

# Alexander Graham Bell School

P.S. 205Q

75-25 Bell Blvd.

Bayside, New York 11364

718-464-5773

*"Making a Difference....One Child at a Time"*



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**Jennifer Wynne, Principal I.A.**

## **P.S. 205 Queens School Leadership Team By-Laws**

### **PREAMBLE**

The P.S. 205 School Leadership Team is being formed to improve the instruction of children. It is our shared belief that parents, teachers, and school administrators have a common goal in providing the best possible opportunities for learning for every child who enters our doors.

### **Article I MEMBERSHIP**

The School Leadership Committee shall consist of no fewer than 10 or more than 14 members (5-7 members from the staff and 5-7 members from the PTA). The members shall be as follows:

- a. The Principal (CSA)
- b. The U.F.T. Chapter Leader
- c. Staff members (UFT) elected from the chapter (4 members)
- d. The President of the Parents Teachers Association of P.S. 205
- e. Five members elected by the P.T.A.

### **Article II QUOREM**

- a. To do business, a minimum of 50% plus one of the total members with at least two members of each constituent group must be present.
- b. The Principal must be present.

### **Article III CHANGES IN MEMBERSHIP**

- a. Three consecutive absences shall constitute cause for a vacancy to be declared in the position held by the absent member. Such vacancy shall be promptly filled by the UFT Chapter and/or the PTA according to the rules and regulations established in the by-laws.

### **Article IV LENGTH OF SERVICE**

- a. All members will be elected for one-year terms.
- b. Previous team members may be considered for re-election.

### **Article V DUTIES AND RESPONSIBILITIES**

- a. Chairperson
  - Shall be selected by consensus and serve for one year for purposes of continuity.
  - Schedule meetings with the approval of the Leadership Team.
  - Preside at all Leadership Team general meetings.
  - Coordinate information from any sub-committees
  - Review minutes from the previous meeting.
  - Any other duties that the Leadership Committee deems appropriate and necessary for the orderly functioning of meetings.

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- b. Recorder
  - Keep accurate written minutes of all Leadership Committee meetings.
  - Record tasks assigned to individuals or subcommittees.
  - Record future agenda items.
- c. All leadership Committee Members
  - All Leadership Committee members shall network and consult with their constituency on a regular basis.

- All Leadership Committee members shall monitor all programs and ideas generated by the School Leadership Team.
- All Leadership Committee members shall be active participants in the meetings.
- It is understood that even though team members represent a constituency, they understand that they have a responsibility to make decisions which are in the best interests of the children.

d. Committees

There may be both Ad Hoc and Standing Committees:

- Standing Committees: A by-laws committee shall be a standing committee.
- All other committees shall be created by the School Leadership Team as needed.

**Article VI BY-LAWS**

A thorough review of these by-laws shall be conducted as necessary.

**Article VII PRINCIPAL'S AUTHORITY**

The Principal retains the authority and responsibility for managing all aspects of the day-to-day operation of P.S. 205.

**Article VIII PROCEDURES**

- a. All Leadership Committee decisions shall be made by consensus.
- b. A quorum must be present. See Article II.
- c. A Leadership Committee member may make one of the four consensus decisions regarding a proposal:
  - Yes. I strongly favor the proposal.
  - Yes. I am for the proposal.
  - Yes. I can live with it.
  - No. I cannot support the proposal

Process whereby issues presented by the Leadership Team will be determined.

- a. Each committee member shall have one vote.

- b. Voting shall be limited to members of the committee.
- c. The Leadership Team shall make all decisions by consensus. Consensus means that a decision is acceptable to all members. It does not mean that everyone is entirely satisfied, but members have accepted the final outcome.
- d. On the rare occasion that a decision cannot be reached by consensus, and an action must be taken for the good of the school by a given deadline, and all good faith efforts to reach a consensus to the satisfaction of the Community Superintendent have been exhausted, the principal will make the decision.

- e. The Leadership Team shall develop additional guidelines, as needed, to assist in clarifying the roles and procedures in order to ensure an effective shared decision-making process.

**Article XI MEETINGS**

- a. Meetings will be set by the Chairperson with the approval of the Leadership Team. Every attempt will be made to find times that are acceptable to all constituencies.
- b. All members are expected to attend all meetings on time.

**Article X AMENDMENTS TO THE BY-LAWS**

- a. These by-laws may be amended at any regular meeting as long as the proposed changes were discussed at two previous meetings.