



# **The Cambria Heights School**

**P.S. 176Q**

120-45 235<sup>th</sup> Street

Cambria Heights, NY 11411

Telephone (718) 525-4057

Fax (718) 276-3458

Committed To Building a Community of Life Long Learners



Marisa Castello- *Principal*  
Cahlay Moore- *Assistant Principal*

## **Bylaws of the School Leadership Team of The Cambria Heights School Public School 176Q**

Adopted March 2022

### Article I- School Leadership Team Mission Statement and Educational Vision

The mission of the School Leadership Team of Public School 176q is to develop educational policies that will meet the needs of our diverse learners.

### Article II- Team Composition

Section 1      Size of Team: 14 Members

The total number of members shall be 14. The team shall maintain an equal number of parent and staff members, 7 from each constituency.

Section 2      Mandatory Members

The only three mandatory members of the SLT are the school's principal<sup>1</sup>, The Parent Association/Parent-Teacher Association (PA/PTA) President and The United Federation of Teachers (UFT) Chapter Leader. Mandatory members of the SLT may designate another member of their constituent group to serve in their stead.

### Section 3 Members at Large

The remaining members of the team shall consist of:

- 7 Elected Parent Members
- 6 Elected UFT Members
- 1 Elected DC37 Member

---

1 In the case of co-presidents, the remaining PA/PTA officers shall determine which co-president will serve as the mandatory member of the SLT.

### Section 4 Election of Team Members

Parents 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.

Parent member elections must be scheduled after PA/PTA elections are held each spring. Parents must provide a minimum of ten calendar day's written notice prior to the election. The PA/PTA is encouraged to stagger the terms of the non-mandatory parent members of the SLT.

The team may, by consensus, choose to create a seat or seats on the team for community based organizations. The team will create a process for the organizations to apply for membership. A member of the team may also recommend an organization for membership. This will be done on an annual basis. Community based organization members will be included in the total number of team members, but will not be counted when determining the balance of parent and staff members.

Elections held to fill vacancies due to resignation, cessation of member eligibility, removal pursuant to Article IV will be conducted by the appropriate constituent group prior to the next scheduled team meeting. Members elected to fill vacancies shall be eligible to serve until completion of that term.

## Section 5 Chairperson/Co-Chairpersons

Selection method – The Chairperson shall be selected by consensus of the team and shall serve for a period of two years. 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.

Role- 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 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 PA/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.

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 two years.

## Section 7 Length of Term and Term Limits

Team members, with the expectation of mandatory members, student members, and community based organization members, are elected for two year terms. However, all members must remain eligible to serve pursuant to Chancellor's Regulation A-655 for a duration of their term.

Members may not serve more than two consecutive terms. However, if no other willing eligible candidate is identified for a particular constituent group, a member may be elected for an additional term.

## Section 8 Responsibilities of School Leadership Team Members

Team members, including those additional roles outlined in these bylaws, 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 within which the SLT will

develop the goals and objectives to meet the needs of students and the school's educational program.

The SLT shall provide an annual assessment to the community, district or high school superintendent of the principal's record of developing an effective shared decision-making relationship with SLT members during the year.

The SLT will serve and the vehicle for consultation with parent representatives regarding federal reimbursable funding (e.g. Title I). The SLT will coordinate with other school committees such as the Parent Association/ Parent Teacher Association and the Title I Committee to ensure that all school-wide committees are working toward the same goals set forth in the CEP.

Team members must 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 decisions.

Team members must communicate effectively with their constituent groups and share the views of their constituencies with the team.

### Article III- Team Meetings

#### Section 1 Schedule of Meetings

The School Leadership Team shall meet at least once a month during the school year. All meetings shall be held on the Third Monday of each month from 5:30pm to 6:30pm. Additional meetings will be scheduled by the Chairperson as needed or upon request by the team members. Meetings will be scheduled at a time convenient for parent members on the team meetings.

#### Section 2 Notice of Team Meeting

The School Leadership Team will establish a yearly calendar which shall be posted in the general office, front security desk, in the parent coordinators office at the beginning of each school year. The calendar shall be distributed at the first meeting of the parent association each school year. The Chairperson will send meeting reminders one week prior to all meetings by email.

#### Section 3 Meeting Attendance

School Leadership Team members are expected to attend all meetings. Members who miss more than two meetings without rendering a valid excuse will be subject to removal from the team. If team members are unable to attend the meeting, they must contact the Chairperson in advance of the meeting.

#### Section 4 Quorum

Ten is the quorum number. A majority of SLT members including equal representation from each constituent group shall constitute a quorum. Each constituent group shall be responsible for ensuring that their group is adequately represented at each meeting.

#### Section 5 Order of Business

- Call to Order
- Reading and Approval of the Previous Meetings Minutes
- Committee Reports
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

#### Section 6: Guest Speakers at meetings

The guest speaker protocols are meant to serve as a means to establish, maintain and enhance communication throughout the entire school community. The request to speak must be submitted via letter or email, to the chairperson or principal. Ensure that advance notice is given to all parties and details of the speakers request must be approved by the committee two weeks in advance. The subject matter that the speaker wishes to discuss must be made clear in the subject line, and the subject must be of school wide concern. The person speaking must be an active member of the school community, and be willing to follow the norms of the team. The details of the subject must be relevant to the current school year and focus on academic and educational policies.

### Article IV- Removal of a School Leadership Team Member

#### Section 1 Removal Process

Team members who fail to attend two meetings, fail to perform their roles and responsibilities as outlined in these bylaws, or behave in a manner that is disruptive and undermining to the work of the team will be removed by consensus of the remaining team members. The School leadership team must have a quorum of members present and reach unanimous agreement when deciding to remove a member. The letter shall include the reason for removal and the member's right to appeal the decision. The letter shall be signed by the chair person or Co-Chairperson and shall be sent by registered return receipt mail delivery to ensure proper notification and receipt.

#### Section 2 Filling a Vacancy

When a member resigns or is removed, the Vacancy will be advertised to the appropriate constituent group and an election will be held in accordance with these bylaws.

## Article V- Decision Making

### Section 1    Consensus based decision-making

A consensus based decision-making process is an effort in which affected parties seek to reach an agreement on a course of action to address an issue or set of related issues. In our consensus process, SLT members will work together to find a mutually acceptable solution that is in the best interest of all scholars. We agree that the rule of decision is an agreement that all participants are committed to finding solutions that everyone actively supports, or at least can live with.

If an agreement by all participants on an issue is not possible, we will seek to develop a clear and balanced solution in the areas of disagreement.

Using the “Consensus-Minus-One” method as a possible courses of action. This means that it takes more than one dissenting member to block consensus. One voice at odds with the rest is considered a workable way to go forward, but more than one is a sign that the decision should be re-thought.

We aim to meet the school community’s most important needs and find a balance based on the values of equality, co-operation and respect for all.

## Article VI- Conflict Resolution

### Section 1    Assistance from the District Leadership Team (DLT)

The School Leadership Team will seek assistance from the DLT or appropriate superintendent when members cannot reach agreement on an issue. Where team members have difficulty obtaining information or wish to obtain assistance in resolving issues resolving to consultation with the school principal, they may seek assistance from the DLT or superintendent. If after receiving assistance from the DLT or superintendent, the team still cannot reach agreement on the CEP, the principal will make the final determination.

### Section 2    Assistance from the office for Family Engagement and Advocacy (OFEA)

If the DLT or superintendent is unable to resolve such issue the satisfaction of team members, team members may send a written request for assistance to the designated OFEA engagement staff.

## Article VII- Bylaws Review and Amendment

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. In addition, the bylaws will be reviewed annually, at the start of the school year to ensure that the document’s provision meet the needs of the team and remain consistent with the Chancellor’s Regulation A-655.

These bylaws were amended March 2022, and are on file in the principal's office.

---

Principal Name

---

Principal Signature

---

PA/PTA President Name

---

PA/PTA President Signature

---

UFT Chapter Leader Name

---

UFT Chapter Leader Signature