



School Leadership Team Bylaws for PS 29

Revised September 2021

Article I -- Mission Statement/Educational Vision

Mission Statement

At PS 29, our multicultural community thrives in a highly collaborative and supportive environment that embodies a commitment to continuous learning and innovative practice. Fueled by powerful connections among our children, families, and staff, PS 29 encourages student voice, cultivates intellectual curiosity and develops student voice and diverse perspectives, motivating children to take risks, respectfully challenge each other's thinking, and discover their own unique ability to make positive change in the world.

Article II -- Team Composition

Section 1. Membership

The total number of members shall be 12, representing the following constituencies:

1.1 Core members of the team shall be (effective September 2018):

- the Principal,
- The Assistant Principal
- United Federation of Teachers (UFT) Chapter Chairperson
- Parent-Teacher Association (PTA) President, Co-President or their designee
- 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:

- 5 elected parents
- 3 representatives of the teachers and staff
- All of the above parents and staff should have at least one year of sub-committee involvement or relevant experience.

Section 2. Organizational Structure:

- Co-Chairpersons (1 Staff, 1 Parent)
- Secretary

Section 3. Length of Term

All team members (with the exception of core members) shall be elected to serve one two-year term, 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 one term. If no other willing, eligible candidate is identified for a particular team constituent group, the member(s) may be elected for successive terms, if the member is still eligible. All efforts will be made to stagger membership such that no one team constituent group overturns in its entirety at one time.

Section 4. – Selection and the Role of Officers

The team will elect a chairperson (or co-chairs) and a secretary by consensus for a term of one year, until his/her successor is elected. Officers will be elected at the first meeting in September.

Chairperson/Chairpersons

4.1 The role of the Chairperson/Co-Chairperson shall be to:

- schedule meetings;
- set meeting agendas in collaboration with other team members;
- preside at all meetings;
- ensure that team meetings are effectively organized;
- focus the team on educational issues of importance to the school that meet the needs of all students;
- ensure that the voices of all team members are heard;
- introduce SLT Committee to school community each fall to ensure committee is made accessible and known to the community (e.g. photos & bios emailed school-wide);
- interface with the principal and other core members including the PTA President;
- facilitate discussion(s) during meetings;
- ensure that information is disseminated to all team members to guide their planning;
- ensure that members maintain their focus on educational issues;
- secure all records of the team;
- ensure committee communications are disseminated. Coordinate with PTA for distribution (PTA meeting, school wide email);
- coordinate team and sub-committee efforts and ensure that all committees are represented on the SLT;
 - assign SLT members as liaisons to each sub-committee;
 - connect with each sub-committee chair monthly to solicit any relevant information for SLT meeting;

- Meet with sub-committee chairs each fall and as needed to discuss goals of SLT, process, and mechanics of sub-committees.

4.2 The role of Recorder/Secretary shall be to:

- keep an accurate, written record (minutes) of all team meetings, including member attendance
- distribute minutes to all members and have available for the entire school community within one week of each meeting
- Working with the co-Chairs, prepare responses to correspondence addressed to the team.

Section 5 – Roles and Responsibilities of School Leadership 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) including goals and objectives, and to consult with the principal in developing a school-based budget and staffing plan aligned with the CEP (Chancellor's Regulation A-655);
- assisting in the evaluation and assessment of the school's educational programs and their effect on student achievement;
- facilitating communication among the various family- and teacher-led committees;
- coordinating with other school committees, such as the PTA Exec Board committee liaison, to ensure that all school-wide committees are working toward the same goals set forth in the CEP;
- working collaboratively with other team members by sharing their ideas and concerns of others;
- engaging in collaborative problem-solving and solution-seeking methods that will lead to consensus-based decisions that meet the needs of all students;
- working with the PTA to facilitate communication among children, families and staff, giving voice to both family concerns about curriculum and school activity, as well as clarification of school policies and goals;
- working with the PTA to centralize and disseminate information of potential interest to families and teachers of PS 29;
- engaging in conflict resolution processes when necessary;
- seeking assistance from the Regional SLT Coordinator in the event of an impasse;
- using The Chancellor's Plan for School Leadership Teams as a guide for implementing consensus-based decision-making;
- providing feedback on the committee events and PTA fundraisers to encourage maximum and diverse family involvement and inclusion;
- encouraging the collaboration of committees and committee events to welcome the widest range of families' interests, and to support inter-curricular learning, and

- reviewing, shaping and approving new ideas initiated by the family community for fundraisers, initiatives, enrichments, and community events.

5.2 In addition, team members have the responsibility to:

- attend all team meetings;
- identify concerns and issues to be discussed during SLT meetings;
- review minutes and give feedback;
- chair and/or serve on at least one of the designated sub-committees, such that all sub-committees are represented in the SLT and provide periodic reports to the Team (full list of sub-committees in section 5.5);
- communicate effectively with their constituent groups and appointed sub-committees;
- provide feedback on the committee events and PTA fundraisers to encourage maximum and diverse family involvement and inclusion;
- encourage the collaboration of committees and committee events to welcome the widest range of families' interest, and to support inter-curricular learning.

5.3 The constituent groups on the School Leadership Team shall select their representatives for the C-30 Level I Committee subject to the manner prescribed in Chancellor's Regulation C-30.

5.4 School Leadership Team must consult with the school's Parent Teacher Association regarding the school uniform policy before taking a vote (i.e., decision to opt out of the uniform requirement).

5.5 The Team shall designate sub-committees as it deems appropriate to accomplish its goals. At least one member of the Team shall sit as a member of the subcommittee and provide periodic reports to the Team. Each team member must serve on at least one subcommittee. The currently-active PS 29 SLT sub-committees are as follows:

Wellness

- Nutrition!
- Garden!
- Move It!
- Go Green!
- Mindfulness!

Grants

Learning Support

IDEA

Community Service

Education Action

Article III – Team Meetings

Section 1. – Schedule of Meetings

1.1 Team meetings will take place at least once per month during the school year. Additional meetings will be scheduled as needed either by the Chairperson or upon the request of the members of the team. All meetings shall be held on (what is often the third) Thursday of the month, at 5:00pm or a mutually agreed-upon time of the team, and when possible the same week as PTA 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.

Section 2. – Notice of Team Meetings

The team will post meeting dates on the school's monthly calendar and on the school website. The Chairperson or Secretary will remind members one week in advance of all meetings.

Section 3. – Meeting Attendance

3.1 The regularly-scheduled team meetings will be open to members of the school community. The school community shall consist of parents/guardians of children currently attending the school, teachers, staff and liaisons to the school (i.e. CEC representatives). 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 Secretary at least a week in advance of the scheduled meeting. Non-members should 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 in order for the topic to be put on the agenda. It is encouraged to include the PTA Presidents on the email request as to ensure that all school efforts are coordinated and maximized.

3.2 Team members are expected to attend all meetings. If team members are unable to attend the meeting, they should contact the Chairperson in advance of the meeting.

Section 4. – Quorum

A majority of SLT members, which must include representation from each constituent group (including alternates), shall constitute a quorum. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

Section 5. – Agenda

The Agenda for the next meeting will be determined by the Team at the end of each meeting. Additional items for the agenda may be submitted to the chairperson preferably one week prior to the meeting or brought to the table under special circumstances. The agenda shall include:

- Call to order
- Review and approval of previous meeting's minutes
- Principal's report
- Committee reports
- Discussion of unfinished business agenda items
- Discussion of new business agenda items
- Creation of agenda for next meeting
- Adjournment

Section 6. – Minutes

The minutes for each meeting will be taken by the Secretary and distributed to Team members. The minutes shall be retained and accessible and made available upon request. The Team is encouraged to share its deliberations with the school community. The PTA General Meeting agenda has a dedicated SLT placeholder and it is encouraged to utilize this vehicle

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/guardians 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. SLT elections for parent/guardian member representatives must allow for a minimum of ten calendar days notice. It is encouraged to hold these elections in June prior to the start of the new school year. This maximizes the number of productive committee meetings to occur.

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.

Article V – Removal of a Team Member

Team members who fail to attend 2 consecutive meetings; fail to attend a total of five 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 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 in this instance as a two-thirds 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, 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 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 appropriate district 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 district 15 Support personnel for further assistance.

Article VII – Conflict Resolution

In the case of an impasse, the team has the obligation to seek assistance from the regional support personnel, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

A team member 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 District Leadership Team. If after receiving assistance from the DLT or superintendent, the Team still cannot reach an agreement on the CEP, the principal will make the final determination.

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 and remains consistent with Chancellor's Regulation A-655.

These bylaws were amended in September 2021 and are on file in the principal's office.

Signed by:

Co-Chairs:		
_____		_____
Halee Hochman		Anna Janash
Secretary:		UFT Representative
_____		_____
Dionne Burnett and Kim Van Duzer		Emma Fitzpatrick
PTA President/Designee		

Kim Brooks		
Principal		

Rebecca Fagin		

Appendix A: PS 29's Current School, PTA & Committee Community Events & Fundraisers

PTA Meetings
PTA Exec Board Meetings
SLT Meetings
New Family Welcome Coffee
Back-to-School Hangout
Back-to-School Movie Night
Teacher Welcome Breakfast
School-wide Lice Checks
Adjusting to Pre-K/Kindergarten Workshop
Meditation
Family Book Club
Lunch Volunteering
Seminar Speakers (e.g., NYU NEST, Raising Race Conscious Children, Resilience in Girls, etc.)
Running Club
Curriculum Evening
Families as Learning Partners (throughout the year)
After School Committee
Committee Fair
Move It! Mornings
Harvest Week (in-school only)
Photo Day
Math Mornings (School)
Reading Morning (School)
Adult Basketball Fundraiser
Fall Book Fair
Fall Rummage & Recycling
Eat Pie & Shop
IDEA Family Forum
29 Cheers
Election Day Bake Sale
Parent/Teacher Conferences - Lunch/Dinner x4
Direct Appeal
School Tour
IDEA Family Game Night
Winter and Spring Band Shares
Arts Showcase
Parent Art Night

Appendix A: PS 29's Community Events & Fundraisers (cont'd)

Winter and Spring Chorus Shares
Winter and Spring Art Shares
Auction/Gala
Super Science Saturday
Community Arts Fundraiser
Spring Book Fair
Spring Rummage & Recycling
Spirit Week
Taste of 29 Family Potluck
Talent Show
Coffee & Conversations (School)
5th grade Science Fair
Block Party
4th grade trip
5th Grade activities
5th Grade Play
Summer Read-a-Thon

Appendix B: Process for new fundraisers, initiatives, and enrichments at PS 29

New ideas that initiate with families must cycle through, be shaped and approved by all of the following family and teacher leadership groups, not necessarily in this order:

- SLT
- Relevant committee
- PTA Executive Board

