



## **School Leadership Team Bylaws for Brooklyn Technical HS**

*Revised 2/14/08*

### **Article I - Mission Statement/Educational Vision**

The mission of Brooklyn Technical High School is to provide an environment for educational, social and emotional growth in which students with superior scholastic aptitudes can develop their intellectual gifts and become committed to an examination of ethical approaches to solve world problems. We are committed to work as a collaborative unit of parents, faculty and staff to ensure that all children reach their academic goals and develop a strong sense of personal responsibility and leadership qualities.

Provide an environment for the research and development of innovative and interdisciplinary approaches in the areas of mathematics, science, engineering, computer science and the liberal arts.

Attract and challenge outstanding educators to guide students in achieving the highest standard of academic excellence.

Prepare our students for leadership and professional roles at the university level and in our society, with an awareness of social responsibility to the community.

### **Article II – Team Composition**

#### **Section 1 - Membership**

The number of parent and staff members on the team shall be 5 from each constituency. Additionally, there will be a CBO and two student members. Total membership: 13.

*1.1* Core members (“mandated members” under Chancellor’s Regulation A-655) of the team shall be the Principal, United Federation of Teachers (UFT) Chapter Chairperson and the Parent Association or Parent-Teacher Association (PA/PTA) President **or** Co-President or their designees. Core members of the school leadership team have the option to designate another member of their constituent group to serve in their stead on the team for the period of their term.

*1.2* The remaining members of the team shall consist of:

- 1 elected UFT member and 1 at-large faculty or staff member (non-CSA)
- 1 member of the administration appointed by the Principal.
- 3 or 4 elected parent members (depending upon whether there is one President or two Co-Presidents)
- 2 students
- 1 CBO representative selected from the Brooklyn Tech Alumni Foundation.

*1.3* The two students will be selected by the student body and shall serve for a period of one year. Student team members will not be counted in the parent to school staff balance, but will be included in the total team member count.

*1.4* The team may, by consensus, choose to create a seat or seats on the team for community based organizations. The team will create an annual process for the organizations to apply for membership. A member of the team may also recommend an organization for membership. Team members representing these organizations will not be counted in the parent to school staff balance, but will be counted in the total team member count.

#### **Section 2 – Organizational Structure**

- Chairman or Chairlady / Co-Chairs
- Financial Liaison
- Secretary

### **Section 3 – Length of Term**

The length of term for team members (with the exception of student and core members) shall be two years, provided the team member(s) is (are) eligible to serve in accordance with the Chancellor’s Regulation A-655. If no other willing, eligible candidate is identified for a particular team constituent group, the member(s) may be elected for a third year.

### **Section 4 – Selection and the Role of Chairman/Co-Chairmen**

- 4.1 The Chairman or Chairlady (presiding officer(s)) shall be elected by consensus of the team and shall serve for a period of one year, but no more than two years, and until his/her successor is elected. If the team opts to elect Co-Chairpersons, they will share the role and responsibilities of Chairman/Chairlady as outlined in these bylaws. The election shall take place at the September meeting.
- 4.2 The Chair will be elected at the first meeting, and immediately assume the Chair at that meeting. Nominations will be made and seconded. Candidates, in support of their candidacy, will be invited to say why they should be the Chair. The Chair will be elected by a consensus vote of those present. If no one receives a consensus vote after three ballots, those present will dispense with the secret ballot and will vote openly until a consensus vote is attained. If no consensus vote can be reached, the procedures for dealing with an impasse (see Article VI) will go into effect. The Principal will chair the first meeting on a temporary basis until the election is completed, and if not elected Chair, he/she will relinquish the seat to the Chair.
- 4.3 The role of the Chairman/Chairlady shall be to schedule meetings and ensure that team meetings are effectively organized; preside at all meetings; interface with the principal and core members; facilitate discussion(s) during meetings; set meeting agendas in collaboration with other Core team members; coordinate team and subcommittee efforts; ensure that information is disseminated to all team members to guide their planning; ensure that members maintain their focus on educational issues; and secure all records of the team.

### **Section 5 – Selection and Roles of Additional Organization Structure Members**

- 5.1 Candidates for each of the offices will be nominated and seconded. Those present at the first meeting of the SLT will vote by secret ballot if there is more than one candidate. A consensus vote places one in that office. If a consensus cannot be reached, the same procedure is followed as in the voting for Chair.
- 5.2 The Secretary shall keep an accurate, written record (minutes) of all meetings, with the assistance of clerical support; distribute minutes to all members and post them for the entire school community; and prepares responses to correspondence addressed to the team.
- 5.3 The Financial Liaison shall assume responsibility for the financial affairs of the team. He or she shall be responsible for maintaining on file attendance records for verification of member participation and reimbursement.

### **Section 6 – Role and Responsibilities of Team Members**

- 6.1 Team members, including those additional roles outlined in these bylaws, are responsible for: participating in the development and review of the Comprehensive Educational Plan (CEP); ensuring that the budget is aligned to support the CEP; working collaboratively with other team members 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 that meet the needs of all students; communicating about Team activities with their respective constituencies; sharing the views of their constituencies with the team; engaging in conflict resolution processes when necessary.
- 6.2 In addition, team members have the responsibility to: attend all team meetings; to identify concerns and issues to be discussed during SLT meetings; to review minutes and give feedback; chair and/or serve on team sub-committees; and to communicate effectively with their constituent groups.
- 6.3 The constituent groups on the School Leadership Team shall select their representatives for the C-30 Level I Committee subject to the manner proscribed in Chancellor’s Regulation C-30.

## Article III – Team Meetings

### Section 1 – Schedule of Meetings

- 1.1 The minimum number of monthly meetings shall be ten. All meetings shall be held on dates and times deemed most convenient for parent members on the team. Additional meetings will be scheduled as needed by a majority of the Steering Committee (mandated members of the SLT). Parent members will be polled each year to determine the time most convenient for team meetings.
- 1.2 Members who miss a meeting must have a good and valid excuse and submit notice to the SLT Chair and the Core member of their constituency before the meeting.

### Section 2 – Notice of Team Meetings

The team will establish a yearly calendar which shall be posted in the general office, the BTHS website, the parent coordinator's office and on the SLT bulletin board at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each year. The Chair or Secretary will remind members one week in advance by telephone or by written notice of all meetings.

### Section 3 – Meeting Attendance

- 3.1 Non-members are encouraged to bring issues of concern to their 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.
- 3.2 The regularly scheduled team meetings will be open to members of the school community. The school community shall consist of parents of children currently attending the school, teachers, staff and liaisons to the school (i.e., CEC representatives).

### Section 4 – Quorum

A majority (50+1%) of SLT members which must include 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. The constituent groups are parents, staff, and administration. Students and the CBO representative are not "constituent groups."

### Section 5 – Order of Business

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

## Article IV – Team Member Elections

To ensure that all members of the school community shall have the opportunity to participate and encourage the broadest possible participation, parents and staff will be elected by their own constituent group in an election that is widely advertised, with reasonable advance notice, open to all members of the constituent group and in a way that is public and perceived fair and unbiased. PA/PTA elections for parent member representatives must allow for a minimum of ten calendar days notice.

In the event of a resignation, termination of eligibility or loss of team membership due to removal, an election to fill these vacancies will be held 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.

## **Article V – Removal of a Team Member**

Team members who fail to attend two consecutive meetings; and/or fail to perform their roles and responsibilities as outlined in these bylaws; and/or behave in a manner during meetings that is disruptive and/or insulting of the other members can be removed by consensus of the remaining team members.

The process for removing a team member(s) shall require that the team have a quorum of members present; that they reach consensus (consensus will be defined as a unanimous agreement to support the decision made by the team) in their decision to remove the member(s); and when the 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.

The offending party is automatically recused from being part of the SLT consensus over whether or not to remove said person.

If the member is not present, the member shall be officially notified in writing by the team of its decision. The letter shall include the reason for the removal. The letter shall be signed by the Chair or Co-Chairs and shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.

## **Article VI – Decision-Making**

The team will develop methods for engaging in a collaborative problem-solving and solution seeking that will lead to consensus-based decisions and, when necessary, effective conflict resolution strategies.

Consensus, defined as reaching an agreement acceptable to all of the team members will be the team's primary decision-making tool.

Team members are encouraged to communicate with their constituencies orally and/or in writing to elicit feedback on matters of importance to the Team's deliberations.

In addition, minutes of the meetings shall be posted in an easily accessible location on the school premises within five days after the said meeting.

Robert's Rules of Order revised will be used to guide the mechanics of the meetings.

In the spirit of meaningful collaborative decision-making, should an issue arise resulting in an impasse due to the non-agreement on the part of one team member the team will table the issue for one meeting. The dissenting team member will prepare a brief statement of interest and present their views at the beginning of the next meeting. The entire team will then work toward consensus on the issue during the meeting. If consensus still cannot be reached, the team should contact the Borough Director for further assistance.

In cases where an urgent or time-sensitive decision must be made and the entire team cannot be consulted or reach consensus, the team must contact the appropriate Borough Director for further assistance.

## **Article VII – Conflict Resolution**

In the case of an impasse, the team has the obligation to seek assistance from the District Leadership Team (DLT) support personnel, the Borough Director(BD) for the Office of Family Engagement Advocacy or other external sources after every effort has been made to resolve the issue internally.

Also, a team member may seek external assistance from the DLT or BD when he or she deems necessary.

## **Article VIII – Bylaws Review and Amendment**

The bylaws may be amended at any regular meeting of the team, provided notice of any proposed changes have 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.

**Article IX – Consistency with Chancellor’s Regulation A-655**

Nothing in these by-laws shall be construed in any way differently from or inconsistent with the rules and regulations for School Leadership Teams as promulgated in Chancellor’s Regulation A-655, Dec. 3, 2007. Reg. A-655 takes precedence in any question where there seems to be a discrepancy.

These bylaws were accepted/amended on February 14, 2008 and are on file in the principal’s office, posted on the school website at [http://www.bths.edu/meeting\\_minutes.jsp?rn=9564552](http://www.bths.edu/meeting_minutes.jsp?rn=9564552) and at the office of the Brooklyn Borough Director.

<hr/> <i>Print Name (Chairman)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
<hr/> <b>Randy J. Asher</b> <i>Print Name (Principal)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
<hr/> <i>Print Name (PA/PTA President)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
<hr/> <b>Daniel Baldwin</b> <i>Print Name (UFT Chapter Leader)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>