



**Public School 273 – The Wortman School**

**M. Avery – Principal**

**S. Smith – Assistant Principal**

**K. Jean-Jacques - Assistant Principal**

## **SCHOOL LEADERSHIP TEAM**

### **BY-LAWS**

**2025~ 2026**

#### **I. Name of the Organization:**

The name of the organization is: P. S. 273 School Leadership Team

#### **II. Mission/Vision/Equity Statements**

a). Mission: Our mission is to empower all students to become critical thinkers, to continuously develop our staff, and to engage and partner with our parents in order to create a high achieving, safe, caring, and culturally diverse environment for all.

b). Vision: Our vision is to have parents, teachers and students working cooperatively and utilizing all resources such as libraries, museums, community based organizations, etc., within and around our community. We believe this

collaboration will foster lifelong learners, encourage self-esteem and promote social commitment.

c.) Equity: PS 272K is committed to ensuring all learners of each sub-group is provided an equal and quality education meeting their individual needs. All students will be given the necessary opportunities to learn and respect DIVERSITY of every one to create an environment in which all students are contributing to and growing a healthy community.

### **III. Purpose**

The School Leadership Team represents the various constituencies of the school. It will determine the school's educational vision and strategies that will be used to achieve that vision. The work of the Leadership Team has several main responsibilities:

- a) The creation of the school's School Comprehensive Educational Plan (SCEP).
- b) Aligning the school's budget to meet its education goals
- c) Communicating the goals of the school throughout the school community.
- d) Evaluating the quality of school's educational program (by frequently reviewing the SCEP and its effect of student achievement.

### **IV. Membership**

#### **a) Composition**

The Leadership team has two main components:

##### **1. The Core Committee which consists of:**

The Principal, the UFT Representative and the PTA President.

##### **2. The Elected Representatives which consist of:**

Teachers – Grades 3K – 5, Non-Pedagogical Staff, Paraprofessionals, Cluster and Funded Teachers as well as Parents.

- There must be an equal number of parents and staff.
- The team may range in size from twelve to sixteen members.

#### **b) Selection/Election Process**

Separate elections will be held in accordance with the Chancellor's Plan (A-655), by the staff and parent constituencies to determine persons who will serve on the Leadership Team. Team members will be selected by the following process:

1. **The Core Committee has mandated** positions on the Leadership Team.
2. **Elected Representatives** will be elected from the following constituency groups:
  - **Grades 3K – 5**
  - **Paraprofessionals, Cluster and Funded Teachers**
  - **Non-Pedagogical Staff**
  - **Parents – a maximum of eight (8)** parent representatives are elected at a general PTA meeting. Advance notification of an upcoming election meeting date must be sent out to all parents prior to the election date. Parents cannot serve as team members at a school in which they are employed.
  - **Community Based Organizations** – A community liaison may be designated by the Core Committee. However, an existing CBO may petition for membership on the team. Seats are created for community organization would be addition to parent and school staff seats and would not be a part of the equation for determining balance of the team. In the event that a CBO wants to become an official part of the School Leadership Team, then they will petition the Core Committee in writing for membership. The Core Committee will then decide on the acceptance of the CBO.

**c) Replacement Process**

Each constituency group will be responsible for replacing a vacated position that represents them. A new member will be chosen through an election. A quorum of members from the constituency groups must be present.

**d) Length of Service**

**Leadership Team elections shall occur every two (2) years.**

## **V. Organizational Structure**

### **A) The Role of the Principal**

The Principal is the instructional and administrative leader of the school. She/He is responsible for ensuring that information needed for educational

planning, budgeting and review of student data are assembled and available to the team.

### **B) The Role of the Chairperson**

The chairperson will attend meetings/training sessions held by the District with regard to the Leadership Team. The chairperson will formulate each meeting's agenda in cooperation with the Principal and other members. The chairperson will maintain communication within the school community via bulletin boards, displays, newsletters, and faculty conferences. Lastly, the chairperson will ensure the meetings adhere to time limits.

### **C) The Role of the Secretary**

The Secretary will read the minutes from the previous meeting. The Secretary will also record the minutes of all meetings and tally the votes at elections. Finally, the Secretary will record at the meetings.

### **D) The Role of the UFT Representative**

This person is part of the Core Committee and is a mandated position on the team. The UFT Representative is mandated to attend all District Leadership Meetings. The UFT Representative will work closely with the Principal, the Chairperson, and the PTA President in regard to making the emergency decisions in the event that a Leadership meeting cannot be held.

### **E) The Role of the PTA President**

This person is also part of the Core Committee and is a mandated position. This person shall also attend all District Leadership meetings. The PTA President will also work closely with the Principal, the Chairperson, and the UFT Representative in regard to making emergency decisions in the event that a Leadership meeting cannot be held.

### **F) Subcommittees**

The following Subcommittees will be established:

- Grant Writing (Donors Choose)
- Parental Involvement Committee

Subcommittees may be formed or deleted based on their relevance to the school community. The Leadership Team will decide on the relevance of a

subcommittees. Membership on the subcommittee is open to all staff based on individual interest.

## **VI. Meetings**

School Leadership Team meetings will generally be held once a month from September through June unless the need arises to have them more frequently. The team will decide on the regular day and time at the first meeting of the school year. Special meetings may be held in the afternoons or on weekends if necessary. Meetings will be conducted on the third (3<sup>rd</sup>) Wednesdays of the 2025-26 academic year, with an in-person (Room 200) start time of 3:30 p.m.

### **A) Attendance**

Leadership Team Members will attend meetings regularly and on time. Team members will be reimbursed for committing a maximum of thirty (30) hours of participation according to the Chancellor's policy of reimbursement. Failure of not attending three meetings will result in termination of membership.

### **B) Protocol**

All Leadership meetings will follow Robert's Rules of Order for conducting meetings.

## **VII. Decision Making**

**A) Decisions will be made by consensus.** A consensus is achieved through an agreement that each team member can live with. The team will support that decision because it was arrived at in an open and fair manner.

### **B) Emergency Decisions**

If the entire team cannot come to a decision, then the **Core Committee and the Chairperson will meet to make a final decision.**

### **C) Quorum**

To conduct business or to vote on an issue, a quorum will be needed. A quorum constitutes  $\frac{3}{4}$  votes of those persons in attendance at the meeting where a vote is taking place.

## **VIII. Communication**

Communication within the school's community will be established through the following methods:

- Communication with constituents
- Bulletin board announcements
- PTA meetings
- Social/Cultural Events
- Newsletters
- E-mail
- Text Message
- Faculty Conferences
- Workshops

## **IX. Amendment Procedures**

The Bylaws will be frequently reviewed (every two years) and modified based on the team's experiences, the Chancellor's Standards and whenever the team is reconfigured. Before modifying the Bylaws, a consensus vote must be reached by the Leadership Team.