



Midtown West

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Midtown West School – PS 212 School Leadership Team Bylaws

Article 1 - Mission Statement/Educational Vision

The mission of Midtown West School is to provide a child-centered environment that will inspire and challenge all of our students to become independent thinkers, problem solvers and lifelong learners. Midtown West is dedicated to establishing a collaborative spirit among parents, faculty and staff to ensure that all children reach their academic goals.

Article II - Team Composition

Section 1 – Size of Team

The total number of members on the team shall be 12. The team shall maintain an equal number of parent and staff members, 6 from each constituency.

Section 2 – Mandatory Members

The three mandatory members of the SLT are the school's Principal, the Parent-Teacher Association President and the United Federation of Teachers (UFT) Chapter Leader. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead. In the case of PTA co-presidents, the remaining PTA officers shall determine which co-president will serve as the mandatory member of the SLT).

Section 3 - Remaining Team Members

The remaining members of the team shall consist of:

- 5 elected parent members
- 4 elected UFT members

Section 4 - Election of Team Members

All elections must be widely advertised, with reasonable advanced notice given. Elections must be open to all parents and must be held in accordance with the term limits set forth in these bylaws. Parent

member elections must be scheduled during the PTA officer elections each spring. Parents must be provided a minimum of ten calendar days prior notice to the election. The parent member elections are conducted in the same manner as the PTA officer elections as described in the PTA bylaws.

Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal shall be conducted within 30 days. Team members elected to fill vacancies shall be eligible to serve until the completion of that term.

Section 5 - Organizational Structure

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

Section 6 - Chairperson or Co-Chairpersons

Selection Method - The **Chairperson or Chairpersons** shall be selected by consensus of the team and shall serve for a period of **one** year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. This shall take place at the September meeting.

The Chairperson or Co-Chairpersons is responsible for:

- scheduling meetings
- coordinating the meeting agendas
- ensuring that team meetings are effectively organized
- presiding at all meetings
- ensuring that team members have the information necessary to guide their planning
- facilitating discussion(s) during meetings
- focusing the team on educational issues of importance to the school
- internal SLT communication and the calendar
- coordinating team and subcommittee efforts
- advising the team members on matters of Parliamentary procedure
- assisting 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
- ensuring that voices of all team members are heard

Section 7 - Secretary

Selection Method - The **Secretary** shall be selected by consensus of the team at the September Meeting and shall serve for a period of **one** year. The secretary will be responsible for sending SLT meeting notices and for keeping the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PTA. The school principal may designate an office staff member to assist the SLT secretary.

Section 8 - Financial Liaison and Timekeeper

Selection Method – Additional leadership roles will be filled by consensus of the team at the **September** meeting and shall serve for a period of **one** year.

Financial Liaison – The Financial Liaison shall assume responsibility for documenting member participation for the purpose of determining eligibility for the annual SLT remuneration.

Timekeeper – The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item.

Section 9 - Length of Term and Term Limits

Team members, with the exception of mandatory members, are elected for a term of two years, from July 1 through June. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

Members may serve two 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.

Section 10 - Responsibilities of School Leadership Team Members

Team members are responsible for:

- participating in the development and review of the annual school Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the ensuing school year. The school-based budget provides the fiscal parameters within which the SLT will develop the goals and objectives to meet the needs of students and the school's educational program.
- 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
- communicating effectively with their constituent groups and sharing the views of their constituencies with the team.

The SLT shall provide an annual assessment to the Community School Superintendent of the Principal's record of developing an effective shared decision making relationship with the SLT members during the year.

Section 10.1 – Additional Responsibilities

In addition, team members have these added responsibilities:

- to attend all team meetings
- to arrive and leave on time
- to engage in no side conversations
- to understand that meetings are confidential and that comments made within the meetings are not to be repeated outside the meetings
- to identify concerns and issues to be discussed during SLT meetings
- to review minutes and give feedback
- to communicate with the entire school community
- to chair and/or serve on team committees

When forming committees the team shall reach out to the school community for volunteers. Each committee must include at least one member of the SLT. All recommendations of committees are subject to the approval of the leadership team.

Section 10.2 - 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.

Section 10.3 - 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 SLT is not responsible for hiring and/or firing school staff.

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

Article III – Team Meetings

Section 1 - Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. Additional meetings will be scheduled by the Chairperson or Co-Chairpersons 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 more than **two** consecutive meetings without good cause and valid excuse may be subject to removal from the team.

Meetings are to be held at the school, unless extenuating circumstances prevent this.

Section 2 - Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted on the general PTA/school bulletin board, the school website and be made available at the beginning of each school year. The calendar shall be available for the first PTA meeting each school year. The Chairperson or Co-Chairpersons will send written meeting reminders to members one week prior to all meetings by backpack or email.

Section 3 - Meeting Attendance

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

All non-member visitors attending SLT meetings shall be observers only and will not be permitted to speak during the meetings.

All non-member visitors attending SLT meetings should sit around the periphery of the team member group. Any cameras should be outside the circle so as not to interfere with the meeting.

Section 4 – Quorum

The quorum of members needed to make decisions at team meetings shall be 8 members. This will require the presence of 3 core members or their designees and 2 staff members and 3 parent members. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

Section 5 - Order of Business

- Call to Order
- Reading and Approval of the Previous Meeting's Minutes
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

Section 6 – Minutes of Meetings

Minutes will be taken at all SLT meetings and posted on the general PTA/school bulletin board and the school website within two weeks after the meeting is held.

Article IV – Removal of a School Leadership Team Member

Section 1 - Removal Process

Team members who fail to attend two consecutive meetings without good cause and valid excuse, and/or fail to perform their roles and responsibilities as outlined in these bylaws, and/or behave in a manner that is disruptive and undermining to the work of the School Leadership Team may be removed by consensus of the remaining 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.

Article V – Decision-Making

Section 1 - Consensus-based decision-making

Consensus-based decision making, defined as reaching an agreement acceptable to all of the team members will be the team's primary decision-making tool. 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.

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 deemed necessary, the SLT may also appoint or establish a committee 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 appropriate Family Leadership 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 Family Leadership Coordinator for further assistance.

Article VI – Conflict Resolution

Section 1 - Assistance from the Superintendent or District Leadership Team (DLT)

The School Leadership Team will seek assistance from the appropriate superintendent or DLT when members cannot reach agreement on an issue after every effort has been made to resolve the issue

internally. 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 superintendent or DLT. If after receiving assistance from the Superintendent or DLT, the Team still cannot reach agreement on the CEP, the Superintendent will make the final determination.

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.

Article VII – Bylaws Review and Amendment

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes has 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 remain consistent with Chancellor's Regulation A-655.

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

These bylaws were amended on 1 / 10 / 17 and are on file in the principal's office.

Kathleen Loua
Principal's Signature
Kathleen Loua

Peter Chernin
PTA President's Signature
Peter Chernin

Jenny Virgopia
UFT Chapter Chair's Signature
Jenny Virgopia