



NEW YORK CITY DEPARTMENT OF EDUCATION
JOHN F. HYLAN ELEMENTARY SCHOOL
PUBLIC SCHOOL 257

Magnet School of the Performing Arts

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New School Website: magnetschool257.org



Idalys Camacho
Principal

Melvin Martinez
Assistant Principal

SLT BYLAWS

1 Vision/Mission

The members of P.S. 257 School Leadership Team will be positive role models for the students, staff and parents of the school community. The team will empower the school community to work together as equal partners while doing the best to move towards higher standards for all.

2 Core Purpose

- 2.1 The School Leadership Team will help students' work together to achieve lifelong skills as learners in our community and society.
- 2.2 The School Leadership Team will continue to revise goals of the CEP to meet the needs of our students throughout the academic school year.

3 Bylaws

These bylaws will be effective as of October 2021.

Bylaws will be revised and amended by the School Leadership Team to address and meet the needs of the school community by May 31, 2022.

4 Team Membership

PS 257 School Leadership Team will consist of 10 voting members.

- 4.1 Leadership Team members will consist of a core team (P.T.A. President, UFT Chapter Leader and Principal)

The team composition will be as follows:

Administrators - *Principal and Assistant Principal*

Teaching staff - *Total of 4 teachers/ equal number of parents*

Parent Coordinator – DC 37 worker.

Parents will equal sum of staff positions for a total of 6 parents, including P.T.A. president and Title one PAC there will be one alternate for each constituency.

4.2 Selection of Members

Permanently placed members on the team will be the Principal, the UFT Chapter Chairperson and the P.T.A. President as long as they are in their respective positions.

Every 2 years at the end of school year, members will be placed yearly by a staggered election. Elections will be held *every* 2 years. Newly elected members will serve on the team the beginning of the next school year. Only one half of the non-permanent team members will stand for elections a year.

4.3 Attendance

- Attendance will be taken by chairperson accordingly (in person/virtual).
- Members should attend meetings regularly. Attendance will be taken via google form.
- After three consecutive absences, the team will review a members excessive absences and decide by consensus the removal, replacement or action to be taken by the team towards such member.
- Vacancies will be filled by the alternates of his/her constituency.
- Whereas, there is a vacancy and no alternate available to fill the seat, the constituency of the vacancy group will conduct an election for a member to become part of the team.
- In case of a hybrid meeting attendance will be taken accordingly

4.3 a

- All guests attending the SLT meeting must pre-register prior to entering the SLT virtual platform.
- Recording, of any sort is prohibited.
- Three selected frequently asked questions that were submitted to the ps257slt@gmail.com will be addressed 5 minutes prior to the end of the meeting.

5. Team Duties

5.1 Meetings

- Meetings will be held once a month after school between 5pm- 6pm.
- Virtually each month the team will have one meeting as an open meeting. All other meetings will be closed to non-team members. The team will decided by consensus if a meeting other than the designated meeting should be an open meeting.
- Permanently placed members will call emergency meeting the following week.

5.1 a

- Anyone attending the meeting who has any questions to be addressed must be a current parent/ guardian of the P.S. 257 student body.

5.2 Decision – Making/ Quorum

(consensus - "An understanding achieved when each member of the group agrees that a) opportunity has been provided for all points of view to be expressed and understood, and b) all members accept the decision and will support the agreement because it was arrived at in an open and fair manner."

* The team will make decisions by consensus.

5.3 Team Officers

1. Chairperson - Chairs the meeting –co chair
2. Co-Chairperson - person who will record meetings
3. Agendas will be decided at previous meetings by the team.
4. Team officers will be elected by the process described in section 4.3 of the bylaws.

5.4 Quorum/ Consensus

Decision will be based on consensus. Permanently placed members need not be present. However their representative can serve in decision making. Alternates may join in on decision making if member of their constituency is not present at the meeting.

5.5 Subcommittees

Subcommittee teams will be opened to every school community member. The school leadership team will request a representative from every grade and constituency to serve on subcommittees. Each constituency will vote on a member to represent them on subcommittees. These subcommittee members are responsible for their constituency. Leadership team members may serve on subcommittees. Team members that are permanently placed members on subcommittees must serve on those committees.

* All standing committees; i.e. *CEP, PAC* will remain the same.

* All special committees will be formed in the same fashion as outlined in section 5.5.

6. Team Responsibilities

1. CEP - To develop a comprehensive plan for the school community of P.S.257 by reviewing and revising the school's educational goals and objectives in accordance with the Chancellor's goals.

2. **Mission** - To ensure that every individual in our school community be given the opportunity to achieve the tools necessary to reach the highest standards achievable.

3. **Educational/ Instructional** - Goals will be based on the academic and social emotional needs of the school community. Students will be assessed and needs will be implemented accordingly.

4. **Attendance** - Regular attendance is expected of all members. (see section 4.4)

5. **Review of programs** - Constituency of each subcommittee/program will report to team. Subcommittees/programs will be reviewed by the team. Adjustments will be made accordingly.

6. **School Safety Updates** - School Safety committee is a subcommittee of the Leadership Team. The Leadership Team will meet at the beginning of the year to discuss changes, concerns and modify the school safety plan as needed.

* ***The team must respect the confidentiality of each individual of our school community.***

7. Limitations of Team

* Each team member will be allowed a maximum of two minutes speaking time to allow other members the opportunity to speak and allow the flow of the agenda to proceed.