Bylaws of the School Leadership Team of Public School 3

Adopted on May 17, 2022

Article I – School Leadership Team Mission Statement

OUR CORE VALUES:
INDEPENDENCE – EVERY CHILD COUNTS

PS3's curriculum is built on high academic standards while taking into account the learning styles of our students.

CREATIVE EXPLORATION THROUGH ACADEMICS AND THE ARTS

PS3's integrated arts curriculum fosters creative thinking, scientific curiosity and a love of learning.

COMMUNITY MATTERS

We demonstrate democracy in action: parents, teachers, administration and the community at large collaborate to translate the values of the school into real world practice.

The following mission statement, which is posted on our school website ps3nyc.org, was written collaboratively by parents and teachers. It gives a good overview of our school.

Mission Statement

Children at P.S. 3 - Independence

P.S. 3 provides children with a vibrant learning environment that nurtures their intellectual, social, physical and emotional growth. Children learn through hands-on involvement with subjects and materials that are connected to the world around them. Teachers and staff members at P.S. 3 actively encourage children to take initiative, be resourceful, and show independence and discernment in their classroom work. At P.S. 3, children collaborate and communicate with fellow students of all ages. Our mission at P.S. 3 is to encourage all children to become confident self-motivated lifelong learners, and inspire them to become compassionate human beings.

Teaching and Learning - Innovation
At P.S. 3, the integrated arts curriculum teaches children to examine their world from a broader perspective, deepening their academic curiosity and love of learning. The attention to STEM and Social Studies as a domain integrated with literacy stimulates engagement and challenges all

learners. Teachers meet regularly to exchange ideas on the best learning tools, practices, and impact on student learning. By maintaining a responsive educational model, teachers are able to provide instruction and support that corresponds to students' individual needs. The teachers at P.S. 3 place a high value on academic standards and risk taking, while honoring the diverse approaches, backgrounds, and contexts that students require to learn and grow successfully.

Community

The concept of community is paramount to PS3's identity. We focus on our relationships with each other, the surrounding neighborhood, our city, and the world at large. Bias free learning and a respect for others is the foundation for meaningful education. Empathy and understanding for a range of experiences is embedded in curriculum and honored as lived experiences. We utilize concepts "big and small" to develop empathy and respect, while nurturing individual curiosity and driving a passion for learning inside and outside of school. Finally, children at PS3 develop the capacity to embrace a greater understanding of the world, to celebrate difference, and to strive to be of service to local and global communities.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be a minimum of ten and a maximum of sixteen. The team shall maintain an equal number of parent and staff members, eight from each constituency.

Section 2 Mandatory Members

The three mandatory members of the SLT are the school's Principal, a Parent Teacher Association (PTA) President or one of the Co-Presidents 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. The SLT shall consist of a minimum of 10 and a maximum of 16 members.

Section 3 Members at Large

The remaining members of the team shall consist of:

maximum of six elected UFT members

maximum of seven elected parent members

Section 4 Election of Team Members

Parent and staff SLT members must be elected by their own constituent group in a fair and unbiased manner determined by each constituent group.
All elections must be advertised widely, with reasonable advance notice given. Elections must be open to all members of the constituent group and must be held in accordance with the term limits set forth in these bylaws.

Parent member elections must be scheduled after PTA elections are held each spring. Parents must be provided a minimum of ten calendar days written notice prior to the election.

Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal pursuant to Article IV will be conducted by the appropriate constituent group prior to the next scheduled team meeting. Team members elected to fill vacancies shall be eligible to serve until the completion of that term.

Section 5 Chairperson or Co-Chairpersons

The Chairperson or Co-Chairpersons shall be selected by consensus of the team and shall serve for a period of one year. This shall take place at the September meeting. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The Chairperson or Co-Chairpersons is/are responsible for scheduling meetings, ensuring that team members have the information necessary to guide their planning, and focusing the team on educational issues of importance to the school. The Chairperson or Co-Chairpersons ensures that voices of all team members are heard. The Chairperson or Co-Chairpersons will finalize the agenda and will send meeting reminders one week prior to all meetings.

Section 6 Secretary or Co-Secretaries

The Secretary or Co-Secretaries shall be selected by consensus of the team and shall serve for a period of one year. This shall take place at the September meeting. The Secretary or Co-Secretaries will be responsible for posting 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.

Section 7 Length of Term and Term Limits

Team members, with the exception of mandatory members, are elected for two year terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

Each member can run for two consecutive terms.

Section 8 Responsibilities of School Leadership Team Members

Team members are responsible for developing an 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.

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

The SLT will coordinate with the PTA to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

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.

Team members must communicate effectively with their constituent groups, and share the views of their constituencies with the team.

Article III – Team Meetings

Section 1 **Schedule of Meetings**

The SLT 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 three consecutive meetings without rendering in writing a good and valid excuse may be subject to removal from the team.

Section 2 **Notice of Team Meetings**

Notice of the date, time, and place of SLT meetings must be given to both the public and the media. The SLT will establish a yearly calendar which shall be posted in the school office and on the school website. The Chairperson or Co-Chairpersons will send a meeting reminder to SLT members prior to each meeting by email.

Section 3 **Meeting Attendance**

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

Section 4 **Guidelines for Non-Member Attendance**

Non-member attendees are allowed to observe but not participate in SLT meetings.

Non-member attendees must sit in a designated non-member attendee section.

If any non-member attendee causes disruption and does not comply with requests to refrain, they may be escorted from the meeting by school security.

Non-member attendees are allowed to record the SLT meetings through the use of photographs, webcast, and other audio and/or video means in adherence to the following guidelines:

• Request that non-member attendees identify they are recording and method thereof (audio or video) to the school leadership members prior to recording.

• No flash from cameras

• No equipment that makes noise

• No close-up photos

Section 5 **Quorum**

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

Section 6 **Executive Session**

Upon majority vote of total SLT membership and pursuant to a motion generally identifying the subjects to be considered, SLT may go into Executive Session for private discussion. If there is no majority vote to move to an Executive Session, then the topic should be tabled for discussion at the next meeting.

Section 7 **Order of Business**

- Call to Order
- Approval of the Minutes
- Sub-Committee(s) Reports
- Old Business Agenda Items
- New Business Agenda Items
- Adjournment

Section 7 **Minutes**

Minutes must be taken at all SLT meetings. Written minutes should include all motions, votes, proposals, topics discussed, and matters agreed upon by consensus. When the SLT moves in to Executive Session, minutes should consist of a summary of topics discussed and matters agreed upon by consensus. Draft minutes shall be made available within two weeks from the SLT meeting. Draft minutes of the Executive Session shall be made available within one week from the SLT meeting. Draft minutes shall be marked “Draft” until finalized.

Article IV – Removal of a School Leadership Team Member

Section 1 Removal Process

Team members who fail to attend three consecutive meetings, 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 SLT will be removed by consensus of the remaining team members. The SLT 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 SLT'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

Section 1 Consensus-based decision-making must be the primary means of making SLT 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.

Article VI – Conflict Resolution

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

The SLT 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 Superintendent will make the final determination.

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 approved on May 17, 2022 and are on file in the Principal's office.

Principal	PTA Co-President	UFT Chapter Leader