Article II – Team Composition

Section 1 **Size of Team** - ***Must state a definitive number between 10 and 17.***

The total number of members shall be **insert your exact team size (#).** The team shall maintain an equal number of parent and staff members, **define equal parts (#)** from each constituency.

Section 3 **Members at Large - *Option to include Title I PAC Chair/DC37/CBO***

The remaining members of the team shall consist of:

* Number (#) elected parent members
* Number (#) elected Title I Chairperson/Alternate/Designee
* Number (#) elected CSA member
* Number (#) elected set aside incoming parent member
* Number (#) elected UFT/staff member(s)
* **(0)** elected DC 37 member(s)
* **(0)** Community-Based Organization member(s)

***Members must add up to 50/50 of staff and parent members and total the team size***

Section 4 **Election of Team Members – *Language to include if the team decides to incorporate the set aside members at large for a Title I parent, how they will be elected/selected. The term begins with the first parent vacancy.***

The Title I Parent Advisory Council (PAC) Chairperson is a remaining member at large and will be elected at the Title I Parent Advisory Council (PAC) Meeting in the spring. The Title I election will take place immediately following the spring Parent Teacher Association (PTA) and School Leadership Team (SLT) elections. The Title I Chairperson serves a **two (2)** year term. ***(Same term as in PAC Guidelines)***

In the event the Title I Chairperson is unable or unwilling to serve on the SLT, the Alternate will be offered the position. In the event the Alternate is unable or unwilling to serve on the SLT the position will be offered to an elected Title I Parent Advisory Council (PAC) member. In the event more than one Title I Parent Advisory Council (PAC) member is interested in serving on the SLT, there will be an election for the position.

Section 7 **Length of Term and Term Limits** – ***Establish what the length of the term shall be or no term limits.***

Team members, with the exception of mandatory members, student members and community-based organization members, are elected for **two (2)** year terms. However, all members must remain eligible to serve pursuant to Chancellor’s Regulation A-655 for the duration of their term.

Members may not serve more than **two (2)** consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

or

There are no term limits.

Section 9 **Remuneration and Recordkeeping*: Language to explain how remuneration is decided***

1. To be eligible to receive the annual remuneration of $300, School Leadership Team members must complete **30 hours of service** on the SLT **and attend a mandatory training session** on CEPs and budget, offered by the Office for Family and Community Engagement. Team members who attend training, but serve less than 30 hours may request remuneration on a pro-rata basis.
2. School Leadership Team members are responsible for ensuring that all records documenting the number of hours served are submitted to the Chairperson for processing.
3. Individual School Leadership Team members must choose whether to accept or waive the annual remuneration and donate the funds to be used for other school purposes. Team bylaws may not dictate any specific choice.
4. Attendance and minutes must be recorded at every meeting. Attendance includes; who is present, excused, unexcused and guest and how members are participating (in person or videoconferencing).
5. Minutes are documented on school letterhead with the word “draft” until they are adopted by the team. Include the start and ending time, if quorum has been met and who the document was prepared by.

Article III – Team Meetings

Section 1 Schedule of Meetings – ***Must state when meetings will be held including a start & end time***

***Establish the number of meetings missed for removal***

The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on the **first Day** of every month from : **pm** to **: pm**. Additional meetings will be scheduled by the Chairperson as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parent members on the team. Parent members will be polled each year to determine a convenient time for team meetings.

Members who miss **two** (2) meetings without rendering in writing or verbal a good and valid excuse will be subject to removal from the team.

Section 3 Meeting Attendance – ***Language to be included for videoconferencing “hybrid” meetings***

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

Due to the need of physical quorum being met, all members must attend meetings in person, unless such member is unable to be physically present at  due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

If a member is unable to be physically present at  and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the School Leadership Team Chairperson.

Except in the case of executive sessions conducted pursuant to POL § 105, the School Leadership Team shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, consensus making decisions and any other matter formally discussed. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

Section 4 Quorum (first and 2nd paragraph must match) – ***Establish what quorum consists of***

(50% plus one, 2/3 majority, etc.) of SLT members including representation from each constituent groupin personshall constitute a quorum and allow for members to participate by videoconferencing.

Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

If there is a quorum of (ex. 50% plus one, 2/3 majority, etc.) members participating at the School Leadership Team may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count towards a quorum of the school leadership team, but may participate in consensus making decisions.

Section 5 **Order of Business** – ***Topics of discussion to be included on monthly agenda***

* Call to Order
* Distribution and Approval of the Previous Meeting’s Minutes
* Comprehensive Education Plan (CEP)
* Budget alignment to the Comprehensive Education Plan (CEP)
* Title I Update
* Data/Progress Monitoring
* Committee Reports
* Discussion of Unfinished Business Agenda Items
* Discussion of New Business Agenda Items
* Creation of Agenda for the Next Meeting
* Questions and concerns
* Adjournment

Section 6 **STANDING COMMITTEES – *Sub-Committees that can be formed under the SLT***

1. At the first meeting of each year, the team will form sub-committees on which to serve. The team may form sub-committees during the year as deemed necessary. The Sub-committees may include, but not limited to:
2. Budget
3. Grant Writing
4. Parent Involvement – (ex. School Parent Compact (SPC), Parent Involvement Plan (PIP) Parent Engagement Strategies, etc.)
5. Core subjects (Math/ELA/STEM)
6. Special Education
7. ELL
8. Technology

Section 7 **Agendas** – ***Establish a time/procedure for members to add items to the agenda for discussion***

The Chairperson and Secretary will establish an agenda for each meeting. Anyone who wishes to add an item to the agenda must notify the Chairperson in writing at least **two (2)** days prior to the scheduled meeting.

Section 8 **Who may attend meetings and the role of visitors – *SLT meetings are subjected to the Open Meeting Law (OML) and are public meetings. Establish how media attends/a designated area/what means of photography are allowed.***

Members of the public and media are allowed to attend meetings as observers.

Only members that are recognized by the Chairperson are allowed to speak.

Media: only one camera will be allowed, no flash photography, no noisy equipment, and no close-up photos. Anyone using any equipment, must stay in the designated area.

Media and equipment cannot interrupt or interfere with the flow of the meeting.

Section 9 **When sensitive and private matters need to be discussed and minutes – *Language for Executive Sessions***

Executive Session may occur when matters of sensitivity of privacy needs to be discussed. When an Executive Session is invoked, the members of the SLT will leave and discuss those matters in another location. When the members are done discussing sensitive information, they will return to the 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 minutes).

Article IV – Removal of a School Leadership Team Member

Section 1 **Removal Process** – ***Establish the number of meetings missed for removal***

Team members who fail to attend **two (2)** meetings without rendering in writing a good and valid excuse, or fail to perform their roles and responsibilities as outlined in these bylaws, or behave in a manner that is disruptive and undermining to the work of the team will be removed by consensus of the remaining team members. The School Leadership Team must have a quorum of members present and reach unanimous agreement when deciding to remove a member. The member shall be provided a written notice of the Team’s 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

Section 2 **Filling a Vacancy** – ***language for members filling a vacancy to understand the term they complete***

When a 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. When the new member is elected, they will complete the remainder of the term.

Article V – Decision-Making – ***Establish the primary means of consensus-based decisions***

Section 1 **[Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus should be defined as reaching an agreement acceptable to all members.**  **The team should develop methods for engaging in a collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies. The agreed upon procedures should be summarized here.]**

(insert language)

Section 1 In the September meeting, the SLT will determine norms for the community discussion. Discussions will adhere to the norms. Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus should be defined as reaching an agreement acceptable to all members. The team should develop methods for engaging in collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies.

Section 2 **Making Informed Decisions About Educational or Budgetary Issues:**

The School Leadership Team shall 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

Section 3 **Process for Making Emergency Decisions**

An emergency meeting may be called to deal with a matter of importance that cannot be postponed until the next scheduled SLT meeting. The principal may call an emergency meeting with the core SLT mandatory members: Principal, UFT and the PTA President. The Principal/UFT/PTA President will come to an agreement on emergency issues.

**Documents that must be available at every SLT meeting:**

**CR A-655, SLT Bylaws, agenda, meeting minutes, CEP, SLT view of budget, attendance sheet**

Gray: FYI – Directions Green: Decide Yellow: Add Red: Remove