



# **Collaborative School Committee (CSC)**

## **2016-2017 District Handbook**

Revised July 2016

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# BDF-R4- Collaborative School Committees (CSC)

*There shall be at each school a Collaborative School Committee*

## Membership:

**Each CSC shall consist of at least:**

- three parents or legal guardians of students enrolled in the school
- one teacher who provides instruction at the school
- the principal or the principal's designee
- one person from the community
- one adult member of an organization of parents, teachers and students recognized by the school

The number of members of each CSC shall be determined by the Principal. If the CSC has more than the above-described members, the CSC shall ensure that the number of parents elected to the committee exceeds the number of representatives from the group with the next highest representation.

A person may not serve more than one of the required membership roles on the CSC. If, after making good-faith efforts, a principal or an organization of parents, teachers and students is unable to find a sufficient number of persons who are willing to serve on the CSC, the principal, with advice from the organization of parents, teachers and students, may establish an alternate membership plan for the CSC. Such alternate plan shall reflect the required representation stated above as much as practicable.

To the extent practicable, each CSC shall represent a cross-section of the school community that it represents in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors.

## Election of Members:

Each School shall hold elections by the month of May or soon thereafter for the following school year or within the first two weeks of school in order to appoint the parent/guardian and teacher members to the CSC. The community member shall be appointed by the other members of the CSC.

If a vacancy arises on the CSC, the remaining members of the CSC shall fill the vacancy by majority vote.

## Duties:

**In accordance with state statute, the CSC shall:**

1. Act as the School Accountability Committee (SAC) for the building.
2. Provide guidance, evaluation, and recommendations to the Principal and/or the Instructional Superintendent as to the following:
  - priorities for spending school moneys;
  - preparation of a unified improvement plan;
  - preparation of a school priority improvement or turnaround plan, if either is required;
  - discuss whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's improvement, priority improvement, or turnaround plan, whichever is applicable, or other progress pertinent to
  - the public school's accreditation contract with the Board or the institute;
  - preparation of principal development plans for the principal as it relates to the CSC;
  - provision of input for principal evaluations as it relates to the CSC;
  - Increase the level of family engagement in the school, especially the engagement of parents of students in the populations described in [C.R.S. 22-11-401 \(1\) \(d\)](#). The committee's activities to increase parent engagement must include, but need not be limited to:
    - Publicizing opportunities to serve and soliciting parents to serve on the CSC. In soliciting parents to serve on the CSC, the CSC shall direct the outreach efforts to help ensure that the parents who serve on the CSC reflect the student populations that are significantly represented within the school.

- Assisting the school district in implementing at the school the parent engagement policy; and
- Assisting school personnel to increase parents' engagement with teachers, including but not limited to parents' engagement in creating students' READ plans, in creating individual career and academic plans, and in creating plans to address habitual truancy.

**The CSC will not:**

- participate in the day-to-day operations of the school;
- be involved in issues relating to individuals (staff, students, or parents) within the school;
- be involved in personnel issues (the School Personnel Committee will stand alone according to the current DPS/DCTA contract).

**Meetings:**

Each CSC shall publicize and hold public CSC meetings at least every quarter to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the schools performance, improvement, priority improvement, or turnaround plan, whichever is applicable.

If applicable, the CSC will publicize a public hearing to review a written public school priority improvement or turnaround plan. A member of the CSC is encouraged to attend the public hearing.

LEGAL REF.:  
C.R.S. 22-11-401

CROSS REFS.:

BDF, Advisory Committees/Councils

# CSC Membership Graphic



# Governing Documents

**As you review this handbook, please refer to:**

- ◆ *Colorado Revised Statute, 22-11-401: creation – qualifications – elections*
- ◆ *Colorado Revised Statute, 22-11-402: powers and duties – meetings*
- ◆ *Colorado Revised Statute, 22-11-403: School performance plan - contents*
- ◆ *DCTA Agreement, Statement of Beliefs, Articles 5, 8, 12, 13, 18, 24, 25, 26 and 32*
- ◆ *Chapters 6 and 9 of the Consent Decree of the U.S. District Court, DPS English Language Acquisition Program*
- ◆ *Denver Public Schools Board of Education Policy BDF-R4*

## Sample Bylaws

The following is a sample of the by-laws and procedure format. This sample is in line with the Board of Education Policy BDF-R4 and the new DCTA Agreement. The sentences in italics are suggestions for procedures you may or may not want to implement in your school.

*Based on best practices, it is recommended that each school review and update their Bylaws and Procedures annually.*

### (School Name) **CSC By-Laws** 2016-2017



Approved by CSC Committee: <Date>

Mission Statement: <Insert mission statement from your school>

#### **PURPOSE**

To provide the CSC committee with an established set of rules and procedures under which to most effectively function. In addition to these bylaws, the CSC will function within Board of Education Policy BDF-R4 which in many instances specifies CSC committee requirements and functions, and the Agreement between the Denver Classroom Teachers Association (DCTA) and the Denver Public School District, hereafter referred to as the Agreement.

The purpose and scope of CSC is now found in Board of Education Policy BDF-R4 of the DPS/DCTA Agreement

#### **SCOPE**

The purpose and scope of the Collaborative School Committee (CSC) shall be to focus on the Unified Improvement Plan as its primary responsibility at the school based on the "Multiple Measures".

These are district-established indicators of individual school performance and data in the following areas: attendance, graduation-rate, school leadership, instructional quality, student respect, school safety, and other measures such as the School Accountability Rating.

In particular the CSC will work to provide guidance, evaluation, and recommendations regarding staffing allocations as it relates to the UIP, school budget, and school program design, including consultation regarding adjustments that may be made due to pupil-count issues.

- to enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and district's goals;
- to provide strategic direction in support of the school's mission and vision as stated in the Unified Improvement Plan (UIP). The UIP with the school's program design, should serve as the strategic plan for the school;
- to be in compliance with state and federal law, regulations of the Colorado Department of Education (CDE), applicable U.S. District Court orders, the District Affirmative Action plan, the DPS/DCTA Agreement, other contracts and District mandates;
- to use evaluation tools and systems using a variety of longitudinal measures or the School Performance Framework to determine student achievement, overall organizational strength, school's accreditation ratings for reporting to the CDE and to provide input to the teacher and principal compensation.

## COMPOSITION

### Membership

Selection for membership should be through volunteers. Elections should be held as needed every year. The composition of the CSC committee should be, at a minimum, as follows:

- The principal of the school or principal's designee;
  - One (1) teachers, elected by majority vote of the faculty in the school (elected by secret ballot);
  - Three (3) parents or guardians of a student enrolled in the school, elected by majority of voting parents with children in the school;
  - One (1) adult member of an organization of parents, teachers and students recognized by the school; nominated by a member of the CSC and approved by the other members of the CSC;
  - One (1) business/employer or community representative from the local community nominated by a member of the CSC and approved by the other members of the CSC;
  - [Optional] One (1) employee, elected by majority vote of the classified employees in the school (elected by secret ballot);
  - [Optional] Up to Three (3) students in high schools, up to two (2) student representatives in middle school; they are selected by the student council or student board of education\*
- \* *Schools that have a student board of education are required to have two student board of education representatives on the school CSC*
- ✓ *There shall be no more than two parents representing any one grade or program.*

### Member Diversity

The diversity of the school student population should be represented in the CSC committee membership.

### Terms

CSC committee members are elected to a one or two-year term. Members may be elected to no more than three (3) successive terms. Staggered terms may be used to promote continuity.

## ELECTIONS

### Date

Election of CSC committee members should be held (e.g. within the first two weeks of school, or during the month of May for the following school year)

### Nominations

Persons nominated for the CSC committee must adhere to and sign a nomination form. Nomination forms will clearly state due-dates and must be in the office by the date and time specified. The CSC committee will be notified; the ballots will be prepared and sent to the appropriate constituents.

### Election

- The reason a candidate wishes to serve on the CSC should appear on the ballot
- Parent ballots are sent home with the students
- Certificated-Staff ballots are distributed through inter-school mail
- One vote per household permitted
- All ballots must be returned to the school by the due date and time, and placed in the ballot box located in the office
- The CSC Committee will count the ballots
- All ballots will be kept on file for a period of one year following the election
- Electronic ballot is an allowable option

### Transition of New Members

Orientation for new members should include the following:

- Copy of the CSC Handbook
- Copy of the bylaws and procedures
- The current Unified Improvement Plan
- Participation in CSC training

### Vacancies

If a vacancy occurs during the school year, the remaining members of the CSC shall fill the vacancy by majority vote (remaining CSC members should look to fill the vacancy with a representative of the constituent group that the vacating member represented). Upon completion of his/her vacancy term, he/she may be re-elected for a full term. The vacancy term served will not be counted as a successive term. In case of vacancy of the Business Representative position, a CSC committee member will recommend a business representative to the remaining CSC committee members for approval.

## **Attendance**

If a CSC committee member accumulated three consecutive unexcused meeting absences during the school year, this should be grounds for removal from the committee. However, under extenuating circumstances each situation should be addressed on a case-by-case basis.

## **Removal**

If a CSC committee member fails to comply with these bylaws, procedures or rules and regulations of the CSC Committee, or the district, this failure should be grounds for removal from the CSC Committee.

## **Recall**

If a CSC committee member was elected or chosen by a constituency group (parents, teachers, community representative, adult member of school recognized organization, classified member or students) that member may be recalled using the following process:

**Step 1.** A constituent from that group contacts the CSC to inform them of their intent to recall the member

**Step 2.** The constituent circulates a petition to call for a recall election. The required number of names for a petition to be valid will be 50% of the eligible voters for a teacher or classified member, and 50% of the actual number of votes cast by the parents in the elections for a parent representative.

**Step 3.** The constituent presents the petition for recall, with the required number of signatures, to the CSC.

**Step 4.** The CSC will ensure that a recall election takes place.

**Step 5.** The CSC member will be recalled by a majority vote.

**Step 6.** The standard process for election will be followed for replacing the CSC member for the remainder of the individual's term.

## **MEETINGS**

### **Date**

CSC meetings should be scheduled by the CSC and held a minimum of once a month.

### **Officers**

Duties should be assigned at the beginning of the school year by consensus of the committee. Leadership positions should consist of a CSC committee chairperson and a secretary.

### **Chairperson**

The chairperson is responsible for maintaining order of each meeting. This is achieved through effective facilitation of discussions, recognizing the individual who has the floor and conducting the collaborative resolution for issues under consideration by the CSC committee.

### **Secretary**

The secretary is responsible for compiling the meeting minutes along with a list of decisions made for all meetings. The CSC Secretary should compile minutes of each meeting in a notebook for each school year.

### **Agendas**

Agendas should be made available to staff and the community at least one working day before the CSC meeting.

A partial agenda for the next meeting should be discussed at the conclusion of each meeting. A final agenda will be prepared through consultation with the principal and chairperson with input from the committee members. Agendas will be posted on the CSC communication board and/or other agreed-upon location. Topics for consideration must be submitted to the CSC committee. These may be submitted in writing or to a CSC committee member. It is the responsibility of each CSC member to present issues conveyed to them with the intent that the information be shared with the CSC committee.

### **Minutes**

Minutes from the most recent meeting should be made available to staff and to the community in a timely fashion and put in CSC file for the school's records.

### **Quorum**

A quorum must be present at the CSC committee meeting in order to enact, or take action upon issues.

- A majority of CSC members, of whom the principal is one, should constitute a quorum. A quorum must be present at the CSC committee meeting in order to enact or take action upon issues.
- Quick turnaround decisions that must be resolved prior to the next scheduled meeting may be addressed by an emergency meeting called by the principal. A quorum must be present to make a decision. The entire CSC committee will abide by the decision derived from this emergency meeting. These discussions will be communicated to all CSC members at the next scheduled meeting.



## Decision-Making

Decisions should be made by consensus. A consensus decision is either unanimous or a majority decision that the entire committee (including dissenter(s)) will implement and support. The CSC committee will seek to operate in an environment marked by mutual support and respect. Collaborative decision-making is based upon trust and on the belief in the strength of shared responsibility in decision-making. All participants must be able to state their cases, be listened to, and have their points of view considered.

- Members cannot be instructed by their representative groups on how to decide. Members decide for the good of the students.
- Members will see proposals before decisions are made on the proposals.
- The CSC committee will follow norms established at the first meeting. The ground rules/norms for conducting the CSC committee meetings are as follows: **<insert school's CSC meeting ground rules>**
- Facilitation may be requested whenever any three representatives of the CSC committee want to improve the collaborative decision-making process.

## Conflict of Interest

Members of the CSC shall disclose any actual or potential conflicts of interest and, to the extent necessary, shall recuse themselves from participating in a decision where an actual conflict of interest exists.

## Open Meetings

Meetings should be open to the public.

Notice of meetings should be posted in a timely fashion in appropriate public places as well as published in the school calendar, newsletter or other appropriate medium.

## Public Input

At least once a month, CSC meetings should include time for public input.

## COMMUNICATION

### Constituency Meetings

To the extent possible, the CSC committee should communicate with the constituency groups they represent to inform them about the activities of the CSC committee. Voluntary monthly constituent meetings are recommended and should be scheduled in advance with the principal to avoid conflict with other activities.

## COMMITTEES

To understand what is distinctive about Collaborative School Committees from other school committees (*School Leadership Team, Personnel Committee and English Language Acquisition Parent Advisory Committee ELA PAC*), we begin with the recognition that

CSC is defined in Board of Education Policy BDF-R4, the SLT and PC are outlined in the contractual agreement between the Denver Classroom Teachers Association (DCTA) and the school district; and ELA-PACs are called for in the Order of the 1999 U.S. District Court - Denver Public Schools English Language Acquisition Program.

What the **Agreement** now affirms is that there will be a Collaborative School Committee at each school site.

Other CSC references can be found as follows: Article 5-6-3, page 12 - Program Change (School Redesign and Restructuring), Article 8-6, 8-6-1, page 24 – Department Chairs for HS, Article 12-1-1, page 39 – Instructional Materials, Article 13-8-2, page 41 – Personnel Committee, Article 13-9-2, page 42 – Changes in Program, Article 13-10-1, page 43 – Reduction in Building Staff (RIBs), Article 18- page 52, 18-2 53 – Student Discipline, Article 24, page 61 – Joint Activities, Article 25, page 62 – Job Sharing and Half-Time, Article 26-2, page 63 – Professional Behavior, Article 32-6, page 79 – Calendar of Activities

### The CSC is one of 4 separate committees

- ◆ The Collaborative School Committee
- ◆ The School Leadership Team
- ◆ The Personnel Committee
- ◆ The English Language Acquisition Parent Advisory Committee (where appropriate)

Understanding role and function of each committee, how each committee has a distinct task and how they inter-connect is important for each CSC member.

### Personnel Committee

The Personnel Committee stands apart from the CSC and provides oversight for UIP staffing decisions. (Please note that there may be up to two parents on the Personnel Committee (PC), appointed by the CSC. The PC is defined in Article 13.8 of the Agreement).

### **School Leadership Team**

The School Leadership Team reviews data and collaborates on the development of the UIP and professional development among its responsibilities. More on responsibilities can be found in Articles 5.4 and 8 of the Agreement.

### **English Language Acquisition Parent Advisory Committee (ELA PAC)**

Every ELA Program school must have a Parent Advisory Committee (PAC), chosen by the parents of students receiving ELA Program services at the school. The purpose of the ELA PAC is to provide information regarding the ELA Program, increase communication between ELL parents and the District, review implementation of the ELA Program, and listen to concerns of parents. The ELA PAC may be a subcommittee of a larger committee. At least 2 parent representatives must attend monthly District meetings and report back to the school committee.

See full mandate on Chapter 6 Parental Oversight, of the 2012 Consent Decree of the U.S. District Court - Denver Public Schools English Language Acquisition Program

### **Communication among all school committees (Collaborative School Committee, Personnel Committee, School Leadership Team, ELA PAC) should flow concisely and regularly**

They should understand their separate work, as well as common roles and functions and support what each is doing:

- The Collaborative School Committee will be informed about the DPS/DCTA agreement;
- The Collaborative School Committee will be informed and understand the work of the Personnel Committee, both their interconnection, as well as their separate responsibilities;
- The Collaborative School Committee will be informed and understand the work of the School Leadership Team, both their interconnection as well as their separate responsibilities;
- The Collaborative School Committee will be informed and understand the work of the English Language Acquisition Parent Advisory Committee, both their interconnection as well as their separate responsibilities.

### **OTHER COMMITTEES**

At any time, the CSC committee may create task forces, or standing subcommittees to facilitate the completion of the CSC committee's work. The CSC committee has final decision-making authority over all CSC-created subcommittees and task forces. These subcommittees or task forces should consist of anyone within the school community including staff, parents, students and/or community members.

### **Decision Process**

All subcommittee and task forces created by the CSC committee should follow the same collaborative decision-making guidelines for the decision-making process as the CSC committee within the boundaries of decision-making delegated to them by the CSC committee.

### **AMENDMENTS**

#### **Amendments to Bylaws**

Amendments to the bylaws should be made by consensus of the CSC committee in accordance with the DCTA and District Agreement, state laws, regulations, District policies and procedures.

#### Recording Amendments to Bylaws

- CSC committee action resulting in amendment(s) to these bylaws must be recorded in the minutes
- Current bylaws, prior to CSC committee action resulting in amendment(s) to these bylaws, should be kept on permanent record.

Amendment(s) to these bylaws should be incorporated into the body of the bylaws resulting in a new set of bylaws. The date of the amendment to these bylaws should appear on each page of the bylaws. It is recommended that bylaws and procedures are reviewed annually.

# Collaborative School Committees Operating Procedures

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## **A. Changes to the composition of the CSC**

The CSC may expand its membership as long as the number of parents elected to the committee exceeds the number of representatives from the group with the next highest representation. The CSC at any school may request permission from the Instructional Superintendent to reduce its composition due to small school enrollment, or due to the fact that extensive documented efforts to recruit members have been unsuccessful.

## **B. Changes to procedures of the CSC**

Changes in these procedures based on the needs of the school may be recommended to the Superintendent through the Instructional Superintendent by the CSC.

### **I. Administrative Functions:**

Staff that performs administrative functions on behalf of the CSC including typing minutes and agendas, contacting CSC members for meetings, or preparing materials for CSC meetings may have these functions considered as part of their normal working day.

School Committees may set their own administrative procedures consistent with the Superintendent Procedure for determining various other issues, including, but not limited to: what number of members will constitute a quorum; when and how often they will meet; when and how they will hold elections; whether they will have term limits.

### **II. Constituency Meetings:**

All CSCs shall communicate with the constituency groups they represent to inform them about the activities of the CSC. In addition, regular CSC meetings shall include time for public input at least once a month.

- a. Constituency meetings are defined as: "A scheduled gathering of parents, teachers and students for the purpose of discussing issues relevant to the CSC".
- b. Each CSC shall hold a minimum of two constituency meetings per year for parents, teachers and students. Each constituency meeting shall be called and facilitated by its constituent CSC representatives (parents for parent meetings, teachers for teacher meetings, etc.). Principals will provide support to the representatives who are responsible for organizing these meetings.

### **III. Waivers:**

- a. A request for from a Collaborative School Committee for a waiver from Board Policy shall be made to the Instructional Superintendent.

### **IV. Decision Making Process:**

- a. Consensus is a process through which a group makes a decision (without voting) that all members can support. Consensus decisions represent a group decision, supported (or at least accepted) by all group members, that is based on:
  - A thorough understanding of relevant information
  - Participation by all group members
  - An understanding of different perspectives, concerns, needs and recommendations
  - Creative effort to accommodate different needs
  - A willingness to raise and understand disagreement and address the underlying needs manifested in disagreement
- b. If a CSC is not able to reach a decision by consensus and if the timing of the decision permits, the CSC shall seek facilitation assistance from Instructional Superintendent resolve the impasse. If the timing of the decision does not permit further delay, the principal shall make an impasse decision. The fact of an impasse decision having been made by the principal will be reported in writing to the Instructional Superintendent and the CSC chairperson. Where a pattern of impasse decisions emerges, the Instructional Superintendent will provide assistance to the principal and the CSC.
- c. The principal, the CSC chairperson and one member of each constituency group shall review bylaws and consensus decision-making process on an annual basis.

### **V. District Support of Collaborative Decision Making:**

- a. Technical assistance and training to CSC on the work of the committee is available through the offices of the Instructional Superintendents. This assistance and training will include information on:

The scope of responsibilities for the Collaborative School Committee as defined in Board of Education Policy BDF-R4.

### **VI. Evaluation of the UIP**

- a. The UIP shall be based on evaluation of the multiple measures and the level of parental involvement as identified in the School Improvement Plan, and submitted to the Instructional Superintendents.

**VII. Input Into the Evaluation of the Principal:**

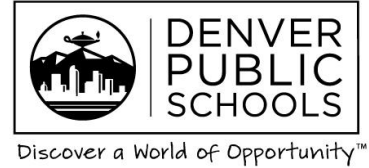
- The CSC input into the evaluation of the principal shall focus on the ability of the principal to collaborate with the CSC on the implementation of the Unified Improvement Plan.
- The CSC input is submitted to the Instructional Superintendents and considered one component in the principal's evaluation

# CSC Form Samples

## CSC Sample Elections Letter

# CSC Elections Letter

(Insert School Name)  
2016-2017



Dear <Insert position or title>:

Every school within the Denver Public School District has a Collaborative School Committee (CSC) in place. The CSC brings together staff, parents, students, and community members to create and implement a plan to promote high achievement within the school.

Being a part of the CSC is an exciting opportunity to be involved in our school community, not to mention to participate in the education of all our students. Our school is working towards some great goals and we believe that by working together, we can achieve them!

This year we have <insert number> openings on our CSC. We meet <meeting date> every month and will have a few extra meetings during the month of February through April. We ask that CSC members participate in the meetings and commit to being a member for two years, or one year where it applies.

If you are interested in your name being placed on the ballot for one of the (parent, teacher, ...representative) openings, please fill out the nomination form included in this letter and return it to the main office by <insert nomination deadline>. We would like to invite you to participate at the CSC Orientation session that will be held on (insert date) where you can learn more about the CSC and bring in your nomination ballot.

If you would like more information concerning the CSC before making a decision, please feel free to contact <insert committee member's name> at <insert committee member's phone number or contact information> or speak with a current CSC representative. We will be happy to answer any questions you may have.

We encourage you to participate in this great work.

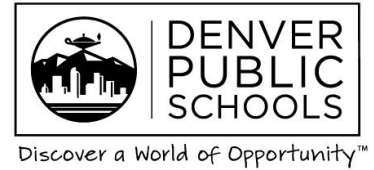
Thank you,

<Name, Title>

# CSC Nomination Form

2016-2017

Denver Public School  
(Name of Your School)



## Nomination Form for CSC, <Insert position\*>:

This is a great opportunity for us to further participate in the education of our young people. **Please return this nomination form to the office by <insert nomination deadline>.** Together we can promote a new world of education for the next generation.

I would like to nominate:

- Self
- Another

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Please state briefly why you are (or your nominee is) the best candidate to be on the CSC team.

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Let us know about you (or your nominee). Please provide us a brief description about yourself (or your nominee) that we can include next to your name (or their name) on the ballot:

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I agree to attend all meetings held <regular meeting dates> each month. I also understand that the frequency of these meetings may increase during the months of February- April.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Timeline

- (Date):Nomination Forms due to Main Office
- (Date):Letter to all parents with Ballots
- (Date):Ballots due to Main Office
- (Date):Results posted on CSC Communication Board

# CSC Voting Ballot

(Insert Name of Your School)

(Date)



Please vote for <insert number of representatives> <insert position> representative(s) for the CSC Team vacancies. Any ballot with more than <insert number> nominees checked will be disregarded.

Ballots may be returned with your child or to the main office no later than <insert election date>.

VOTE	NAME	INFORMATION ABOUT CANDIDATE
<input type="checkbox"/>	<insert nominee>	
<input type="checkbox"/>	<insert nominee>	
<input type="checkbox"/>	<insert nominee>	
<input type="checkbox"/>	<insert nominee>	

# CSC Elections Results Letter

(Insert Name of Your School)



(Insert Month day, year)

Dear Parents,

We are off to a great start to the 2016-2017 school year at (insert school's name). We anticipate an exciting year of learning experiences for our students and would like to invite you to become an integral part of continuing to move (school) forward as one of the premier (elementary, middle or high school) in the Denver Public schools.

We are happy to announce the results of the CSC Parent Representative Elections. They are as follows: (INSERT NAMES AND TERMS).

We are eager to assemble a committee that will work together so that (school) will meet (school's) Unified Improvement Plan goals for this school year. This CSC Committee is charged with reviewing, approving and supporting the implementation of the Unified Improvement Plan.

The Collaborative School Committee meetings will be held at \_\_\_\_\_ on \_\_\_\_\_.

Meetings are open to the public.

If you would like more information, please call the school at (telephone number).

Sincerely,

Principal's name, and/or CSC Committee  
(School's name) Principal



# CSC Member Registration Form

2016-2017

(School Name)



The 2016-2017 CSC Directory registration form will contain the name of the school and members of the School's Collaborative School Committee. The purpose of assembling this directory is to enable us to respond in a timely and effective manner to requests for information and to communicate regarding CSC matters.

Please complete the form below and mail to:

**Office Family and Community Engagement**  
 1860 Lincoln Street, 10<sup>th</sup> Floor  
 Denver, CO 80203  
[amber\\_callendar@dpsk12.org](mailto:amber_callendar@dpsk12.org)

CSC Title	Name	Address	Phone Number	E-mail
Principal				
Parent				
Parent				
Parent				
Parent				
Parent				
Teacher				
Teacher				
Teacher				
Teacher				
Community Member				
Classified Employee				
Students				

**(Please Print and submit)**

Signed by Chairperson \_\_\_\_\_

Date: \_\_\_\_\_

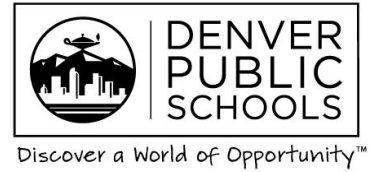
# CSC Meeting Sign-In Sheet

(School Name)

2016-2017

Date: \_\_\_\_\_

Time: \_\_\_\_\_



Names: Please indicate position on council: (1) Parent (2) Community Business Representative (3) Teacher (4) Principal (5) Classified Staff (6) Student (7) Visitor

Example: Denise Yelenick	[4]

If appropriate, use the space below to indicate any concerns that should be brought to the attention of the CSC staff.

Chairperson \_\_\_\_\_

Principal \_\_\_\_\_

Please keep record of this form AND your meeting agendas and minutes in your school's CSC file. Duplicate this form for future use.

# CSC Meeting Agenda

(Insert School Name)

[School Name]

[School Address]

Denver, CO \_\_\_\_\_



Discover a World of Opportunity™

2016-2017

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

<School's Mission Statement>

Committee Members:

1. Call to order, welcome
2. Celebrations
3. Public Input
4. Agenda review and approval of minutes from previous meeting
5. Principal's Report
6. Discussion items (may be based on CSC Calendar-reflected on SIP Guide):
  - a. New Business Items:
  - b. Old Business Items:
7. Setting of agenda for next meeting
8. Date for next meeting

**NOTE:** All agendas are posted publically in a timely fashion on school's website and/or in a highly visible area in the building.

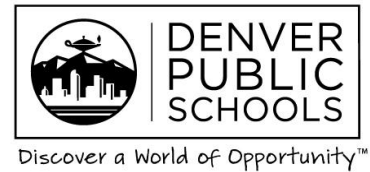
# CSC EXAMPLE Meeting Minutes

(School Name)

2016-2017

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: *Parent Community Room (PCR)*



## Attendees:

Ms. Garcia- Principal, John P- Teacher, Jennifer J- Teacher, Sandra M-Teacher, Ray S- Teacher, Jorge D- Para, Ron B - Parent, Rosa A Parent, Justine V- Parent, Larry C- FM, Dr. S -Community/Business Rep, Sue Z- Parent. Also in attendance Karla M., parent

Agenda Topic: New CSC Members & CSC Officer Election/Training

Open Forum: (None this month)

## Discussion:

- The Committee discussed acquiring a facilitator as well as a time-keeper, but decided that the Chairperson would be responsible for these tasks.
- CSC Bylaws Subcommittee presented reviewed and updated CSC Bylaws. Number of absences was reduced to 3 within the school year by any CSC member.
- Also, discussed was the need to review the UIP and Parent Engagement strategies at the next meeting.
- Discussed too was the importance of forming a Parent Engagement Team to do the pre-work of engaging other parents and reviewing the current parent engagement plan. Key to parent engagement strategies is the alignment with Teaching and Learning goals and objectives, and impact on student achievement school wide.

## Action Items:

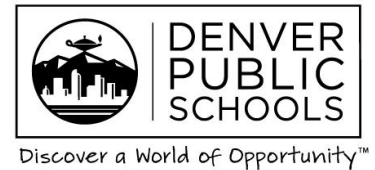
- 2016-2017 Officers selected-Chairperson, Secretary/minute taker and Scribe (names). Terms, roles and responsibilities were defined as described in the attached document )
- CSC Approved bylaws. A revised copy will be provided at next meeting.
- CSC parent representatives, the Principal and two teachers have committed to serve on the Parent Engagement Leadership Team to recruit other parents and review and revise UIP's Parent Engagement Plan and Compact. A draft revision will be presented at the next meeting.

## Important Calendar Items:

- School: October Count
- District: CSC Summit-Training
- Conclusion: CSC meetings will be held the 1st Weds. of each month in the Parent/Community Room at 4:30pm.
- Next meeting will be Oct 5th.

# Request for Instructional Superintendent

## *Approval of CSC Composition Bylaw Changes*



We understand that by the Collaborative School Committee Operating Procedures it is under the purpose and scope of our work to request change in CSC Composition with the purpose of having the CSC represent the diversity of the school population as well as have participation of all our stakeholders. Each school is required to accomplish this objective through extensive outreach particularly to persons of color with concerted efforts of inclusion.

Each CSC shall report to the Instructional Superintendent on how its representation reflects the diversity of the school population and on what efforts it is making to meet this objective. It is strongly recommended that the composition of the CSC should meet the state requirements for cultural diversity on School Accountability Committees (SAC, formerly SIAC).

- A.** Schools will establish a fair system for selecting representatives from each constituency. The composition of the committee shall be as follows:
- B.**
  - ◆ The principal of the school or principal’s designee;
  - ◆ One (1) teachers, elected by majority vote of the faculty in the school (elected by secret ballot);
  - ◆ Three (3) parents or guardians of a student enrolled in the school, elected by majority of voting parents with children in the school;
  - ◆ One (1) adult member of an organization of parents, teachers and students recognized by the school; nominated by a member of the CSC and approved by the other members of the CSC;
  - ◆ One (1) business/employer or community representative from the local community nominated by a member of the CSC and approved by the other members of the CSC;
  - ◆ [Optional] One (1) employee, elected by majority vote of the classified employees in the school (Each of the above groups shall conduct its own election by secret ballot);
  - ◆ [Optional] Up to Three (3) students in high schools, up to two (2) student representatives in middle school; they are selected by the student council or student board of education
- C.** Changes to the composition of the CSC

The CSC may expand its membership as long as the number of parents elected to the committee exceeds the number of representatives from the group with the next highest representation. The CSC at any school may request permission from the Instructional Superintendent to reduce its composition due to small school enrollment, or due to the fact that extensive documented efforts to recruit members have been unsuccessful.

## Request for Instructional Superintendent Approval of CSC Composition Bylaw Changes

Our CSC requests that the Instructional Superintendent approve the following proposed changes to the composition of our CSC due to the following reason(s).

**List proposed changes below:**

School \_\_\_\_\_ Date \_\_\_\_\_

Original Composition	Requested Composition
School principal	
One (1) teachers	
Three (3) parents or guardians	
One (1) business/employer or community representative	
One (1) adult member school recognized organization	
Optional one (1) classified employee	
Optional High School students	
Optional Middle School students	

List all site CSC members, each date and sign to affirm that the process has been honored. The CSC member signatures below affirm that:

- ◆ This decision to alter the composition or make-up of the CSC was reached through a consensus process,
- ◆ Reflects the needs and priorities of that school community, and the
- ◆ Proposed changes generally preserve the same proportion of representation on the Committee.

 Approved

 Denied, reasons attached

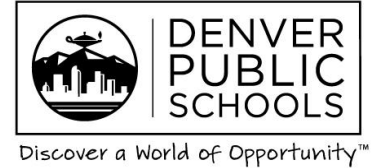
Instructional Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

**Send copies of Request Form to:**

\_\_ CSC Site      \_\_ Instructional Superintendent

# Collaborative School Committee's 2016-2017 Principal Performance Review

## *Summary Overview*



One of the functions of the Collaborative School Committee (CSC) as the end of the school year nears is to complete the Principal Performance Review Summary (PPRS) "Principal's Evaluation".

In preparation for this task, the CSC must observe and maintain a clear understanding of the ability of the Principal in providing leadership to the CSC process. The principal's ability to provide leadership will be demonstrated by, but not limited to, bringing decisions and relevant information to matters under the CSC's authority in a timely and collaborative fashion. The Principal Performance Review Summary form will be sent to each CSC via Principal's email. Once completed by the CSC, the PPRS will be reviewed with the Principal by the CSC Chair. The CSC Chair will send the completed and reviewed PPRS to the assigned Instructional Superintendent. Please submit review summary no later than April 28, 2017.

If you have any questions about the Principal Performance Review Summary, please contact your Instructional Superintendent.

CSC Principal Performance Review Survey  
**Denver Public Schools**  
 2016-2017 Principal Performance Review Summary



School Name: \_\_\_\_\_

1. Discuss each item. This consensus survey will guide your discussion.
2. Record the team's level of agreement or disagreement on this sheet.
3. Sign and return to your school's Instructional Superintendent/Executive Director by May 22, 2017.

Our Principal...	Strongly Agree	Agree	Disagree	Strongly Disagree
Provides organizational support for the CSC (elections, calendar, officers, communication)				
Promotes equitable representation of school student/parent populations on CSC				
Provides timely school data to the CSC for Unified Improvement Plan (UIP) development and approval				
Involves the CSC in staff allocations decisions				
Provides CSC with school budget in a timely manner (to discuss, set priorities and approval)				
Works with CSC to improve a positive learning school climate for parents, teachers & students				
Involves the CSC in discipline policy decisions				
Shares responsibility and involves the CSC in all important school decisions within CSC scope of work				
Consistently implements CSC decisions in a timely manner				
Facilitates communication among leadership committees (CSC, SLT, PC, ELA PAC, other)				
Communicates CSC recommendations to central administration				
Uses the consensus decision making process in all CSC decisions				
Provides CSC information to parents, the community and related CSC constituencies				
Is committed to the effective function of the CSC and training on roles and responsibilities				
Describes clearly the district procedures and policy as it relates to the CSC				
Provides information regarding school level programs to the CSC				
Schedules adequate time for CSC discussion				



Identify one or more areas in which the principal has shown leadership in fulfilling the mission of the school:

Identify one or more areas in which the principal can work more effectively with the CSC:

Identify one or more areas in which the principal has shown particular strength in regard to working with the CSC:

The CSC Chair has reviewed and completed this survey with CSC members input (yes or no)

The CSC Chair has reviewed the completed survey with the Principal (yes or no)

Name of person submitting this survey

---

CSC title of person submitting this survey (i.e. CSC Chairperson)

---

Email address or phone number of person submitting survey

---

Send print versions of completed survey to your Instructional Superintendent.

\*\*\*Any questions related to this survey contact your Instructional Superintendent.