THE BROOKLYN BROWNSTONE SCHOOL

Curiosity
Community
Commitment

SCHOOL LEADERSHIP TEAM BY LAWS

2024-2025

General Membership Meetings

General membership meetings of the SLT shall be held monthly, September through June, on the last Tuesday of each month; at 3:00 pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday of that month, as determined by the SLT members. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.

- All SLT meetings must be held at the Brooklyn Brownstone School and virtually
- All eligible members may attend and participate in SLT meetings
- Non-members may only speak or otherwise participate if acknowledged by the Chair or Co-Chair.
- All SLT meetings will be recorded.

Quorum Requirements

SLT Meetings may only take place when there is a quorum of 6 members. Thoe members MUST include 3 parent representatives and 3 school-based representatives.

Meeting Format

In accordance with NYS law, Brooklyn Brownstone School SLT will require in-person quorum for SLT meetings. In order to provide equity and access to all families, SLT meetings will be streamed and recorded. This by-law is subject to change pending NYS open meeting laws. If there is an option for virtual quorum, that will be our preference.

Duties of the Selected Members of SLT

Chairperson

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.

- Meet regularly with the Co-Chair, if applicable
- Plan the agendas for the SLT Meetings
- Assist with June transfer of SLT records, including passwords/logins

Co-Chair

Supporting the Chairperson to schedule meetings, ensure that team members have the information necessary to guide their planning, and focusing the team on educational issues of importance to the school. The Co-Chair shall also ensure that voices of all team members are heard.

- Meet regularly with the Chairperson
- Plan the agendas for the SLT Meetings
- Attend general PTA membership meetings, and report out on SLT, if the secretary is unavailable
- Support the development and maintenance of communications to enhance parent-engagement (e.g., Brownstoner, Parent Engagement Guide).
- Assist with June transfer of SLT records and parent communications, including passwords/logins

Secretary

The secretary will be responsible for sending SLT meeting notices and for keeping and announcing 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.

- Attend general PTA membership meetings, and regularly report out on SLT
- Support the development and maintenance of communications to enhance parent-engagement (e.g., Brownstoner, Parent Engagement Guide).
- Assist with June transfer of SLT records and parent communications, including passwords/logins

Elected/Eligible Non-Mandatory Members (e.g., Parents and Staff)

Are responsible for attending and actively participating in meetings, collaborating in the development of the Comprehensive Education Plan (CEP), and providing input on key school policies. They are expected to represent their respective constituencies, engage in open dialogue, and contribute to decisions that support the academic and social-emotional needs of all students while ensuring transparency and equity in the decision-making process. Alternate Members will attend all meetings and participate as defined in 4.a., and vote when quorum cannot be met.

Order of Business

The order of business at meetings of the SLT, unless changed by the members of the SLT, shall be:

Chairperson/Co-Chair Welcome/Report
Secretary's Report
CEP/Budget
Member Reports
Title 1 PAC
PTA
UFT and DC37
Principal
New Business
Upcoming Events

Sincerely,

Alexander Brunner
Principal

Principal Alexander Brunner
Assistant Principal Amanda Richards
Superintendent Brendan Mims

272 MacDonough St., Brooklyn, NY
787 Lafayette Ave., Brooklyn, NY
718.573.2307
brooklynbrownstoneschool.com
@TBBS628