

Operating Procedures for Collaborative School Committees

Purpose and Scope:

The purpose and scope of the Collaborative School Committee (CSC) shall be:

- ♦ 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 School Improvement Plan (SIP). The SIP 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, applicable U.S. District Court orders, the District Affirmative Action plan, the DPS/DCTA Agreement, other contracts and District mandates.

Meetings of the Collaborative School Committees will be open to the public. Notice of these meetings will be posted in appropriate public places. A copy of the agenda will be publicly posted and made available one working day before the meeting and the minutes from the meeting will also be publicly posted and made available.

Procedures for the Collaborative School Committee not defined in the policy.

I. Composition:

The CSC should represent the diversity of the school population. 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 Area Superintendent and the Office of Community Relations in its annual self-evaluation 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 Improvement Accountability Committees (SIAC).

- A.** Schools will establish a fair system for selecting representatives from each constituency. The composition of the committee shall be as follows:

- ♦ The principal of the school;
- ♦ Four (4) teachers, elected by majority vote of the faculty in the school (elected by secret ballot);
- ♦ Four (4) parents or guardians of a student enrolled in the school, elected by majority of voting parents with children in the school;

- ♦ One (1) classified 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);
- ♦ 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;
- ♦ In high schools, four (4) student representatives selected by the student council;
- ♦ In middle schools, at the discretion of the CSC, two (2) students selected by the student council. The students will serve in an *ex officio* capacity.

B. Changes to the composition of the CSC

The CSC may expand its membership as long as the expansion includes an equal number of parents and teachers at the elementary and middle school level and an equal number of parents, teachers, and students at the high school level. The CSC at any school may request permission from the Area 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.

C. 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 Area Superintendent by the CSC.

II. Administrative Functions:

Staff who perform 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 Board Policy 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. The Office of Community Relations is available to assist the committee in setting these procedures.

III. 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.

IV. Waivers:

- A. A request for from a Collaborative School Committee for a waiver from Board Policy shall be made to the Office of Community Relations and Area Superintendent.
- B. There shall be a presumption in favor of granting the waiver unless the waiver is deemed to be contrary to the students in the school requesting the waiver, and does not support the school improvement plan.

V. 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 Area Superintendent and the Office of Community Relations to 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 Area Superintendent and the Office of Community Relations by the CSC chairperson. Where a pattern of impasse decisions emerges, the Area Superintendent and the Office of Community Relations will provide assistance to the principal and the CSC

- C. The principal and the CSC chairperson and one member of each constituency group shall be required to receive training in the area of consensus decision-making on an annual basis by the Office of Community Relations.

VI. District Support of Collaborative Decision Making:

Technical assistance and training to CSC on the work of the committee through the offices of the Area Superintendents and the Office of Community Relations. This assistance and training will include information on:

- ♦ The scope of responsibilities for the Collaborative School Committee is defined in Board of Education Policy BDFH
- ♦ 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 separation in responsibilities.
- ♦ The Collaborative School Committee will be informed and understand the work of the Professional Standards Committee, both their interconnection as well as their separation in responsibilities.

VII. Evaluation of School Improvement Plan:

This report shall be based on evaluation of the multiple measures and the level of parental involvement as identified in the School Improvement Plan.

VIII. 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 School Improvement Plan.
- ♦ The CSC input is considered one component in the principal's evaluation.

IX. Self-Evaluation:

The CSC will complete a yearly evaluation of this process and work and submit this form to the Office of Community Relations.