



**THE BRONX HIGH SCHOOL OF SCIENCE  
SCHOOL LEADERSHIP TEAM  
75 BRONX SCIENCE BOULEVARD BRONX, NY 10468**

**Bylaws of the School Leadership Team of The Bronx High School of Science**

Adopted February 15th, 2017

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Article I – School Leadership Team Mission Statement and Educational Vision

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The mission of the School Leadership Team (Team) of The Bronx High School of Science (School) is to support excellence in education through shared responsibility and accountability based on a common set of goals and expectations. To this end, the Team shall strive to work in true partnership to promote academic excellence at the School. Such excellence in education will enable the students of the School to become the best prepared students in the country and to be productive citizens during their academic years and afterwards, as they enter the best colleges and universities in the United States. The responsibilities of the SLT are to develop and to review the school’s Comprehensive Educational Plan (CEP), including annual goals and objectives, and to consult with the principal in developing a school-based budget and staffing plan aligned with the CEP. The SLT is not responsible for the hiring or the firing of school staff.

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Article II – Team Composition

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Section 1      Size of Team

The total number of members shall be up to 14. The team shall maintain an equal number of parent and staff members, up to six each.

Section 2      Mandatory members

The only three mandatory members of the SLT are the school’s principal, a Parent Association 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 remaining members of the team shall consist of:

- One member of the administration designated by the principal
- Up to five elected parent members, excluding the mandatory, Parents’ Association co-president or designee
- Two elected UFT members
- One elected DC 37 member
- Two elected students

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 with the rules set forth in these bylaws.

Parent member elections will be scheduled simultaneously with PA elections each spring and at other times as needed in order to fill vacancies. Parents must be provided with a minimum of ten calendar days notice, prior to the election.

Student members will be selected in a fair and unbiased manner by the student body 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.

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. 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 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 7 Length of Term and Term Limits

Team members, with the exception of mandatory members and student members with a one year term, are elected for two-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 six consecutive terms. However, if no other willing and 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.

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 Parent Association 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 leadership, and the consensus of the SLT shall be taken into account. The final decision on such other issues shall remain with the principal or school leadership, 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.

Draft meeting minutes will be made available to the public upon request two weeks after each meeting. Draft meeting minutes of executive sessions will be made available upon request one week after each meeting.

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### Article III – Team Meetings

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#### 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 Tuesday 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 that is convenient for parent members on the team.

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 first meeting of the parent association which occurs after the first SLT Meeting, each school year. The meetings will be publicized in accordance with the protocol set forth by the Department of Education. The Chairperson will send meeting reminders one week prior to all meetings, in compliance with the Open Meetings Law.

#### 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. All Chancellor's Regulations regarding visiting non SLT members will be followed.

Meetings are open to the general public. Visitors will not be permitted to participate in the discussions but should bring any issues to their constituent representative or the Chairperson in writing, prior to or after the meeting. Photographing and video recording will be permitted in a way that is not disruptive to the proceedings, as deemed by the SLT. In the event of a motion to

move to executive session, only invited visitors will be permitted to join the executive session meeting.

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

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Article IV – Removal of School Leadership Team Member

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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, or behave in a manner that is disruptive and undermining to the work of the Team, will be removed by the consensus of the remaining team members. 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.

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Article V – Decision Making

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Section 1 Decision Making

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.

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Article VI – Conflict Resolution

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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.

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Article VII – Bylaws Review and Amendment

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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 on February 15th, 2017, and are on file in the principal’s office.

Jean M. Donahue, Ph.D  
Principal

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Principal’s Signature

Betsy Newberry  
PA Co-President

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PA Co-President’s Signature

Diane Steiker  
UFT Chapter Leader

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UFT Chapter Leader’s Signature