



The Dutch Kills School

Dov Witkes, Principal

Yegzeru Amare, Assistant Principal

Patricia Cueva, Assistant Principal

Bylaws of the School Leadership Team of P.S. 112

Adopted September 28, 2026

Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of **P.S. 112** is:

1. Contribute to the creation of the Comprehensive Educational Plan (CEP) of P.S. 112Q Dutch Kills School, which will include school goals and objectives.
2. Assist in developing the budget and staffing plan aligned with the Comprehensive Educational Plan of P.S. 112Q Dutch Kills.

The P.S. 112Q Leadership Team Mission Statement:

The mission of the team is to unite parents, staff and the community at large in developing a comprehensive educational plan for our school. We will strive to meet high standards and enable our students to plant the seeds of success in order to become outstanding citizens of the 21st century.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be **10**. The team shall maintain an equal number of parent and staff members, **5** from each constituency.

Section 2 Mandatory Members

Mandatory members of the SLT are the school's principal, the Parent Association/ Parent-Teacher Association (PA/PTA) President the United Federation of Teachers (UFT) Chapter Leader. Mandatory members are required to attend each meeting in order to maintain a quorum. In the event that a mandatory member cannot attend a given meeting, they may designate another member of their constituent group to serve in their stead, as long as that person is not already a member of the SLT.

Section 3 Members at Large

The remaining members of the team shall consist of:

- **4** parent members
- **3** staff member(s) from either (UFT, CSA, DC 37)
- **1** community based organization members(s)

As per Chancellor's Regulations A-655, a CBO member does not count toward the equal number of parents and staff.



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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 PA/PTA elections are held each spring. Parents must be provided a minimum of ten-calendar day's written notice prior to the election. The PA/PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

Team members are elected as follows: The election process for staff members follows the procedures as outlined in the Chancellor's Regulations: minimum five days notice.

The election process for parent members follows the guidelines of the most up to date Chancellor's Regulations, entitled, "School Leadership Team Guidelines for Parent Members."

- The results of the SLT elections will be formally communicated by the PTA to the SLT Chairperson/Co-Chair within five calendar days.

Replacement of a member due to an inability to serve will be done by the constituency represented by that position.

Procedure for removing a member for neglect of duty or misconduct: This will be done through consensus of 7:3 ratio.

Section 5 Chairperson/Co-Chairpersons

Selection Method - The Chairperson shall be selected by consensus of the team and shall serve for a period of **2** years. 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 team chair plays a vital role in ensuring that team meetings are effectively organized, that the team stays focused on educational issues, that the team members have the necessary information to guide their planning, and that voices of all team members are heard. The chair will need to have a close working relationship with the principal to ensure that the team acts in coordination with school activities.

Section 6 Additional Leadership Roles



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Recorder/Secretary – A recorder takes notes on the meeting and highlights any decisions and plans made by the group for implementation. These minutes are displayed on a bulletin board in the front of the school, on the school website and minutes will be available for review at PTA meetings (copies made available upon request). Minutes and agendas will also be uploaded to iPlan.

Principal – The principal is the instructional and administrative leader of the school. The principal has the responsibility to share his or her knowledge, expertise, and experience. The principal is responsible for ensuring that information needed for educational planning, budgeting and review of student data are assembled and available to the team.

Professional development expectations of team members: As part of the Comprehensive Educational Plan for the school, the team, in consultation with the district, has the responsibility to develop a strategy for obtaining the training and professional development needed for its own members. Attention should be given to the needs of the entire team and the needs of members of each constituency group. Costs associated with the training will be funded by the school or district within available resources and should be incorporated into the budget. Teams may also take advantage of training opportunities offered at no cost by districts or the central administration.

Section 7 Length of Term and Term Limits

Team members, with the exception of mandatory members, student members, and community based organization members, are elected for **2-year** terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

In addition to that, staff members are still employed at the school or parents/guardians have students still attending P.S. 112. In order for a team member to remove herself/himself from the School Leadership Team, the SLT member **MUST** submit their request to remove themselves by writing at least 10 calendar days before the next meeting date.

Section 8 Responsibilities of School Leadership Team Members

The fundamental purpose of the School Leadership Team is to determine the school's educational direction; that is the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the capital alignment of resources to accomplish those strategies. The contribution to the development of the school's Comprehensive Educational Plan (CEP) and budget is an ongoing responsibility of the School Leadership Team.

Team members need to communicate the outcome of meetings to their constituencies and voice the concerns of their constituencies.



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Team members are expected to attend all meetings. They shall not miss more than two meetings without a reasonable excuse.

Article III – Team Meetings

Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. A minimum of 10 meetings per year.

Allowable number of meetings that can be missed: Two unexcused.

Meetings take place at least once a month, at a designated location within the school building with an agreed upon day.

Consequences of missing (neglect of duty) more than the set number of mandatory meetings: Consensus as to whether or not to remove a person with two absences.

Issue of Lateness: No consequence, more than 25 minutes late without notice will be considered an absence.

Section 2 Notice of Team Meetings

A schedule of meetings will be developed by the team at the beginning of the year and given to each member via email and/or hard copy.

Meeting reminders will be sent via email with a RSVP by the Chairperson/Co-Chair at least a week before the next meeting date. An additional reminder will also be sent out one to two days prior to the day of the meeting.

If the meeting is canceled, notification will be sent out via email by the Chairperson/Co-Chair.

Section 3 Meeting Attendance

The regularly scheduled team meetings will be open to members of the public community. Members of the public who are not team members may request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the school's email address (30Q112@schools.nyc.gov) a week before the scheduled meeting. Non-members are encouraged to bring issues of concern to the constituent representative(s) on the team prior to team meetings. Requests for topics of discussion should be submitted in writing at least one week in advance of the meeting date. Two-minute time frames are adhered to when a non-member of the committee would like to discuss specific topics.



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Team members are expected to attend all meetings. If team members are unable to attend the meeting, proper notification should be made to the Chairperson/Co-Chairs.

Section 4 Format of Meetings

Every effort will be made to establish agenda for future meetings at the end of the previous Meeting.

New last-minute items should be forwarded to the Chairperson/Co-Chair at least 24 hours prior to a meeting.

Section 5 Procedures for Calling Special Meetings

Members will be notified of special meetings through email.

Section 6 Quorum

A quorum consists of three staff members and three parent members. A quorum must include two out of three core team members. The core members are the UFT Chapter Leader/representative, the Principal/representative and the PTA President/representative.

Section 7 Order of Business

- Call to Order
- Attendance will be maintained by Recorder for Remuneration purposes
- 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

The "ground rules" for each meeting will be the duty of the chairperson to adhere to. These include one person speaking at a time, staying on task, coverage of the agenda, calling the meeting to order and closing the meeting.

Section 8 Minutes

The Recorder/Secretary or Chairperson/Co-Chair takes the minutes.

Section 9 Process for Communication with Constituents within the School Community.

Statement Include How Team Recommendations and Decisions will be shared.



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Minutes will be posted and made available at a bulletin board in the main entrance, the school website and uploaded to iPlan. All School Leadership Members will have access to the electronic copy of the minutes. Minutes will be approved by the SLT members before posting. The PTA President will clarify any information with members of the community either 1:1 or at a general PTA meeting. Records will be kept on file in the school.

Article IV – Removal of a School Leadership Team Member

Section 1 Removal Process

Team members who fail to attend **two or more** 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 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. This will be done through a consensus 7:3 ratio. 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, is removed, or has completed their term, 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 Decision Making Methods of the Team

The team will use the process of majority. This is the method by which the entire group of team members can come to an agreement by gathering and synthesizing the input and ideas of all participants.

Section 2 Specific Procedures for Conflict Resolution

A proposal is put forward. It is amended and modified through more discussion or withdrawn if need be. Members have the opportunity to articulate their differences and ask for clarification. Members who disagree have the responsibility to put forth alternative suggestions. The goal is to find a creative solution that synthesizes the ideas and concerns put forward by the group. If there is no objection, there can be a call for majority.



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The decision should be repeated so that all team members are clear about the decision.

Article VI – Open Meeting Guidelines

Section 1 Procedures and Protocols

All individuals who wish to speak refer to Article III, Section 3: Members of the public who are not team members may request speaking time at meetings to discuss specific topics. All such requests must be submitted in writing to the school's email (30Q112@schools.nyc.gov) a week before the scheduled meeting. Non-members are encouraged to bring issues of concern to the constituent representative(s) on the team prior to team meetings. Requests for topics of discussion should be submitted in writing at least one week in advance of the meeting date. Two-minute time frames are adhered to when a non-member of the committee would like to discuss specific topics.

Any individuals who wish to photograph members of the SLT must photograph those members of the SLT ONLY in its entirety within the meeting space. The Principal, UFT Chapter Leader and the PTA President must approve final photographs.

Any individuals who wish to record via audio members of the SLT must record only items discussed relating to the agenda for that meeting. The Principal, UFT Chapter Leader and the PTA President must approve final recordings.

The Principal or Chairperson when requested will send the yearly dates of meetings to the District 30 office by October 1 of that calendar year.

Upon request, minutes shall be made available to the public in accordance with the provisions of FOIL (Freedom of Information Law). The Principal, UFT Chapter Leader and the PTA President must approve the request.

SLT may go into executive session (move to a private room out of earshot of public and press) for private discussion of the following matters:

- Matters, which will imperil public safety if disclosed (for example, the School Safety Plan).
- Matters, which may disclose the identity of a law enforcement officer or informer.
- Information related to a current or future investigation **or** prosecution of criminal offense (this includes SBI, SCI, OSI, OEO investigations).
- Information regarding a student or staff member.
- Any matters pertaining to personal status such as being appointed or of relevance to employment or team responsibilities.
- Whenever the SLT decides to go to an executive session, the team must do so by way of majority vote. If the team is unable to conduct a vote to go to an executive



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session then the SLT must table the relevant information to be discussed until the next session.



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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.

Review of these by-laws shall be conducted at the beginning of every SLT school year.

These bylaws were amended on **September 28, 2026** and are on file in the principal's office.

Principal Name

Principal Signature

PA/PTA President Name

PA/PTA President Signature

UFT Chapter Leader Name

UFT Chapter Leader Signature

Title 1 PAC President Name

Title 1 PAC President Signature