



East Williamsburg Scholars Academy

850 Grand Street, Brooklyn NY 11211

Tel: 718-387-2800, Fax: 718-387-3281

Rosemary Vega, Principal



Bylaws of the School Leadership Team for *East Williamsburg Scholars Academy*

Article I – School Leadership Team Mission Statement/Educational Vision

The mission of the School Leadership Team of East Williamsburg Scholar's Academy is to provide a child entered environment that will inspire and challenge all of our students to become independent thinkers, problem solvers and life long learners and to work as a collaborative unit of parents, teachers, administrators students and other staff members to ensure that all children reach their academic goals.

Article II – Team Composition

Section 1 - Membership

The total number of members shall be **13 members**. The team shall maintain an equal number of parent and staff members, **4** from each constituency.

1.1 Core members of the team shall be the Principal, United Federation of Teachers (UFT) Chapter Chairperson and the Parent Association (PA) President or their designees. 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. **(The designation process does not require an election, however the selection of the designee must be approved by the constituent group).**

1.2 The remaining 5 members shall consist of 1 elected DC37 member, 1 CBO representative, and 3 students and will be structured in a way so that equal exceeds by one the number of staff members on the team.

The remaining team shall be:

- 1 Elected DC37 member(s)
- 1 Teacher (s)
- 1 CBO representative

1.3 Three students will serve on team one. They will be selected by the appropriate student body and shall serve for a period of 1 year(s). Student team members will not be counted in the parent to school staff ratio, but will be included in the total team member count.

1.4 Community based organizations may petition for membership on the team. The team may, by consensus, choose to create a seat or seats on the team for these organizations. Team members representing these organizations will not be counted in the parent to school staff ratio, but will be counted in the total team member count.

Section 2 - Mandatory Members

The only three mandatory members of the SLT are the school's principal, the Parent Association/Parent-Teacher Association (PA/PTA) 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.



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- Principal – Rosemary Vega
- PTA President – Tammy Staib
- UFT Chapter Leader – Meridith Baranja

The remaining members of the team shall consist of:

- 3 elected parent members
- 1 elected UFT member(s)
- 1 elected DC 37 member(s)
- 3 students
- 1 CBO representative
- 1 teacher

Section 3 - Selection and the Role of Chairperson/Co-Chairpersons

- 3.1 The chairperson shall be elected by consensus of the team and shall serve for a period of two years. If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairperson and their term of office will be the same.
- 3.2 The role of the Chairperson shall be to schedule meetings and ensure that team meetings are effectively organized; preside at all meetings; facilitate discussion during meetings, prepare meeting agendas; team decides the agenda, not chair coordinate team and subcommittee efforts; ensure that information is disseminated to all team members to guide their planning; to ensure that members maintain their focus on educational issues; secure all records of the team.

Section 4 – Selection and Roles of Additional Organization Structure Member

- 4.1 Additional organization Structure members shall be elected by consensus of the team and shall serve for a period of one year. They are Recorder, Facilitator and the Financial Liaison.
- 4.2 Recorder shall keep an accurate, written record (minutes) of all team meetings; including member attendance; will distribute minutes to all members; prepare responses to correspondence addressed to the team; and assist with the preparation of meeting agendas.
- 4.3 Facilitator shall advise the Chairperson and/or other team members on matters of Parliamentary procedures. The Facilitator shall also assist 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.
- 4.4 The Financial Liaison shall assume responsibility for the financial affairs of the team. He or she shall be responsible for maintaining on file attendance records for verification of member participation. The Financial Liaison shall assist with the development of the plan for reimbursement and compensation that is perceived to be fair and equitable by all team members.

Section 5 – Role and Responsibilities of 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); to work collaboratively with other team members by sharing their ideas and concerns and listening to the ideas and concerns others; engaging in collaborative problem-solving and solution-seeking that will lead to consensus-based that meet



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the needs of all students; sharing the views of their constituencies with the team; engaging in conflict processes when necessary.

- 5.2 In addition, team members have these added responsibilities; to attend all team meetings; to identify concerns and issues to be discussed during SLT meetings; to review minutes and give feedback; serve on team committees; and to communicate with the entire school community.

Article III – Team Meetings

Section 1 - Schedule of Meetings

- 1.1 The minimum number of monthly meetings shall be one. All meetings shall be held once a month. Additional meetings will be scheduled as needed. Meetings will be scheduled at a time that will take into consideration the availability of all team members, however, in accordance with Chancellor's Regulation A-655, all team meetings must be scheduled at a time that is most convenient for parent members on the team.
- 1.2 The allowable number of meetings that can be missed will be before removal procedure to considered by the team.

Section 2 - Notice of Team Meetings

The Chairperson will notify members one week in advance by telephone or by written notice of all meetings. In addition, the team will establish a yearly calendar which shall be posted in the general office, front security desk and in the guidance office. The calendar shall also be distributed at the first meeting of the parent association each year.

Section 3 – Meeting Attendance

- 3.1 The regularly scheduled team meeting will be open to the entire school community. Members of the school community who are not team members may request speaking time at meetings to discuss specific topics.
- 3.2 Team members are expected to attend all meetings. If team members are unable to attend the meeting, they should make every effort to contact the Chairperson in advance of the meeting.

Section 4 - Quorum

The required quorum for all team meetings shall be $\frac{1}{2} + 1$. This will require the presence of 3 staff members and 3 parent members and 1 student.

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



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- Creation of Agenda for the Next Meeting
- Adjournment

Article IV – Removal of a School Leadership Team Member

Section 1 - Removal Process

Team members who fail to attend **3** consecutive meetings totaling 30 hours, 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

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.

Article V – Decision-Making

The team will develop methods for engaging a 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 to all of the team members.

In 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 members 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.

In the event that the team cannot reach consensus, the Chairperson will table the discussion on the topic. The Chairperson will form a sub-committee to gather additional information and continue to dialog with various constituents. After this process, the topic will be placed on the meeting agenda for team discussion and the consensus based decision. If consensus still cannot be reached, the core team members will bring the impasse to the attention of the appropriate Superintendent for further assistance. All members are equal. Core members are no more important than other members so they should not make the decision, nor should the principal. The principal is a regular team member with no special privileges or powers. If there is a problem, let them call the region or central.



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In the event that consultation with the entire team is not possible (for example, when the school has only a day or two to respond to an emergency budget request) the core team will make the decision.

In cases where an urgent or time-sensitive decision must be made and the entire team cannot be consulted or reach consensus and/or the core team cannot be consulted and/or reach consensus, the Principal will make the decision.

Article VI – Conflict Resolution

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

The School Leadership Team will seek assistance from the 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 principal will make the final determination.

Section 2 - Assistance from the Office for Family Engagement and Advocacy (OFEA)

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.

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.

These bylaws were amended on **September 27, 2021** and are on file in the principal's office.

Rosemary Vega, Principal
Principal Name

Principal Signature

Tammy Staib
PA/PTA President Name

Tammy Staib
PA/PTA President Signature



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Meritidth Baranja

UFT Chapter Leader Name

UFT Chapter Leader Signature