Bylaws of the School Leadership Team of Riverdale Kingsbridge Academy MS/HS 141

Adopted: November 2017
Revised and adopted November 2026

Article I – School Leadership Team Mission Statement and Educational Vision

The School Leadership Team of the Riverdale Kingsbridge Academy is a community of stakeholders meeting collaboratively to provide guidance, reflection and alignment of the school's goals and values.

Article II – Team Composition

Section 1 **Size of Team**

The total number of members shall be **twelve (12).** The team shall maintain an equal number of parent and staff members, **five (5)** from each constituency and two students (1 MS and 1 HS). The Parent Coordinator and CBO partners may also be included for alignment.

Section 2 **Mandatory Members**

The only three mandatory members of the SLT are the school's principal, the Parent Teacher Association (PTA) 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 remaining members of the team shall consist of:

- Four (4) elected parent members (if Title I- one must be the Title I Chairperson) (1 position is set aside for an incoming 6th grade parent for fall election). Since the term of service is 2 years, positions for the Parents should be staggered so that each year not all members are being replaced.
- Three (3) elected UFT/staff member(s)
- One (1) elected DC37 Representative
- Parent Coordinator ("non-voting")
- Community-Based Organization member ("non-voting")

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

The Title I Parent Advisory Council (PAC) Chairperson (if applicable) is a remaining member at large and will be elected at the Title I Parent Advisory Council (PAC) Meeting in the spring. The Title I election will take place immediately following the spring Parent Teacher Association (PTA) and School Leadership Team (SLT) elections. The Title I Chairperson serves a **two (2)** year term.

In the event the Title I Chairperson is unable or unwilling to serve on the SLT, or if this is not applicable, the Alternate will be offered the position. In the event the Alternate is unable or unwilling to serve on the SLT the position will be offered to an elected Title I Parent Advisory Council (PAC) member. In the event more than one Title I Parent Advisory Council (PAC) member is interested in serving on the SLT, there will be an election for the position.

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. A member of the team may also recommend an organization for membership. This will be done on an annual basis. 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/Co-Chairpersons**

Selection Method - The Chairperson shall be selected from the Core members by consensus of the team and shall serve for a period of **one (1) year**. 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.

The Chairperson (or Co-Chairpersons) collects input from the Core members to create the agenda for the next meeting. Input must be provided two weeks prior to a scheduled meeting for inclusion in the agenda. The Chairperson ensures that team members have the information necessary to guide their planning and focuses the team on educational issues of importance to the school. The Chairperson ensures that voices of all team members are heard.

Section 6 **Additional Leadership Roles**

Recording Secretary – The role of the Recording Secretary is rotated amongst the members so that each member of the team will take notes at no more than one meeting annually. This person is responsible for sending the minutes to the chairperson within one week of the meeting date. Such minutes must be maintained at the school, with a copy provided to the PTA. The minutes are also shared with the SLT at the following meeting.

Communications Secretary-The Principal serves as the communications secretary to communicate meeting dates, schedule changes, etc.

Facilitator – The Chairperson serves as the facilitator of the meetings.

Financial Liaison – The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration. This attendance must be delivered to the school business manager according to annual deadlines.

Time Keeper-The time keeper will be responsible for ensuring that members recognized to speak keep to the agreed upon time limits as set forth by the team.

Selection Method – Additional leadership roles of the elected team members will be filled by consensus of the team at the **September** meeting and shall serve for a period of **one (1)** 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 **two (2)** year terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for the duration of their term.

Members may not serve more than **two (2)** consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

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.

If requested, the SLT shall provide an annual assessment to the community 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 when applicable). The SLT will coordinate with other school committees such as the Parent Teacher Association and the Title I Parent Advisory Council to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

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.

Section 9 **Remuneration and Recordkeeping:**

1. To be eligible to receive the annual remuneration of $300, School Leadership Team members must complete **30 hours of service** on the SLT **and attend a mandatory training session** on CEPs and budget, offered by the Office for Family and Community Engagement. Team members who attend training, but serve less than 30 hours may request remuneration on a pro-rata basis.
2. School Leadership Team members are responsible for ensuring that all records documenting the number of hours served are submitted to the Chairperson for processing.
3. Individual School Leadership Team members must choose whether to accept or waive the annual remuneration and donate the funds to be used for other school purposes. Team bylaws may not dictate any specific choice.
4. Attendance and minutes must be recorded at every meeting. Attendance includes who is present, excused, unexcused and guests and how members are participating.
5. Minutes are documented with the word "draft" until they are adopted by the team. Include the start and ending time, if quorum has been met and who the document was prepared by.

Article III – Team Meetings

Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on the third Thursday of every month from 2 : 45 pm to 4:00 pm. 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 **two** (2) meetings without rendering in writing or verbal a good and valid excuse will be subject to removal from the team.

Section 2 Notice of Team Meetings

The School Leadership Team will establish a yearly calendar which shall be posted in the general office, teachers' lounge, SLT bulletin board, in the parent coordinator's office and school website at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent teacher association each school year. The Chairperson will send meeting reminders one week prior to all meetings by school mailbox, backpack, mail, email, or telephone.

Section 3 Meeting Attendance

School Leadership Team members are expected to attend all meetings. If team members are unable to attend the meeting, they must contact the Chairperson in advance of the meeting.

Due to the need of physical quorum being met, all members must attend meetings in person.

Except in the case of executive sessions conducted pursuant to POL § 105, the School Leadership Team shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, consensus making decisions and any other matter formally discussed. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

All team meetings are open meetings. Anyone (other than team members) who wishes to speak at a SLT meeting must request to do so and be acknowledged by the chairperson. Requests to speak shall be granted, time permitting, by the chairperson.

Section 4 Quorum

50% plus one of SLT members including representation from each constituent group in person shall constitute a quorum and allow for members to participate by videoconferencing (if needed by extraordinary circumstances).
Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

If there is a quorum of 50% plus one members participating at MS/HS 141 the School Leadership Team may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count towards a quorum of the school leadership team, but may participate in consensus making decisions.

Section 5 **Order of Business**

- Call to Order
- Distribution and Approval of the Previous Meeting's Minutes
- Comprehensive Education Plan (CEP)
- Budget alignment to the Comprehensive Education Plan (CEP)
- Title I Update (if applicable)
- Data/Progress Monitoring
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Questions and concerns
- Adjournment

Section 6 **STANDING COMMITTEES:**

A. At the first meeting of each year, the team may but is not required to form sub-committees on which to serve. The team may form sub-committees during the year as deemed necessary. The Sub-committees may include, but not limited to:

1. Budget
2. Grant Writing
3. Parent Involvement – (ex. School Parent Compact (SPC), Parent Involvement Plan (PIP) Parent Engagement Strategies, etc.)
4. Core subjects (Math/ELA/STEM)
5. Special Education
6. ELL
7. Technology

B. Each committee will have a designated chairperson who will coordinate meetings and will report to the team with its findings and recommendations.

C. Members of the SLT may be called upon to collect data and information about the school's progress towards CEP goals for reporting back to the SLT.

Section 7 **Agendas**

The Chairperson and Secretary will establish an agenda for each meeting. Anyone who wishes to add an item to the agenda must notify the Chairperson in writing at least **two (2)** weeks prior to the scheduled meeting.

Section 8 **Who may attend meetings and the role of visitors**

Members of the public and media are allowed to attend meetings as observers.
Only members that are recognized by the Chairperson are allowed to speak.

Media: only one camera will be allowed, no flash photography, no noisy equipment, and no close-up photos. Anyone using any equipment, must stay in the designated area.
Media and equipment cannot interrupt or interfere with the flow of the meeting.

Section 9 **When sensitive and private matters need to be discussed and minutes**

Executive Session may occur when matters of sensitivity of privacy needs to be discussed. When an Executive Session is invoked, the members of the SLT will leave and discuss those matters in another location. When the members are done discussing sensitive information, they will return to the SLT meeting room. Visitors, including the media must remain where they are and not allowed access to the Executive Session meetings or it's minutes. (Executive Sessions will have separate minutes from the public SLT minutes).

Article IV – Removal of a School Leadership Team Member

Section 1 **Removal Process**

Team members who fail to attend **two (2)** meetings without rendering in writing a good and valid excuse, or 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. 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 or is removed, the vacancy will be advertised to the appropriate constituent group and an election will be held in accordance with these bylaws. When the new member is elected, they will complete the remainder of the term.

Article V – Decision-Making

Section 1 **Consensus-based decision-making must be the primary means of making School Leadership Team decisions. Consensus is defined as reaching an agreement acceptable to all members. The team should develop methods for engaging in a collaborative problem-solving and solution seeking and, when necessary, effective conflict resolution strategies.**

Section 2 In the September meeting, the SLT will determine norms for the community discussion. Discussions will adhere to the norms.

Section 3 **Making Informed Decisions About Educational or Budgetary Issues:**

The School Leadership Team shall work collaboratively in making informed decisions concerning educational or budgetary issues. The team will seek out and attend seminars/workshops to become informed on topics. Agenda items will be clarified prior to discussion

Section 4 **Process for Making Emergency Decisions**

An emergency meeting may be called to deal with a matter of importance that cannot be postponed until the next scheduled SLT meeting. The Principal may call an emergency meeting with the core SLT mandatory members: Principal, UFT and the PTA President. The Principal/UFT/PTA President will come to an agreement on emergency issues.

Article VI – Conflict Resolution

Section 1 Assistance from the District Leadership Team (DLT)

The School Leadership Team 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 principal will make the final determination.

Section 2 Assistance from the Office of Family Engagement

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 FACE 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 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.

These bylaws were amended in November 2017 and are on file in the principal's office.

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Principal Principal Signature

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PTA President PTA President Signature

UFT Chapter Leader	UFT Chapter Leader Signature