



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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DISTRICT 22

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Bylaws of the District Leadership Team of **District 22**

Adopted 11/24/25

Article I – District Leadership Team Mission Statement

In partnership with students, staff, families and the greater community, District 22 is committed to providing all students including English language learners and students with disabilities, with cognitively engaging and supportive opportunities that prepare them for the progression of learning and post-secondary readiness as required by New York State Learning Standards. With a unified set of high expectations, our students will become self-directed learners and critical thinkers who are inspired to excel, reach their full potential, and lead academically, socially and personally fulfilling lives.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be **10**

Section 2 Mandatory Members

The mandatory members of the DLT are:

- Community superintendent (or designee)
- High school superintendent(s) responsible for high schools that are geographically located within the district (or designee(s))
- CSA representative (or designee)
- UFT representative (or designee)
- DC 37 representative (or designee)
- President of the district's Presidents' Council (or designee)
- President of the borough high school Presidents' Council (or designee)
- Chairperson of the Title I District Parent Advisory Council (or designee)

Section 3 Members at Large

- CEC President (or designee)
- CCHS Member of the Citywide Council on High Schools whose child attends a high school geographically located within the district also may be included on the DLT

Section 4 Citywide High School Subcommittee

A citywide subcommittee of high school representatives will be formed to ensure that the needs and special issues impacting high schools and their students are fully represented in DLT discussions. The high school subcommittee will meet monthly. The results of the meetings will be reported by a member of the subcommittee (who will serve as a liaison) at monthly DLT meetings as a standing agenda item. The DLT will continue to include any high school constituency representatives and will discuss the issues raised by the subcommittee liaisons as part of the district's overall K-12 strategic planning and problem solving.

Section 5 Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for a period of 1 year. If the team opts to elect Co-Chairpersons, they will share the role of Chairperson as outlined in these bylaws. The election shall take place at the September meeting.

Role - The Chairperson is 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 ensures that voices of all team members are heard.

Section 6 Additional Leadership Roles

Secretary – The secretary will be responsible for sending DLT meeting notices and for keeping the minutes of DLT meetings. Such minutes must be maintained at the district office. The superintendent may designate an office staff member to assist the SLT secretary.

Facilitator – The Facilitator shall advise the Chairperson and other team members on matters of Parliamentary Procedure.

Selection Method – Additional leadership roles will be filled by consensus of the team at the September meeting and shall serve for a period of 1 year.

Section 7 Responsibilities

The District Leadership Team will develop the District Comprehensive Educational Plan (DCEP), which includes annual goals and objectives that are aligned with the district's and the Chancellor's goals, and incorporates the following six categories of the district 100.11 plan:

1. the educational issues that will be subject to shared planning at the building level;
2. the manner and extent of the expected involvement of all parties on the SLT;
3. the means and standards by which all parties shall evaluate improvement in student achievement;
4. the means by which all parties will be held accountable for the decisions which they share in making;
5. the process for dispute resolution in the SLTs; and
6. the manner in which state and federal requirements for the involvement of parents in planning and decision making will be met.

The DLT will provide support, guidance, technical assistance, and conflict resolution to the SLTs in the district.

The DLT will conduct a biennial review of the district's 100.11 plan to evaluate the effectiveness of shared decision making in the district and will complete the Biennial

Review Form (Attachment No. 1 of Chancellor's Regulation A-655) and submit it to the Office for Family Engagement and Advocacy by January 15th of each even-numbered year.

Article III – Team Meetings

Section 1 Schedule of Meetings

The District Leadership Team shall meet at least once a month during the school year. All meetings shall be held on the last Monday of each month at 10:15 AM or a mutually agreed upon schedule. Any changes made to schedule, members will be notified by email. Additional meetings can be scheduled by the Chairperson 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. Meetings are held remote, in person as needed.

Section 2 Notice of Team Meetings

The District Leadership Team will establish a yearly calendar which shall be posted in the district office at the beginning of each school year. The calendar shall be distributed at the first meeting of the Presidents' Council each school year. The Secretary will send a meeting notice via email and an email reminder at least one week prior to all meetings

Section 3 Meeting Attendance

District Leadership Team members are expected to attend all meetings. If team members are unable to attend the meeting, they must contact the Chairperson in advance of the meeting.

District Leadership Teams are not subject to the Open Meetings Law, there is no legal requirement that they admit the public and the press into their meetings.

Guests are defined as district parents, students, staff and administrators, public & press. They are observers and can only speak through consensus of the team. Guests cannot take materials outside of the agenda.

Guests are not allowed to vote or participate in deliberations and proceedings of DLT meetings. Guests may speak, offer comments or ask a question only if recognized by the meeting chairperson and within the parameters established by the team including length of time and subject matter. Attendees may be escorted from the meeting if disruptive and or disorderly.

Section 4 Quorum

Five (5) members including representation from each constituent group, Community Superintendent (or designee), High School Superintendent (or designee), CSA representative (or designee), UFT representative (or designee), Presidents' Council Representative (or designee) shall constitute a quorum. 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 including High School Subcommittee
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

Article IV – Decision-Making

Section 1 Consensus-Based Decision-Making

Consensus-based decision-making must be the primary means of making decisions. Consensus should be defined as reaching an agreement acceptable to all members.

DLT Recommendations shall be made to the Community Superintendent by consensus. The consensus process is finding a creative solution that synthesizes the ideas and concerns put forward by all members of the DLT. The decision will be one that the entire team can “live with”. The steps to follow consensus are:

- Proposal put forward.
- Through discussion, all participants have a say.
- Any modifications or amendments to the original proposal are made through discussion.
- No objections or reservations are raised, the final version of the proposal is articulated orally and will appear in the minutes.
- Call for Consensus.
- When consensus cannot be reached by the DLT, the Community Superintendent will make the final decision.

Article V – Committees

- The Standing Committees and Sub-Committees shall be established when deemed necessary by the DLT.
- Membership on Standing Committees and Sub-Committees shall be on a voluntary basis and be approved by the DLT.
- Standing Committees and Sub-Committees shall report as necessary.
- Chairpersons of Standing Committees and Sub-Committees must be members of the DLT and shall be approved by consensus of the DLT.

Article VI – 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 reviewed & adopted on __ and are on file in the Community Superintendent’s office and online at our website www.csd22.org .

Julia Bove

Superintendent Name

Superintendent Signature

Michael Prayor

High School Superintendent Name

High School Superintendent Signature

John Norton

CSA Representative Name	CSA Representative Signature
Victoria Primiano	
UFT Representative Name	UFT Representative Signature
Lewis Hobgood	
DC-37 Representative Name	DC-37 Representative Signature
Vanessa Cannistraci	
District Presidents' Council President Name	District Presidents' Council President Signature
Tahisha George	
Title I DPAC Chairperson Name	Title I DPAC Chairperson Signature

Signatures on File in Supt. Office