



Shauntel Jordan, Principal

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SCHOOL LEADERSHIP TEAM BYLAWS ADOPTED 2022

Article I – Public School 309 Mission Statement

Our mission at PS 309 is to cultivate a safe, rigorous, and equitable learning environment, where diversity is respected, and students are critical thinkers who are active members within and outside of their school community.

Article II – Team Composition

Section 1. Membership

The team's number of parents and staff members shall be half from each constituency. The total number of members shall be:

- 1.1 Core members of the team shall be, PTA President Ms. Russell, Title 1 Matt burger, Regina Edwards, Adrienne Patterson, Melissa Lusk, Ms. Benjamin, Ms. Daley, Ms. Ward, Ms. Jordan, Ms. Sutherland 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
 - 3 Staff Members
 - Principal Jordan
 - 3 elected parent members
- 1.3 The team may by consensus, choose to create a seat or seats on the team for community based organizations. The team will create a process for the organizations to apply for membership. Members of the team may also recommend an organization for membership. This will be done on an annual basis. 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 (May Include):

- Chairperson or Co-Chairpersons Satisha Ward
- Recording Secretary Regina Edwards
- Facilitator Satisha ward

Section 3. Length of Term

The length of term members (with the exception of core members) shall be **two years**, provided the team member(s) is eligible to serve in accordance with the Chancellor's Regulation A-655. Team members may not serve for more than two consecutive terms and must wait 1 year before they can be re-elected as a member of the SLT if they so desire. If no other willing, eligible candidate is identified for a particular team constituent group, the member(s) may be elected for a third term, if the member is still eligible and so desires.

Section 4. Section and the Role of Chairperson/Co-Chairpersons

- 4.1 The Chairperson shall be elected by consensus of the team and shall serve for a period of 2 year(s) and until his/her successor is elected. If the term opts to elect Co-Chairpersons, they will share the role and responsibilities of the Chairperson as outlined in these bylaws. The election shall take place at the October meeting.
- 4.2 The role of the Chairperson 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 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 Additional Organization Structure members shall be elected by consensus of the team at any time in the term when needed and shall serve for a period of 2 year(s). They are listed above in Section 2.
- 5.2 The Recording Secretary shall keep an accurate, written record (minutes) of all team meetings, including member attendance; will distribute minutes to all members and post for the entire school community; prepare responses to correspondence addressed to the team; and assist with the preparation of meeting agendas.
- 5.3 The Facilitator shall advise the Chairperson and/or other team members on matters of Parliamentary Procedures. The Facilitator shall also assist in the interpretation of rules and procedural requirements and in the preparation for the proper handling of various agenda items within the day's order of business.

Section 6. Roles and Responsibilities of Team Members

- 6.1 Team members, including those additional roles outline 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 or 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; sharing view 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 1 Committee subject to the manner prescribed in Chancellor’s Regulation C-30.
- 6.4 School Leadership Team must consult with the school’s Parent Association regarding the school uniform policy before taking a vote (i.e., the decision to opt out of the uniform requirement).

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 the third Thursday of the month from 3:45 – 4:45 p.m. Additional meetings will be scheduled as needed either hybrid by the chairperson. Meetings will be scheduled at the most convenient time for parent members on the team. Parent members will be polled each year to determine the time most convenient for team meetings.
- 1.2 Members, who miss more than two meetings without rendering a valid excuse such as illness, parent meeting, and/or graduation, will be subject to removal from the team. Official members such as: UFT representatives, PTA members, and can elect an approved representative to take their place in their absence. All notices must be in writing.

Section 2. Notice of Team Meetings

- 1.1 In case of an impasse, the team has the obligation to seek assistance from the regional support personnel, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

1.2 A team member may seek external assistance when he or she deems it necessary. In such situations, the team will have access to a variety of supports, including the Regional School Leadership Coordinator and the District Leadership Team.

Article VIII – Bylaws Reviews 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.

These bylaws were amended on **12/15/2022** and are on file in the principal's office.

Principal Shauntel Jordan
Signature

PTA President Nakendra Russell
Signature

UFT Chapter Leader Oswald Sutherland
Signature