BROOKLYN SCHOOL OF INQUIRY SCHOOL LEADERSHIP TEAM BYLAWS

I. NAME:

This committee shall be known as the School Leadership Team of PS/IS 686.

II. MISSION STATEMENT:

Brooklyn School of Inquiry provides exemplary, differentiated programs targeted to the unique needs of gifted learners. Programs are designed to foster self-directed lifelong learning by encouraging exploration, inquiry, in-depth study, and reflective thinking. Principles of the curriculum include content-related, broad-based issues and themes or problems integrated across multiple disciplines. We will develop high-level thinking skills in students who will be recognized for their ability to think abstractly and critically with an eye toward global awareness.

The role of the School Leadership Team is to act as a vital instrument in supporting our goals and to serve as a catalyst for families, staff and community members to share concerns and achievements. The School Leadership Team is responsible for developing and reviewing the Comprehensive Education Plan (CEP) and for ensuring that the budget and resources are aligned with CEP goals.

III. MEMBERSHIP:

A. Team Composition

1. The School Leadership Team will be comprised of the Principal, Assistant Principal, Parent Association co-president, UFT Chapter Leader, (core members) with the addition of teaching staff (4) and parent representatives (5) for a total of 13 members using the following guidelines:
   a. Four (4) representatives from the teaching staff (whenever possible, one (1) from lower elementary K-2, one (1) from upper elementary, 3-5, one (1) from Middle School, 6-8). (Amended June 20, 2019)
   b. Five (5) parent representatives (whenever possible, parent members of the SLT shall be distributed across elementary grades (at least 2) and middle school grades (at least 2). (Amended June 20, 2019)
   c. Only one (1) PA co-president may have a permanent seat on the team. If both co-presidents wish to hold a permanent seat, one must run in an election along with the general PA population. However, in the event that one co-president is unable to attend a meeting, the other co-president
may substitute in her/his absence. In addition, at least 1 student representative may be included. (Amended November 2018).

B. Election of Team Members

1. Parent members are to be voted in by their respective constituents at elections to be held in May. At the end of the term of service, a parent member vacancy will be advertised to the school community through newsletter, PTO meetings, postings on designated bulletin boards and school wide distribution. Parents that have served on the Team may submit their names for re-election.

2. Teaching staff members are elected by all teachers in the school and the DC-37 members (school-aides). At the end of the term of service, the teaching staff vacancy will be advertised to all teaching staff. Teaching staff that have served on the Team may submit their names for re-election.

C. Length of Term

1. Each parent member will be elected for a two-year term.
2. Each teaching staff member will be elected for a two-year term.
3. The core Team members (principal, assistant principal, UFT Chapter Leader and the PTO president) are not subject to term limits and shall remain on the Team.

D. Consultations

When deemed necessary, an additional member from a group directly affected by the issue in question shall be invited for consultative purposes. This person will not have decision-making privileges.

IV. DUTIES AND RESPONSIBILITIES OF SCHOOL LEADERSHIP TEAM

DUTIES OF TEAM MEMBERS:

A. Team members should attend all regular meetings. If a Team member has three (3) absences without notification within one year, that member may be required to resign. If a Team member has repeated absences, the Team may, by a consensus decision, require that the Team member resign.

B. Team members must work collaboratively 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;
and communicating effectively with their constituent groups and sharing the views of their constituencies with the Team.

C. Team members should attempt to reach consensus on all matters put before the Team. Consensus shall be defined as, “I may not totally agree, but I can live with the decision.”

D. Team members should report findings or recommendations to each group of constituents upon completion of a task. Parents and staff members will be kept informed of the Team decisions through newsletters, meetings and posted notices.

E. Team members should select different roles on the team. Roles will be determined through volunteering and consensus.

F. Team members will select a chairperson or co-chairpersons. The chairperson or co-chairpersons will be selected at the first meeting of the year by consensus and shall serve a one-year term.

G. Team members will select a recorder or co-recorders. The recorder or co-recorders will be selected at the first meeting of the year by consensus and shall serve a one-year term.

H. In the event of a Principal or Assistant Principal vacancy, the Team will follow the procedures described in Chancellor’s Regulation C-30. As part of the C-30 process, constituent groups on the Team will select representatives for the Level I Committee to assist with the review and selection of a new Principal or Assistant Principal.

I. Each spring (March and April) the SLT will collaborate to review school policies and guidelines pertaining to “non-captive lunch.” On an annual basis, the SLT will submit a plan to the District 20 Superintendent’s office no later than the end of April, for approval of the program for the following year. In turn, the SLT will request timely feedback and approval of the plan from the District 20 Office.

DUTIES OF THE CHAIRPERSON:

A. To ensure that: Team meetings are effectively organized, the Team stays focused on educational issues, Team members have the necessary information to guide their planning, and the voices of all Team members are heard.

B. To prepare the agenda and post it one week before the next Team meeting.
DUTIES OF THE RECORDER:

A. To record the minutes of each meeting.

B. To have the minutes available for review by the Team within one week after each meeting.

C. Ensure minutes are electronically posted on the PTO website, after approval, within two weeks of the meeting. (Amended November 2018)

D. To record and maintain attendance records.

V. MEETINGS:

A. The Team will meet once a month from September through June, holding a minimum of 10 meetings per academic year. The Team may schedule additional meetings as necessary. If possible, meetings should take place in the days leading up to, or on the day of, the PTO general meeting.

B. Quorum – at least 50% of each constituency shall be needed to hold a meeting.

C. All SLT meetings are open meetings and subject to New York State Open Meetings Law. Anyone wishing to request time to speak on the agenda must contact the Chairperson in writing through the School Leadership Team email slptto@bsi686.org at least Seventy-two (72) hours (excluding holidays) before the scheduled meeting.
   a. SLT requires 24 hours to review the request and reserves the right to refuse the request to speak or table the request for a future meeting.
      i. Priority is given to parents, staff, or students in the BSI community
   b. Approved speakers will be allowed to make a 2 minute statement
   c. SLT members may ask follow up questions beyond the two minutes once the speaker has made the statement (Amended November 2018)

D. If any attendees cause disruption and do not comply with requests to refrain, they may be escorted from the meeting by school security. (Added November 2018)

E. Members of the public or press may record the meeting (by photograph, audio, video, or digital means). Recording devices or still cameras must remain in the back corner of the meeting space and not closer than 10 feet to the meeting area. Recording devices must be silent, so as to not disrupt the meeting. (Added November 2018)

F. Items presented to the Team for approval/consensus should be made available to each member of the Team twenty-four (24) hours prior to the meeting at which items are to be considered for approval/consensus.

G. A special SLT meeting may be called for an issue requiring immediate discussion and potential action by the team. In the event of special meeting, the principal and/or SLT co-chairs shall notify all team members of any changes to scheduled meetings in an expeditious manner. All team members will be given the opportunity to
participate in special meetings. Special meetings will follow the provisions of this paragraph for establishing a quorum.

H. The Order of Business for Team meetings shall be as follows:

1. Call to order.
2. Distribute final copy of minutes.
3. Old or unfinished business
4. New business
5. Setting date, time and preliminary agenda for next meeting.
6. Adjournment.

VI. STANDING SUBCOMMITTEES:

A. The team shall designate subcommittees as it deems appropriate to accomplish its goals. At least one member of the SLT shall sit as a member of the subcommittee and provide periodic reports to the SLT.

B. Any BSI community member who perceives a need for a SLT subcommittee must apply for approval of the subcommittee

   a. Applicant will complete a form (Linked here) to submit a request to create a subcommittee in writing.
   b. Committee Chairperson or designee will respond with request received message through e-mail and include the date of the next SLT meeting to the applicant.
   c. Request will be added to the agenda of the next SLT meeting
   d. Decision regarding the request will be noted in SLT meeting minutes
   e. Follow-up e-mail approving or denying the request will be sent to the original applicant, and name of SLT committee member who will be sitting member of the subcommittee will be named (Added, November 2018)

VII. REMOVAL OF A TEAM MEMBER

Team members who fail to perform their roles as outlined in these bylaws, or who behave in a manner that is disruptive and undermining to the work of the Team, may be removed by consensus of the remaining Team members. The Team must have a quorum of members present and reach a 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 note 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.
VIII. FILLING A VACANCY

In the event of a resignation, termination of eligibility or loss of a Team member due to removal, the vacancy will be advertised to the appropriate constituent group and an election will be held in accordance with these bylaws. Every effort should be made to initiate this process prior to the next scheduled PTO meeting. Team members elected to fill vacancies will serve until the completion of that term.

IX. RESOLUTION OF DISPUTES:

The process whereby disputes presented by participating parties will be resolved is by consensus. The definition of consensus means that although some members may disagree with the decision, it is a decision that they can live with. Every attempt should be made to reach a decision through problem solving and solution seeking. In the event of an impasse, Chancellor’s Regulation A-655 will be implemented, including seeking help from regional offices. The principal has the responsibility for the final decision.

IX. BYLAWS REVIEW AND AMENDMENT:

A. Bylaws will be reviewed every two years. (Current Version November 28, 2018)

B. Any need for changes to the bylaws is to be addressed to the Team in writing. The procedure for the amendment process will follow as any other issue before the Team and must be agreed upon by consensus.

X. REMUNERATION

To be eligible to receive the annual remuneration of $300, Team members must complete 30 hours of service on the Team and attend a training session offered by the District Leadership Team or the Central Office. Team members who serve less than 30 hours may request remuneration on a pro-rata basis.

Team members are responsible for ensuring that all records documenting the number of hours served are submitted to the chairperson for processing.

Individual 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.

These bylaws were amended on November 28, 2018, and are on file in the principal's office.