

Abigail Adams Elementary School 131Queens

Excellence for All
170-21 84th Avenue
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VERONICA DEPAOLO, *Principal*

JENNIFER ISGRO, *Assistant Principal*

KELLY CINTRON, *Assistant Principal*

AMY GUTTELL, *Assistant Principal*

Bylaws of the School Leadership Team of Abigail Adams Adopted September 19, 2024 Revised September 25, 2025 at September SLT Meeting

Article I- School Leadership Team Mission

PS 131 is to educate our students while supporting their social, emotional needs. In our commitment to academics, innovation and technology, we provide our students with opportunities to engage in challenging tasks, work collaboratively and become productive citizens to meet the demands of an evolving technological world, creating excellence for all.

Article II- Team Composition

Size of the Team

The total number of members shall be no more than 17. The team shall maintain an equal number of parent and staff members.

Mandatory Members

The only three mandatory members of the S.L.T. are the school's principal, the Parent Association/ Parent Teacher Association President and the U.F.T. Chapter Leader. Mandatory members of the S.L.T. may designate another member of their constituent group to serve instead.

Members at Large

The remaining members of the team shall result in an equal number of parents and staff members in the S.L.T.

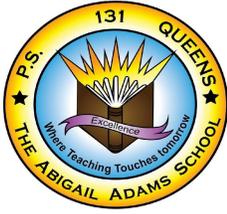
Election of Team Members

Parent and staff S.L.T. 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 group must be held in accordance with the term limits set forth in these bylaws.

Parent member elections must be scheduled after P.A. elections held each spring. P.T.A. must provide written notice of elections to the school community a minimum of fifteen calendar days prior to the

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election. The PA/P.T.A. is encouraged to stagger the terms of the non-mandatory parent members of the S.L.T.

Elections held to fill vacancies due to the resignation, cessation of member eligibility, or removal due to Chancellor's Regulation 655-A will be conducted by the appropriate constituent group prior to the next scheduled meeting. Team members will be appointed by the constituent group using an expedited election. Team members who are appointed shall be eligible to serve until the completion of that term.

Chair person/ Co-Chairperson

Selection Method- The chairperson shall be selected by consensus of the team and shall serve for a period of 1 year. If the team opts to elect a Co-chair person as outlined in these bylaws, the election will take place at the first meeting there is a quorum. 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.

Additional Leadership Roles

Secretary- The secretary will be responsible for sending S.L.T. meeting notices and for keeping the minutes. Such minutes will be maintained at the school, with a copy provided to the P.A./P.T.A. The school principal may designate an office staff member to assist the secretary.

Facilitator- The facilitator shall advise the chairperson and other team members on matter of Parliamentary Procedure.

Financial Liaison- The Financial Liaison shall assume responsibility for documenting member participation for the eligibility for the annual remuneration.

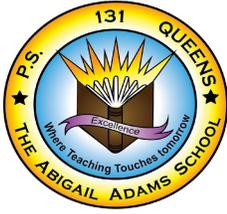
Timekeeper- The Timekeeper ensures that all agenda items are discussed by monitoring the allotment of time afforded each item.

Parent Liaison- The Parent Liaison will share and translate SLT minutes at the PTA meeting.

Voice of Innovation- Innovation in education means solving real problems in a new, simple way to promote equitable learning. The Voice of Innovation will ensure the team looks at technology as a means to accelerate leadership, student achievement and parent engagement.

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Selection Method- Additional leadership roles will be filled by consensus of the team at the October meeting and shall serve for a period of a year.

Length of Terms and Limits

Team members can serve for more than a year. However, all members must remain eligible to serve pursuant to Chancellor's regulation A-655 for the duration of their term.

Members can serve more than one consecutive term as elected at the spring election.

Responsibilities of School Leadership Team Members

Team members, including those additional roles outlined in these bylaws, are responsible for developing the annual Comprehensive Education 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 S.L.T. 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 S.L.T. will serve as the vehicle for the consultation with parent representatives regarding federal reimbursable funding (e.g. Title One). The S.L.T. will coordinate with other school committees such as the PTA/PA and the Title One Committee to ensure that all school-wide committees are working towards the same goals set forth in the CEP.

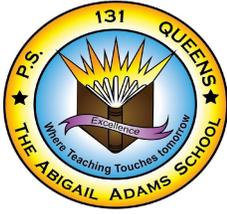
Team members must work collaboratively by sharing their ideas and concerns of others; engaging in collaborative problem solving and solution-seeking that will lead to consensus – based decisions. Team members must communicate effectively with their constituent groups and share the views of the constituencies with the team.

Article III- Team Meetings

Schedule of Meetings-

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The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on Wednesdays each month except if there is a holiday, from 3:15 p.m. The schedule is subject to change based upon parent considerations and school schedules. Additional meetings may be scheduled by the chairperson as needed or upon the 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 the meetings. The meetings will be held in a boundary free environment, which is wheelchair accessible.

Members who miss more than two consecutive meetings without rendering a valid and good excuse will be subject to removal from the team.

2025 -2026

9/25, 10/15, 11/19, 12/17, 1/21, 2/11, 3/18, 4/15, 5/20, 6/17

Notice of Team Meetings

The S.L.T. will establish a yearly calendar which shall be posted in the general office, front security desk and the school website at the beginning of the school year. The calendar shall be distributed at the first PTA meeting. The chairperson will send meeting reminders on the monthly school calendar.

In the beginning of the school year, the principal will e-mail the Family Support Coordinator the schedule of the meetings for the year. The Family Support Coordinator will notify the press and the general public.

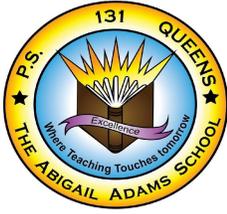
Meeting Attendance

S.L.T. members are expected to attend all meetings. If a team member is unable to attend the meeting, they must contact the Chairperson in advance. If an SLT member accumulates 2 unexcused absences, they will no longer be considered a member of the team.

A maximum of 2 SLT meetings may be requested as a remote option. The two remote meeting will count as present in attendance for the meeting date. In extenuating circumstances (e.g. sickness, school closure remote days) a remote option can be utilized. Remote information will be provided by the Chairperson by request via email.

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Visitor Protocol

Visitors are welcome to attend all SLT meetings. If a visitor plans on speaking he/she must notify the principal 72 hours prior to the meeting via e-mail/Audio/ Visual Recording.

The public/press can take notes, webcast, make recordings or videotape all meetings. While documenting the meeting, there is no flash photography or close ups allowed. Equipment which makes loud noises are prohibited.

Decision Making

The team will develop methods for engaging in collaborative problem solving and solution seeking that will lead to a consensus – based decisions and when necessary, effective conflict resolution strategies defined as reaching an agreement acceptable to all 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. If a consensus cannot be met the team shall contact the appropriate support personnel for further assistance.

The core group of the Principal, UFT Chapter Leader and the PA/PTA President can make a consensus. Each core member may designate another member to stand in their role if they are unable to attend a meeting. They may designate their representative the day of the meeting by emailing the Chairperson of their designation. The Principal may designate an Assistant Principal to represent them in their role if they are unable to attend the meeting. The UFT representative may choose a staff designee and the PA/PTA President may choose a parent designee from the School Leadership Team. These designees may be part of the consensus.

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