needed)
- Review of Old Business (20-30 minutes)
- Sub-committee Reports (10-15 minutes per committee)
- New Business (15 minutes, new business agenda items submitted to chairperson or co-chairperson)

5.6 Conduct of Meeting Attendees

Any attendee who behaves 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.

Article 6- 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 to be fair and unbiased.

6.1 Parent members are elected after the PTO officer elections. Elections usually happen in the spring, but may be postponed in extenuating circumstances. The parent member elections are conducted in the same manner as the PTO officer elections as described in the PTO bylaws.

Elections for parent member representatives must allow for a minimum of ten calendar days' notice.

6.2 In the event of a resignation, termination of eligibility, loss of team membership due to removal, or any other reason, 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.

Article 7- Removal of a Team Member

Team members who have 2 unexcused absences; 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.

7.1 The process for removing a team member(s) shall require that the team have a quorum of members present; that they reach consensus 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 8 - 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 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 member the team will table the issue for one meeting. The dissenting team member will prepare a brief statement of interest and present their views during the "old business" portion of the agenda. The entire team will then work toward consensus on the issue during the meeting. If deemed necessary, the SLT may also appoint or establish a subcommittee to do research or bring in someone with expertise on the topic under discussion. If consensus still cannot be reached, the team should contact the Parent Coordinator 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 Parent Coordinator for further assistance.

Article 9- Conflict Resolution

In the case of an impasse, the team will come to a consensus to seek assistance from the district leadership team, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

Team members may seek external assistance when he or she deems necessary. In such situations, the team will have access to a variety of supports, including the Parent Coordinator 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.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the SLT in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the team may adopt.

Article 10- Bylaws Review and Amendment

The bylaws should be distributed to the SLT at the start of the school year and posted online. They may be amended at any regular meeting of the team, provided notice of any proposed changes has been given at a previous meeting. The final draft must be posted online. Passage must be by consensus.

There shall be a formal review of the bylaws every two years.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

All proposed bylaws amendments must conform to Chancellor's Regulation A-655. These bylaws were amended on January 20, 2021 and are on file in the principal's office.