Bylaws of John Bowne P.S. 20Q: Revised September 2019

School **L**eadership **T**eam

1. The John Bowne P.S. 20 School Leadership Team (hereafter SLT) shall be the name of the Leadership Team. The SLT is responsible for the formulation of the School Comprehensive Education Plan and the supporting budget.

2. Our mission is to provide a safe, caring community for all children, to be responsive to the children's academic needs, and to encourage a feeling of self-worth so that children will be college and career ready. Our vision is that parents, teachers, administrators, staff and community people will use their skills and resources to facilitate our children achieving high academic standards and these goals.

3. Membership

3.1 The SLT shall consist of members representing the parents, staff and CBO (Community Based Organization) of P.S. 20.

3.2 The SLT shall consist of eight (8) parent members elected by the parents at an open Parent Teacher Association meeting in May of the year. The president, or one co president of the P.T.A. (as determined by the remaining PTA officers), are ex officio members of the SLT and shall be included in the eight parental members to the SLT. In order to form quorum, the three mandatory members (school principal, PTA President and Chapter Leader) or their designees must be part of the quorum

3.3 The staff component of the SLT shall consist of a number of members equal to the parent component. Four of these members will be elected by the UFT members during a UFT election meeting to be held in May. The UFT Chapter leader is a member of the SLT and shall be included in the five members elected by the UFT members.

3.4 The three remaining members of the SLT will be the educational leaders of the school, i.e. Principal and two Assistant Principals.

3.5 In the event that a member can no longer service on the SLT in the capacity for which he/she was designated, the constituency, which the person represents, will determine

a) Whether to fill the vacancy
b) When to hold a by-election of the constituent group.

3.6 **SLT members, with the exception of mandatory members and CBO are elected for one three year term.** Members may not serve for more than one consecutive term. If not enough eligible teacher candidates are identified to run for SLT, the currently serving members with the fewest number of years served may run for an additional term. Ex officio members will serve for the length of their term of office for their constituent group.

3.7 **Parents are elected for one two year term**. Parent members may not serve for more than two terms. If not enough eligible parent candidates are identified to run for SLT, the currently serving members with the fewest number of years served may run for an additional term.

3.8 The CBO representative will be recommended by the school principal and approved by a consensus of the other SLT members. There is no term limit for the CBO member. (Chancellor's Regulation A655)

3.9 If a member is absent three consecutive times, he/she will be asked to be removed and will then be given a chance to appeal and a vote will be taken, this does not include a medical/maternity leave, at

which point a designee will be nominated.

4. Meetings

4.1 Meetings will be held at John Bowne P.S. 20, 142-30 Barclay Avenue, Flushing, NY 11355, once a month.

4.1a The public may observe and listen to the deliberations and decisions of the SLT meetings.

4.1b The public, press and community are not allowed to vote, participate, or speak during the meeting.

4.1c If any attendees cause disruption and do not comply with the requests to refrain, they may be escorted from the meeting by school security.

4.1d The public, press and school community are allowed to recorded the SLT meetings through the use of photographs, webcast, and other audio and/or video means. And public who use cameras to take pictures must remain in the back of the room, if recording equipment is used, it must be silent as not to disrupt the meeting.

4.1e The public and the media will be given 72 hours notice of SLT meetings, date, time, location via email.

4.2 If by consensus the SLT determines that an alternate site or frequency of meetings is necessary or appropriate, 4.1 may be temporarily changed with ten days notice to all constituents.

4.3 All meetings will be open to all John Bowne constituent groups including observers such as parents, teachers, parent coordinator and CBO representatives as upon agreement of the team.

4.4 In the event of an emergency, the SLT may convene at its discretion, giving notice, where practical, to all constituents. A complete record of such meetings must be published at the SLT's earliest convenience.

4.5 The upcoming agenda shall be written and posted at the conclusion of each meeting. Persons wishing to place items on the agenda must do so through an SLT member. SLT members must submit agenda items ten school days prior to a meeting date.

4.6 The quorum of the SLT shall be a simple majority of the SLT members.

4.7 Attendance by all members is encouraged. Each member is obligated to fifteen hours per semester of SLT work. Attendance will be taken at each meeting using a sign in sheet.

4.8 Minutes

4.8a Minutes of each meeting will be kept by the elected SLT secretary.

4.8b The minutes will be posted on the school website and hard copies will be posted on the School Bulletin Board and PTA Bulletin Board.

4.8c **Minutes shall be made available within 2 weeks of the date of the SLT meeting (NOT within two weeks from the date of the vote to approve minutes). Minutes of the executive session, however, shall be made available within one week from the date of the executive session.**

4.9 All meetings will be conducted with reference to Robert's Rules of Order.

5. Organizational Structure

5.1 Chairperson

5.1a The SLT chairperson shall be selected by the SLT members annually at the first meeting in September for a term of one year.

5.1b The SLT chairperson or designee will be responsible for chairing all meetings, preparing the agenda, notifying members of the meeting time and acting as liaison between the SLT and the John Bowne School Community.

5.2 Secretary

5.2a The SLT secretary shall be selected by the SLT members annually at the first meeting in September for a term of one year.

5.2b The SLT secretary shall be responsible for keeping records of all meetings, seeing to the dissemination of meeting minutes after they are approved, correspond with other parties on behalf of the SLT and keeping the attendance of members at the SLT meeting.

5.3 Financial Officer

5.3a The financial officer shall be selected by the SLT members annually at the first meeting in September for a term of one year.

5.3b The financial officer will keep records of the SLT finances; prepare financial reports, prepare and submit purchase orders to the Principal for approval.

6. Subcommittees

6.1 Subcommittees may be formed at the discretion of the SLT.

6.2 The SLT may utilize the experience, expertise, and efforts of John Bowne Community members in forming these subcommittees.

6.3. There will be standing committees of the SLT which have served the John Bowne School Community:

6.3a School Professional Planning Subcommittee meets monthly discusses and recommends professional policy to the SLT, as needed.

6.3b Title 1 Parent Involvement Subcommittee develops and presents workshops for parents.

6.3c Inquiry Subcommittee consults on curriculum/instruction.

6.3d Respect for All Subcommittee advises and coordinates creative resolution and peer mediator programs for students.

6.3e Public Relations Subcommittee advises, enhances and coordinates communications within our community.

7. Decision Making

7.1 Decisions of the SLT will be made by consensus formation. Consensus is defined as reaching an agreement acceptable to all or most team members.

7.2 Filling a vacancy- 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.

7.3 Observers-Observers are welcome to sit in at an SLT meeting if agreed on by the consensus. They may discuss topics on the agenda.

8. Amendment Process

8.1 It is recognized that change is a constant; therefore, a means of updating and adapting these Bylaws is needed. 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 remain consistent with Chancellor's Regulation A-655.

8.2 Process

8.2a To amend the Bylaws, a quorum of 50% of the parents representatives and 50% of the staff representatives must be present at an open meeting.

8.2b The proposed amendment must be discussed and a consensus formed to amend the Bylaws.

9. Communications

9.1 All agendas, minutes, and proposed amendments will be posted for the school community

9.2 All policy matters will be disseminated to all parents by means of parental letters from the principal.

9.3 All agendas, minutes and decisions will be recorded and held by the SLT for inspection by school community members.

9.4 The minutes of the previous meeting will be read and accepted at the meeting immediately following.

10. Conflict Resolution

10.1 The School Leadership Team will seek assistance from the District Leadership Team (DLT) or appropriate superintendent when members cannot reach agreement on an issue. Where team members have difficulty obtaining information or wish to obtain assistance in resolving issues relating to consultation with the school principal, they may seek assistance from the DLT or superintendent. If after receiving assistance from the DLT, or superintendent, the Team still cannot reach agreement on the CEP, the superintendent will make the final determination.

10.2 If the DLT or superintendent is unable to resolve such issues to the satisfaction of team members, team members may send a written request for assistance to the designated OFEA engagement staff.

11. Executive Sessions

11.1 Upon majority vote of total SLT membership and pursuant to a motion generally identifying the subject(s) to be considered, SLT may go into executive session (move to a private room out of earshot of public and press) for the private discussion of the following matters:

a) Matters which will imperil public safety if disclosed (for example, the School Safety Plan).

b) Matters which may disclose identity of a law enforcement officer or informer.

c) Information related to a current or future investigation or prosecution of criminal offense (this includes SBI, SCI, OSI, OEO investigations).

d) Discussions pertaining to proposed, pending or current litigation (lawsuits and court cases pending before administrative agencies and courts of law).

e) Medical, financial, credit or employment history of a particular person or corporation.

f) Matters leading to the appointment, employment, promotion, demotion discipline, suspension, dismissal or removal of a particular person or corporation (for example, faculty disciplinary issues such as a 3020-a proceedings, discontinuance/denial of probation etc.).

g) Preparation, grading or administration of examinations (for example, Regents Exams, and any examinations at the school).

11.2 Majority Vote for Executive Sessions

a) If there is no majority vote to move to an executive session, then the topic should be tabled for discussion at the next meeting.

b) The SLT may invite a member of the school administration who is not a member of the SLT to attend an executive session if that person has knowledge of the subject matter to be discussed.