



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, university and community partnership

School Leadership Team By-Laws

Dr. Jose G. Maldonado-Rivera, Principal & Associate Scientist



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

Article 1 – Mission Statement/Educational Vision

Columbia Secondary School’s mission is to provide a challenging academic experience that prepares its students for selective colleges; for careers in science, math, and engineering; and for a life of civic engagement and ethical responsibility. We train students to be socially and politically conscious, to be aware of their responsibility to their communities and the world, and to be dedicated to a life of creation and discovery in service of humanity.

Article II – Team Composition

Section 1 – membership

The number of parent and staff members on the team shall be equal. The number of members shall not exceed 17.

1.1 The three core (mandatory) members of the team shall be Principal (or Assistant Principal, if the Principal is unavailable); United Federation of Teachers (UFT) Chapter leader (or designee); and Parent Association (PA) President (in the case of co-presidents, the PA officers shall determine which co-president will serve as the core member of the SLT).

1.2 The members of the team shall consist of:

Parents:

- a. PA President (or co-president)
- b. One Representative from each grade level
- c. One Alternate from each grade level (non-voting member)
- d. Parent liaison from the Foundation for Excellence

Staff:

- a. Principal (or assistant principal)
- b. UFT Chapter leader (or designee)
- c. One Teacher Representatives from each grade level
- e. One Alternate from each grade level (non-voting member)



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

Section 2 – organization Structure (SLT Officers):

- a. Chair person
- b. Recording Secretary
- c. Timekeeper

Section 3 – Length of Term

The length of term for team members (with the exception of core members) shall be:

- a. Two calendar years, from July 1 through June 30 for Parent Representatives unless there is a vacancy.
- b. Two calendar years for Staff representatives, unless there is a vacancy.
- c. Terms commence as follows:
 - (i) Even numbered grades will elect a parent representative in even numbered school years
 - (ii) Odd numbered grades will elect a parent representative in odd-numbered school years

Section 4 – Selection and Role of Chairperson, Recording Secretary and Timekeeper

- 4.1 The Chairperson, Recording Secretary and Timekeeper shall be selected from within the membership of the SLT at or about the first meeting of the school year. If the team opts to elect co-chairpersons, they will share the role and responsibilities of Chairperson as outlined in these bylaws.
- 4.2 The role of Chairperson(s) shall be to ensure that:
 - a. SLT meetings are effectively organized; preside at all meetings; facilitate discussion(s) during meetings; coordinate team and subcommittee efforts; and ensure that members maintain their focus on issues presented to the SLT.
 - b. The agenda for each meeting is coordinated; that internal SLT communication is effectuated; and the SLT calendar of meetings is organized and circulated.
- 4.3 The role of the Recording Secretary shall be:
 - a. Taking the minutes, posting the minutes and all other SLT information, receiving and disseminating all district and CSS communications;
 - b. To act as the archivist.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

4.4 The role of the Timekeeper shall be to keep time during the meetings so as to keep to the scheduled agenda.

Section 5 – Roles and Responsibilities of Team Members

5.1 Team members, including those additional roles outlined in these bylaws, are responsible for:

- a. participating in the development and review of the Comprehensive Educational Plan (CEP) including goals and objectives;
- b. ensuring that the budget is aligned to support the CEP;
- c. working collaboratively with their team members by sharing their ideas and concerns and listening to the ideas and concerns of others;
- d. engaging in collaborative problem-solving and solution-seeking that will lead to consensus-based recommendations that meet the needs of all students;
- e. sharing the views of their constituencies with the team;
- f. engaging in conflict-resolution processes when necessary; and
- g. developing consensus-based recommendations for curriculum and school-wide policies.

5.2 In addition, team members have these added responsibilities:

- a. to attend all team meetings;
- b. to identify concerns and issues to be discussed during SLT meetings;
- c. to review minutes and give feedback;
- d. chair and/or serve on team sub-committees; and
- e. to communicate with the entire school community.

5.3 Alternates (non-voting team members) shall:

- a. attend meetings if the representative advises that he/she cannot attend
- b. communicate with the absent representative all information with respect to the meeting that was unattended by him/her.

5.4 Formulation of sub-committees: When forming sub-committees the team shall reach out to the school community for volunteers. Each sub-committee must include at least one member of the SLT. All recommendations of sub-committees are subject to the approval of the leadership team.

5.5 Members agree to arrive on time, to leave on time, to engage in no side conversations. Members understand that meetings are confidential and that comments made within the meetings are not to be repeated outside the meetings.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

5.6 The SLT is not responsible for hiring and firing school staff.

5.7 Parent and community members (if any) of the SLT shall adhere to the Ethics Code (Chancellor's Regulation D-120). The Ethics Code does not apply to staff members, who are covered by the much more restrictive Conflicts of Interest Law, which is applicable to all Board of Education employees.

5.8 Evaluation - As part of the CEP process, the team will review pupil achievement data in doing the needs assessment and in evaluating the implementation of the plan. The team recognizes that test scores do not necessarily constitute the entire results required to evaluate success.

The SLT must evaluate its effectiveness each year by conducting a Performance Assessment in Schools System-wide (PASS) review. A PASS review conducted in the school in collaboration with a State, Central or District team may be used to meet this requirement.

5.9 Limitations - The SLT may not discuss the evaluation and/or rating of staff members or deal with problems involving individual staff, students or parents.

5.10 The team may not make decisions in an area over which it has no authority or which would:

- . Violate confidentiality rights of staff, parents or students
- a. Violate a collective bargaining agreement
- b. Violate any city, state or federal law or regulation or violate Department of Education or District policy
- c. Entail a commitment to any expenditure for which funds are not available
- d. Affect other schools or organizations which are not a party to the agreement

Section 6 - Relationship with Other Entities

6.1 Teams and Committees

Except in areas directly related to the CEP and budget, the SLT does not oversee the work of other school committees. However, in its role as the school's planning and review body, the SLT is the central coordinating team in the school and it should facilitate communication among the various school committees.

6.2 District Teams

A District Leadership Team (DLT) should be formed in each district. The role of the DLTs is to provide support and guidance to SLTs within their districts.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

Article III – School Leadership Team Meetings

Section 1 - Schedule of Meetings

1.1 For the first five (5) years of the school's operation, meetings will occur on a bi-weekly basis. Thereafter, meetings will be monthly, however, there shall be no less than ten (10) meetings during the course of the school year. Additional meetings will be scheduled as needed. Meetings will be scheduled at a time that is convenient for most members on the team. Members will be polled each year to determine the time most convenient for team meetings.

1.2 Meetings are to be held at the school, unless extenuating circumstances prevent this.

1.3 Special meetings may be called by the SLT. When a special meeting is called, a notice shall be posted. Special meetings shall follow the guidelines for regularly scheduled meetings.

1.4 Any member of the SLT shall have the right to call a closed executive session.

Section 2 - Notice of Team Meetings

The team will establish a yearly calendar, which shall be posted on the school's website at the beginning of each school year. The Recording Secretary will remind members two days in advance by written notice (including e-mail) of all meetings.

Section 3 - Meeting Attendance

3.1 The regularly scheduled team meetings will be open to the entire school community for observation. 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. Members of the school community who are not team members may request speaking time at meetings to discuss specific topics.

3.2 Team members are expected to attend all meetings. If a team member is unable to attend the meeting, the alternate must be contacted to fill in. The Chairperson must be contacted in advance of the meeting if a team member is unable to attend.

Section 4 - Quorum

The quorum of members needed to make recommendations at team meetings shall be 2/3. This will require the presence of two core members or their designees, two staff members, two parent members, and the principal and/or assistant principal.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

Section 5 - Order of Business

- Call to Order
- Reading and 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 advanced notice, open to all members of the constituent group and in a way that is public and perceived to be fair and unbiased.

Parent members are elected in the spring after the PA officer elections. The parent member elections are conducted in the same manner as the PA officer elections as described in the PA bylaws. 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/Officer

Team members who fail to regularly attend 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 undermines the work of the team 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 member shall be officially notified in writing by the team of its 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.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

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.

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 deemed necessary, the SLT may also appoint or establish a subcommittee to do research or bring in someone with expertise on the topic under discussion. If consensus still cannot be reached, the team should contact the appropriate Regional Support Personnel 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 Regional support personnel 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, the Superintendent or other external sources after every effort has been made to resolve the issue internally.

Team members may seek external assistance when he or she deems necessary. In such situations, the team will have access to a variety of supports, including the Local Support Organization and the District Leadership Team.

To avoid detrimental effects on the functioning of the school, the team is encouraged to identify issues in which an impasse may occur as early as possible in their deliberations and seek the appropriate assistance as soon as possible.

Article VIII - 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. The final draft must be posted on the CSS website. Passage must be by consensus.



COLUMBIA SECONDARY SCHOOL for Math, Science & Engineering
a public school, community and university partnership

School Leadership Team By-Laws

There shall be a formal review of the bylaws every two years.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

All proposed bylaws amendments must conform to Chancellor's Regulation A-655.

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