BROOKLYN TECHNICAL HIGH SCHOOL
Amended and Restated Bylaws of the School Leadership Team

Adopted February 21, 2013

Article I – School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of Brooklyn Technical High School ("SLT") is to help the school to provide an environment for educational, social and emotional growth in which students with superior scholastic aptitudes can develop their intellectual gifts. We are committed to work as a collaborative unit of parents, faculty and staff to ensure that all students reach their academic goals and develop a strong sense of personal responsibility and leadership qualities. We will assist the teachers and the school administration to guide students in the highest standard of academic excellence.

Article II – Team Composition

Section 1 Size of Team

The total number of members shall be up to 13. The team shall maintain and equal number of parent and staff members, up to 5 each.

Section 2 Mandatory Members

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

Section 3 Members at Large

The additional members of the team shall consist of:

- Up to 4 elected parent members.
- 1 elected UFT member, and either 1 DC-37 designated representative, or if DC-37 declines, 1 at large faculty or staff member.
- 1 member of the administration designated by the Principal.
- 2 students.
- 1 CBO representative selected by the school's alumni association.

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 rules set forth in these bylaws.

Parent member elections will be scheduled simultaneously with PA/PTA elections each Spring, and at other times as needed to fill vacancies. Parents must be provided a minimum of ten calendar days notice prior to the election. The PA/PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

Student members will be selected by the students in a fair and unbiased manner as determined by them, and shall serve for a period of one year. Student team members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members.

Community based organizations, such as the school's alumni association, may also serve on SLTs. The SLT may create a process for such organizations to apply for membership as needed. A member of the SLT may recommend an organization for membership. Community
based organization members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members.

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
The Chairperson shall be elected by consensus of the team and shall serve for a period of one year. The election shall take place at the September meeting. The Chairperson is responsible for scheduling meetings, sending notices, setting meeting agendas, ensuring that team members have the information necessary to guide their planning, and focusing the team on 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 keeping the minutes of SLT meetings. Such minutes must be maintained at the school. The principal may designate a staff member or others to assist with the minutes.

Financial Liaison — The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration.

Selection Method — Additional leadership roles, if selected, will be filled by consensus of the team at the September meeting and shall serve for a period of one year.

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 one or two year terms, at the discretion of their respective constituent group. However, all members must remain eligible to serve pursuant to Chancellor’s Regulation A-655 for the duration of their term.

Members may not be elected for more than two consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for additional consecutive terms.

Section 8 Responsibilities of School Leadership Team Members
Team members, including those additional roles outlined in these bylaws, 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 high school superintendent of the principal’s record of developing an effective shared decision-making relationship with the SLT members during the year.

The SLT will serve as the vehicle for consultation with parent representatives regarding federal reimbursable funding (e.g., Title I). The SLT will coordinate with other school committees such as the PA/PTA and the school’s Title I Committee to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

On all other issues, the SLT shall play an advisory role to the principal and to the school administration, and the consensus of the SLT shall be taken into account. But the final decision on such other issues shall remain with the principal or school administration, respectively.

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. All meetings shall be held on the third Thursday of each month, unless otherwise agreed. Additional meetings will 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.

Members who miss more than two consecutive meetings without rendering in writing a good and valid excuse will be subject to removal from the team.

**Section 2 Notice of Team Meetings**

The SLT will establish a yearly calendar which shall be posted in the general office, in the parent coordinator’s office, and on the school website at the beginning of each school year. The calendar shall be distributed at the next meeting of the PA/PTA each school year. The Chairperson will send meeting reminders one week prior to all meetings.

**Section 3 Meeting Attendance**

SLT members are expected to attend all meetings and to arrive on time. If team members are unable to attend the meeting, they must notify the Chairperson in advance of the meeting. Meetings are open to other members of the school community, but non SLT members may not speak or otherwise participate in the meetings.

**Section 4 Quorum**

A majority of SLT members including representation from each constituent group shall constitute a quorum. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting. Mandatory SLT members (as defined in Article II, Section 2 above) may designate a temporary member to take their place at individual meetings if they are unable to attend, and such member shall be counted for quorum purposes.
Section 5  
Order of Business

☐ Call to Order
☐ Reading and Approval of the Previous Meeting's Minutes
☐ Discussion of Unfinished Business Agenda Items
☐ Discussion of New Business Agenda Items
☐ Adjournment

Article IV - Removal of a School Leadership Team Member

Section 1  
Removal Process
Team members who fail to attend two consecutive meetings, fail to perform their roles and responsibilities as outlined in these bylaws, regularly show up late for meetings, or otherwise 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 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 Team's decision. The letter shall include the reason for the removal. The letter shall be signed by the Chairperson 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)
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.
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 periodically to ensure that the document’s provisions meet the needs of the team and remain consistent with Chancellor’s Regulation A-655. Nothing in these bylaws shall be inconsistent with Chancellor’s Regulation A-655 rules or regulations promulgated thereunder.

These bylaws were amended and restated on February 21, 2013 and are on file in the principal’s office.

Randy Asher  
Principal  

Mariet Morgan  
PTA Co-President  

Elizabeth Johnson  
UFT Chapter Leader  

Principal Signature  
PTA Co-President Signature  
UFT Chapter Leader Signature