

The New York City Museum School

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Metropolitan Museum of Art

Japan Society

Schomburg Center for Research in Black Culture

Hudson River Community Sailing

SCHOOL LEADERSHIP TEAM

BYLAWS

ARTICLE I

School Leadership Team Mission Statement

The New York City Museum School (NYC Museum) is a collaborative community dedicated to providing the highest quality pre-college education to our 9th to 12th grade students. Our highly dedicated faculty members and administrators work closely together to provide a rich environment in which all of our students can reach their potential both at NYC Museum and beyond. Central to our work is our collaboration with New York City's premier historic, artistic, scientific, and cultural institutions.

The objective of the NYC Museum School Leadership Team (SLT) is to collaborate on and review the annual Comprehensive Education Plan (CEP) of NYC Museum, ensuring that it is aligned with the school-based budget. The Principal is responsible for developing the school-based budget, after consultation with the SLT, and ensuring that it is aligned with the CEP. As part of the process for developing the CEP, the team will review school-wide data and feedback from annual reviews of school progress. In addition, the SLT will foster and strengthen communication among the various constituencies of NYC Museum.

In keeping with the mission of the school and Chancellor's mandate for the work of SLTs, SLT members pledge to work in a consensus model of decision making. All members will carefully listen to each member's proposals and be sensitive to the needs of members. A norm of mutual respect for differing viewpoints is central to the viability of the SLT and the mission of the school.

ARTICLE II

Team Composition

Section 2.1 Size of Team

The total number of members shall be twelve (12), which includes two student members. The team shall maintain an equal number of parent and staff members, five (5) from each constituency.

Section 2.2 Mandatory Members

The three (3) mandatory members of the SLT of NYC Museum are:

- School's Principal
- Parent-Teacher Association (PTA) President, or one of the co-presidents
- United Federation of Teachers (UFT) Chapter Leader

Mandatory members may designate another member of their constituent group to serve in their stead.

Section 2.3 Remaining Team Members

- Three (3) elected staff members
- Four (4) elected parent members
- Two (2) elected student members

ARTICLE III

Responsibilities

Members of the NYC Museum SLT:

Section 3.1 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 with which the SLT will develop the goals and objectives to meet the needs of students and the school's educational program.

Section 3.2 Shall attend all meetings of the School Leadership Team.

*The Chairperson is to be informed if a member cannot attend a meeting.

Section 3.3 Shall communicate effectively with their constituent groups and share the views of their constituencies with the team.

Section 3.4 Shall coordinate with other school committees such as the PTA and the Title I Committee to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

Section 3.5 Shall attend professional and team-building activities.

Section 3.6 Shall 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 decision-making.

ARTICLE IV

Limitations

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

ARTICLE V

Election of Team Members

- Section 5.1 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.
- Section 5.2 Parent member elections shall occur after PTA elections that are held each June. Parents must be provided a minimum of ten (10) calendar days written notice prior to the election.
- Section 5.3 Team members, with the exception of mandatory members, are elected for one-year terms. All members must remain eligible to serve for the duration of their term, pursuant to Chancellor's Regulation A-655.
- Section 5.4 Members may not serve more than three consecutive terms. However, if no other willing, eligible candidate is identified for a particular constituent group, a member may be elected for additional terms.
- Section 5.5 Student members will be selected by the student body and shall serve for a period of one (1) year.

Section 5.6 Should a member miss two (2) consecutive meetings without rendering in writing a good and valid excuse or be unable to fulfill his/her duties, the team will review service as it relates to responsibility. By consensus decision of the team, the member will be removed and a vacancy declared. Elections held to fill vacancies due to resignation, cessation of member eligibility, or removal 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.

ARTICLE VI

Officers, Roles, and Responsibilities

Section 6.1 Chairperson/Co-Chairpersons

Selection Method: The Chairperson shall be selected by consensus of the team and shall serve for a period of one (1) year. The Chairperson or co-chairpersons need not be mandatory members. 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.

Responsibilities: The Chairperson is responsible for scheduling meetings, ensuring that team members have the information necessary to guide their planning, and focusing the team on educational issues of importance to the school. The Chairperson ensures that voices of all team members are heard.

Section 6.2 Additional Leadership Roles

Secretary – The secretary will be responsible for sending SLT meeting notices and for keeping the minutes of SLT meetings. Such minutes must be maintained at the school, with a copy provided to the PTA. The school principal may designate an office staff member to assist the SLT secretary.

Facilitator – The Facilitator shall advise the Chairperson and other team members on matters of Parliamentary Procedure.

Financial Liaison – The Financial Liaison shall assume responsibility for documenting member participation for the purposes determining eligibility for the annual SLT remuneration.

Timekeeper – The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item.

Selection Method: Additional leadership roles will be filled by consensus of the team at the September meeting and shall serve for a period of one (1) year.

ARTICLE VII

Team Meetings

Section 7.1 All SLT meetings shall be open to the staff, parents, and students of the NYC Museum School as observers. Pursuant to the Open Meetings Law, all SLT meetings are open to the public, also as observers. Any individual wishing to address the team in a meeting must first notify the Chairperson at least five days before a meeting. The Chairperson will determine that the topics of discussion are

within the purview of the team and will then provide the individual an opportunity to address the team.

Section 7.2 Notwithstanding Section 7.1, upon majority vote of total SLT membership and pursuant to a motion generally identifying the subjects to be considered, SLT may go into Executive Session for private discussion. If there is no majority vote to move to an Executive Session, then the topic should be tabled for discussion at the next meeting.

Section 7.3 A quorum is required for the SLT to conduct business. A quorum shall consist of 50% of the active members of the SLT but must include at least one elected parent member and one elected staff member.

Section 7.4 Meetings shall be determined at the first meeting of each school year. 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.

Section 7.5 The SLT shall meet at least once a month during the school year. Additional meetings will be scheduled by the Chairperson as needed or upon request by the team members.

Section 7.6 The SLT will establish a yearly calendar which shall be posted in the general office, on the school website, and at the building entrance. The calendar shall be distributed to parents through the PTA. The Chairperson will send meeting reminders one week prior to all meetings by a method determined to reach all parents.

ARTICLE VIII

Order of Business

- Call to Order
- Reading and approval of the Previous Meeting's Minutes
- Principal's Report
- Committee Reports
- Unfinished Business Agenda Items
- New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

ARTICLE IX

Decision-Making Procedures

Consensus-based decision making must be the primary means of making SLT decisions. Consensus shall be defined as reaching an agreement acceptable to all members. The team will engage in collaborative problem solving and solution seeking and, if necessary, effective conflict resolution strategies.

ARTICLE X

Conflict Resolution

In the case of an impasse, the team has the obligation to seek assistance from the superintendent or other external sources after every effort has been made to resolve the issue internally. If after receiving assistance from the District Leadership Team (DLT) or superintendent, the Team still cannot reach agreement on the CEP, the superintendent will make the final determination.

ARTICLE XI

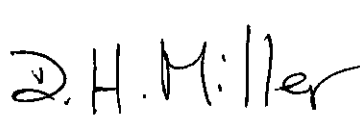
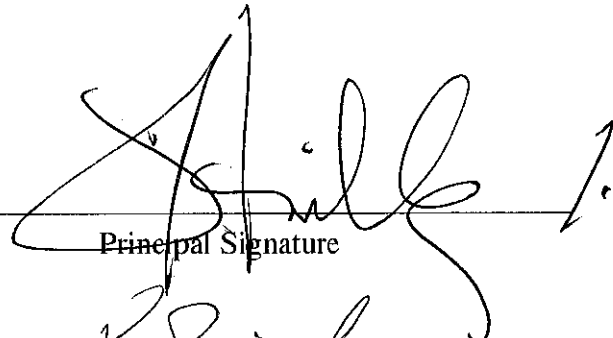
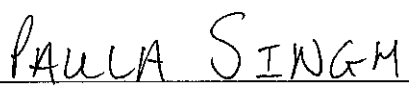
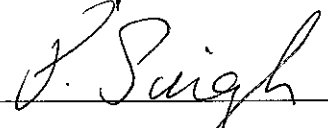
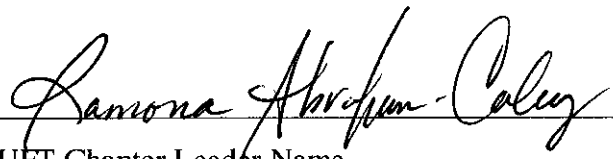
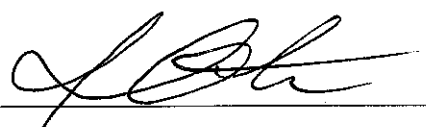
Bylaws Review and Amendment

Section 11.1 Any member of the team wishing to propose an amendment to the bylaws may do so by submitting it in writing to the Chairperson. The Chairperson will then place it on the agenda for discussion during the next meeting.

Section 11.2 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.

Section 11.3 The bylaws shall be reviewed at the beginning of each year to ensure that they meet the needs of the team and remain consistent with Chancellor's Regulation A-655.

These bylaws were amended on April 17, 2019, and are on file in the Principal's office.

 _____ Principal Name	 _____ Principal Signature
 _____ PTA President Name	 _____ PTA President Signature
 _____ UFT Chapter Leader Name	 _____ UFT Chapter Leader Signature