

PS 107 - John W. Kimball School

1301 Eighth Avenue

Brooklyn, NY 11215

BYLAWS OF THE SCHOOL LEADERSHIP TEAM

I. Aims & Objectives:

Community School District 15 is committed to providing standards-driven, high-quality, comprehensive instructional programs to its students, enabling all to reach a level of performance that prepares them for college and careers in the 21st century. The District is committed to increasing student achievement through the delivery of instructional programs that are engaging and rigorous for the learner, based on effective classroom practices and scholarly research, and incorporate strong parent partnerships to support instruction.

Community School District 15 believes that improvement in student achievement is accomplished when representatives from all school constituencies participate in making decisions that directly affect their school. The District is committed to supporting the School Leadership Team (hereafter referred to as “the Team”) in all of its endeavors.

Public School 107 has outstanding leadership, an excellent staff and a supportive, committed parent body. It is the purpose of the Team to pool these resources to improve the educational performance of all students through a planned, organized and innovative instructional program where the goals and expectations of all are clearly defined and obtainable.

The bylaws are in compliance with Chancellor’s Regulation A-655 and Part 100.11 of the Community School District 15 Plan for the Participation of Parents and Teachers in school-based planning and shared decision making. They reflect both the needs and resources of PS 107K.

2. Open Meetings Law:

School Leadership Team meetings are subject to New York State Open Meetings Law. Members of the general public and the press may attend the meetings, in addition to members of the school community. Below are the legal requirements and those agreed to by the School Leadership Team.

- a) The SLT is required to provide public notice at least 72 hours in advance for all SLT meetings
- b) SLT meeting minutes must be available to the public in accordance with the provisions of the Freedom of Information Law (FOIL) within two weeks of the meeting
- c) Matters that involve the safety of the public, disclose the identity of a law enforcement agent or informer, disclose information relating to a current or future investigation, conversations regarding proposed or pending litigation, or involve the preparation, grading or administration of examinations must be discussed in an “executive session,” away from the public
- d) Members of the public will be given a limit of two-minutes per person to speak at the end of the SLT meeting as per a vote by the SLT, November 2016

- 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 ten feet to the meeting area. Recording devices must be silent so as not to disrupt the meeting. These terms agreed by the SLT, November 2016

3. Term and Amending of Bylaws:

These bylaws were amended and accepted by all voting Team members on October 11, 2023 and will be in effect from **November 1, 2023 until October 31, 2025.**

The bylaws are to be reviewed by the Team during the **September 2023 SLT meeting.**

When subject to any amendments agreed to by the Team, the bylaws will continue in effect for an additional two years from the approval of the amendment. Thereafter, the Team will review and continue the bylaws every two years to ensure that the document's provisions meet the needs of the Team and remain consistent with Chancellor's Regulation A-655.

Procedure for Amending bylaws:

A Sub-Committee consisting of two or more Team members will review and make suggestions to amend the bylaws. The Team will reach consensus on each addendum.

4. Membership of the Team:

- a. The Team will consist of no fewer than ten and no more than sixteen members. An equal number of staff and parent members are required.
- b. The Core Team will consist of:
 - i. The Principal or Designee
 - ii. The UFT Chapter Leader or Designee, and,
 - iii. The PTA President or Designee
- c. Parents who are representatives must have a child attending at the school and be the legal guardian of that child, or act *in loco parentis* regarding all aspects of that child's education, and may not be employees of Community School District 15 or any collective bargaining organization representing employees of Community School District 15.
- d. Staff members constitute any person employed by the school including but not limited to Administration, Teachers, Paraprofessionals, School Aides, Security, Custodial and Nutritional Staff. Each Staff member will represent all constituency groups.
- e. The SLT will include one representative of the Afterschool program run by the Park Slope Afterschool Center Corp. (PSACC), a parent-run Community Based Organization (CB) dedicated to providing Afterschool services for the students of PS 107. The PSACC Board will choose one or more Board Member/s to act as liaison and hold a seat on the SLT for the upcoming school year. The SLT will vote in that seat each year at the September meeting. This representative is a non-voting member of the SLT.

- f. The SLT will maintain representatives from two specific constituency groups, the Diversity Committee and a school advocate for students and families with special needs. These representatives may be in the form of the elected representatives outlined above or in the event the elected representatives do not represent these specific constituency groups, the SLT will include selected representatives from these specific constituency groups as a non-voting member of the SLT.
- g. Teachers, parents and other constituency groups may maintain separate liaison with the Principal on matters relating specifically to their interests.
- h. Team members' term of office will be two years. Vacancies of Parent Representatives will be filled according to the bylaws of the PTA. Vacancies of Staff members will be filled by consensus of the Staff.

5. Roles of Team Members:

- a. Regular and consistent attendance at meetings and may not miss more than two consecutive meetings. If this does occur, the Team may invoke the removal procedures defined in these bylaws.
- b. Active participation in development of the school's Comprehensive Educational Plans (CEP) and ensuring that the CEP is aligned with the school-based budget for the ensuing school year. The school-based budget provides the fiscal parameters within which the Team will develop the goals and objectives to meet the needs of students and the school's education program.
- c. Sub-committees and task forces will be formed as necessary to address specific concerns.
- d. Attention to the interest of all children in the school community.
- e. Communicate with constituents, including gathering input and feedback as well as providing information about team discussions and decisions.
- f. New Team members not familiar with the SLT's roles and responsibilities are required to review DOE training materials along with these bylaws prior to the first meeting of the school year to become familiar with the role and responsibilities of the SLT. (Appendix I)
 - I. A parent member who just served their first year of the team will ensure the newly elected parent members have these items prior to the end of the school year.
 - II. The principal will ensure new teacher and UFT Chapter Lead members will have these items prior to the end of the school year.
- g. Participation in additional training for professional development whenever possible.

Principal's Role:

- a. Bring information and ideas to the Team.
- b. Provide for training and development of the Team.
- c. Encourage all voices to be heard.
- d. Communicate with non-team members about Team decisions.
- e. Determine that the school-based budget is aligned with the CEP and send a written justification to the superintendent.

- i. Team members, other than the principal, may follow the procedures defined in the Chancellor’s Regulation A-655 if they reach a consensus that they disagree with the principal’s justification that the school-based budget is aligned with the CEP, and that the principal’s proposed budget is inconsistent with the goals and policies set forth in the CEP.
 - ii. Team members, other than the principal, may dispute any decision made by the principal where members of the SLT (other than the principal) reach a consensus that the decision is inconsistent with the goals and policies set forth in the school’s existing CEP, by following the procedures defined in the Chancellor’s Regulation A-655.
- f. Responsible for ensuring all SLT documentation, as required by the Chancellor’s Regulation A-655, are sent to the appropriate DOE officials and/or governing bodies.
 - g. Lead the implementation of policies or plans developed by the Team.

The Chairperson’s Role:

The Chairperson’s responsibilities include the following:

- a. Establish, with input from the Team, and communicate agenda prior to each meeting.
- b. Direct the meeting according to the agenda established.
- c. The Team stays focused on the issue on the floor.
- d. Team members have the necessary information to guide their planning.
- e. The voices of all Team members are heard.

The Chairperson’s Selection Process

- a. During the first meeting of the school year, the Team will select, by consensus, a Chairperson or Co-Chairs.
- b. All voting Team members, including Core Team Members, School Supervisors, Teacher Representatives, and Parent Representatives, may serve as the Chairperson.
- c. If there are two or more members interested in the role, the Team must come to a consensus on who will be the Chairperson or Co-Chairs.
- d. If no voting members express interest in the Chair role, the Chairperson role will default to the principal.

The term of the Chair will be one-year intervals.

The Recorder’s Role:

The Recorder’s responsibilities include the following:

- a. Take the minutes of the Team meeting, record attendance and keep accurate dated records of the key ideas, decisions and outcomes of the meetings.
- b. Disseminate meeting minutes for review and approval by the Team.
- c. If there are issues with the minutes these need to be raised prior to the next meeting for amending, otherwise minutes will be considered accepted.
- d. A recap of key decisions or carry-over topics will be reviewed in the next meeting.
- e. Send final minutes to the Team no later than two weeks following the meeting.

- f. Coordinate with the PTA Secretary to ensure the minutes are uploaded to the PS 107 website or to the Konstella web platform.
- g. Ensure a copy of the minutes are available in the office for individuals without Internet access or if the posting of the minutes to the PS 107 website is delayed, no later than within two school days after finalizing with the Team.

The Recorder's Selection Process

- a. At the start of each meeting, the Team will choose a parent member to record the minutes.
- b. All voting Team members, including Core Team Members, School Supervisors, Teacher Representatives, and Parent Representatives, may serve as the Recorder.
- c. If there are two or more members interested in the role, the Team must come to a consensus on who will be the Recorder for that meeting.

The Recorder role will rotate at every meeting.

Procedure for Removal Chairperson or Recorder Role:

The Team must have a consensus about a member in these roles who is:

- a. Showing a consistent pattern of not fulfilling the responsibilities of the role AND
- b. Being obstructive to the Team fulfilling its responsibilities

After the Team agrees a member in one of these roles is exhibiting the above behaviors the process will be as follows:

- a. Person being considered for removal from their role will be asked to reconsider and change such behaviors.
- b. If a member persists in such behavior all Team members, including candidate for removal, will be notified, in writing, of the pending action.
- c. A Team member selected by the Team will poll the members with the candidate for removal not present and the Team will come to a consensus.
- d. Appropriate action will then be taken in accordance with District policy.
- e. The Team member may continue in their role on the SLT. However, he or she will not be eligible for specific roles in the future

Procedure for Removal of Team Member:

The Team must have a consensus about a member who is:

- c. Showing a pattern of non-contribution by not regularly attending meetings AND
- d. Not actively engaged in constructive input or activity outside of regular meetings.
- e. Actively engaged in activity that is detrimental to the Team or is undermining Team productivity and effectiveness OR
- f. Is actively engaged in conduct not in the best interest of the students or the School Community.

After the Team agrees a member is exhibiting the above behaviors the process will be as follows:

- f. Person being considered for removal will be asked to reconsider and change such behaviors.
- g. If member persists in such behavior all Team members, including candidate for removal, will be notified, in writing, of the pending action.
- h. The Chair will poll the members with the candidate for removal not present and the Team will come to a consensus.
- i. Appropriate action will then be taken in accordance with District policy.

6. Operations of the Team:

- a. The Team will meet at least once a month, with a minimum of ten meetings occurring during the school year. Meetings will be scheduled at times most convenient for the members of the Team. Generally, meetings will take place on the second or third Wednesday of each month between 3:00 pm and 4:30pm at the school, another designated DOE location, or over videoconference.
- b. If a Team member is not able to attend in person, the Team will make reasonable attempts to include the member using any technology available (e.g. teleconference or video conference).
- c. The Chair/Co-Chair will share the meeting agenda in advance of the scheduled meeting date/time. Additional items may be added for the upcoming meeting as needed and need to be communicated to the Chair/Co-Chair prior to the meeting.
- d. If needed, to maintain order, the meeting may be conducted according to Roberts Rules of Order (see Appendix I). Although Roberts Rules of Order may be used, all decisions must be made through the Consensus Decision-Making process outlined in Section 6.
- e. A quorum of six members will be necessary for decision-making. Such a quorum must consist of the Core Members or their Designees, one staff member and one parent member.
- f. Minutes of the meeting, after being accepted by the Team, should be typed and provided to each Team member so they may report to their constituency group.
- g. Members deciding to forgo remuneration that is offered may do so by providing written notice to the Principal. A sample notice is included in Appendix 4.

7. Consensus Decision-Making:

The Team will make decisions by consensus which is an understanding achieved when each member of the Team agrees that:

- a. Opportunity has been provided for all points of view to be expressed and understood;
- b. A collaborative problem-solving method has been used to seek a solution acceptable by all Team members.
- c. All members accept the decision and all will support it because it was arrived at in an open and fair manner.
- d. If a decision cannot be so achieved, the matter will be tabled for consideration at future meetings.

- e. If, after exhaustive further discussion, consensus cannot be reached, the Team will use the Conflict-Resolution Procedures as outlined in Chancellor’s Regulation A-655. The Chair/Co-Chairs will have a copy of these procedures and make them available for all Team members.

Emergency Decision-Making:

- a. The Team will make a list of priorities for emergency decisions. Each member will have a copy of this list.
- b. The Core Members of the Team, or their Designees, will meet or have a telephone/video conference about the decision.
- c. A follow-up meeting will be convened as soon as possible to review the decision.

8. Responsibilities of the Team:

The Team is responsible for the following:

- a. Developing the school’s Comprehensive Educational Plan (CEP) and ensuring that it is aligned with the school-based budget
- b. If the Team cannot reach agreement on the CEP, it will follow the process outlined in Chancellor’s Regulation A-655.
- c. Act as a liaison between their represented constituent groups and the school administration.
- d. The Team shall provide an annual assessment to the community school superintendent of the principal’s record of developing an effective shared decision-making relationship with the Team members during the year.
- e. The Team will coordinate with other school committees such as the Parent Teacher Association to ensure that all school-wide committees are working toward the same goals set forth in the CEP.
- f. 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.
- g. Team members must communicate effectively with their constituent groups and share the views of their constituencies with the team.

9. Advance Notice of Team Meetings

A schedule of the school year’s upcoming Team meetings will be published in the first Team minutes of the school year. The next month’s meeting date will be reconfirmed and recorded in the minutes.

Mandatory members or their designees are expected to attend all meetings of the Team and are allowed to speak on all topics.

Notice of meetings must be provided in a form consistent with New York State Open Meetings Law. In accordance with this Law all meetings are open to members of the School Community who are not on the Team. However, members of the School Community must notify a Team

member that they plan to attend. Guests will not be allowed to speak unless invited by a voting Team member. If a guest is disruptive during the meeting, the Chairperson/Co-Chair may ask this individual to leave the meeting.

Signatures on following page

We have discussed, amended and are in agreement with the PS 107 School Leadership Team bylaws as of November 1, 2021

Joanna Cohen, Principal

**Cynthia Thaler/Mike Lew, PTA
Co-Presidents**

**Gary DiFranco/Peg Galella, UFT
Chapter Leader**

Leah Holzer, Parent Rep

Marissa Bateman, Staff Member

Rika Wilcox, Parent Rep

Gary Proulx, Staff Member

Tali Horowitz, Parent Rep

Michele Dente, Staff Member

Jill Davitt, Parent Rep

Rashad St Edwards, Staff Member

APPENDIX I

New Team Member Resources

The following resources are made available by the DOE for review by all SLT members on the NYC DOE's [SLT Support Site](#).

Key items are listed on this page below, but all Team members are encouraged to review all items as things may have changed from the last time they were reviewed.

Toolkit

The [SLT ToolKit](#) is designed to help you ensure that your team is playing a significant role in creating and fostering a structure that supports school-based decision-making and helps to shape the path to a collaborative school culture.

SLT Training Modules

The [SLT Training Modules](#) address various topics including SLT roles and responsibilities and shared decision-making.

APPENDIX 2

Robert's Rules of Order

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allow everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure important?

Parliamentary Procedure is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. It's important that everyone know these rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Here is a typical example:

1. Call to order.
2. Role call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders – Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a Main Motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** The purpose of a Subsidiary Motion is to change or affect how a Main Motion is handled, and is voted on before a Main Motion.
3. **Privileged Motions:** The purpose of a Privileged Motion is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** The purpose of an Incidental Motion is to provide a means of questioning procedure concerning other motions and must be considered before the other motions.

How is a Motion Presented?

1. **Obtaining the floor:**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying “Mr./Ms. Chairman” or “Mr./Ms. President.”
 - c. Wait until the Chairman recognizes you.
2. **Make your motion:**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, “I move that we...” rather than, “I move that we do not...”
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second the motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chairman states your Motion.
 - a. The Chairman will say, “It has been moved and seconded that we...” thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chairman, it becomes “assembly property” and cannot be changed by you without the consent of the members.
7. **Expanding on your Motion.**
 - a. The time for you to speak in favor of your motion is now, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership.**
 - a. The Chairman asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the By-Laws of policy of your organization. There are five methods used to vote by most organizations. They are:

- **By Voice:** The Chairman asks those in favor, say “Aye,” and those opposed, say “Nay.” Any member may move for an exact count.
- **By Roll Call:** Each member answers “Yes” or “No” as his or her name is called. This method is used when a record of each person’s vote is required.
- **By General Consent:** When a motion is not likely to be opposed, the Chairman says, “If there is no objection...” The membership shows its agreement by its silence, however if one member says, “I object.” The item must be put to a vote.
- **By Division:** This is a slight variation of a voice vote. It does not require a count unless the Chairman so desires. Members raise their hands or stand.
- **By Ballot:** Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting:

- **Motion to Table:** This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table,” for reconsideration by the membership.
- **Motion to Postpone Indefinitely:** This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly:

1. Allow motions that are in order
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate and, most importantly,
5. BE COURTEOUS.

APPENDIX 3

SLT Key Decisions Impacting PS 107 Operations

This section is to be updated each year by the Recorder or another designated SLT representative and is to include all key decisions that impact PS 107 Operations. The purpose of documenting these key decisions here is to ensure the knowledge of these decisions are passed on to new SLT members are not lost over the years.

<u>Decision</u>	<u>Description</u>	<u>Date of Decision</u>
Staff Variance	Staff members living outside of the PS 107 will receive a variance to allow their children to attend PS 107	April 20, 2016 (documented in meeting minutes)

APPENDIX 4

Sample Written Notice Forgoing Remuneration

[PRINCIPAL NAME], Principal
PS 107, John W Kimball Learning Center
1301 8th Avenue
Brooklyn, NY 11215

Dear [PRINCIPAL],
As a [PARENT/COB/TEACHER/UFT] representative of the School Leadership Team (SLT) for the academic school year [ACADEMIC YEAR], I am formally providing notice that for this academic year I am forgoing the stipend that is provided to all SLT members. The school may use these monies for other budgetary needs.

If there should be any questions, please let me know.

Sincerely,

[Name of SLT Member]
SLT – [PARENT/COB/TEACHER/UFT] Representative