

# Denver Public Schools

Edison Elementary  
3350 Quitman Street  
Denver, CO 80212



## Edison Elementary

### CSC By-Laws

2016-2017

Approved by CSC Committee: April 13, 2017

**Mission Statement:** Edison Elementary is committed to being a collaborative learning community where rigorous academics and character education ensure the development of the whole child. We design learning experiences to meet the unique learning needs of each student so that all of our children develop 21st Century skills: critical thinking and reasoning, information literacy, self-direction, collaboration and invention/innovation. We celebrate curiosity and creativity in the development of life-long learners.

### 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,

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school's accreditation ratings for reporting to the CDE and to provide input to the teacher and principal compensation.

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).

### **Collaborative School Committees Operating Procedures**

The CSC Chairperson will call the meeting to order and remind CSC members and those from the public who are in attendance of the meeting norms and school vision. The CSC Chairperson will explain that only CSC members may discuss agenda items during the work session and that following discussion of all agenda items, the floor will open for a public forum for 15 minutes. The CSC Chairperson will then monitor time and move the discussion through each agenda item, noting when decisions have been made/approved and attempting to keep the meeting to 60 minutes. The secretary will take notes for the minutes throughout the meeting. After all agenda items have been discussed and decisions made, the CSC Chairperson will open the meeting for public input. The CSC Chairperson will provide each non-CSC member an opportunity to talk, limiting time appropriately, for a maximum of 15 minutes. After hearing the non-CSC member's concern/suggestion/question, the CSC members will determine if the issue will be placed on a future agenda. The CSC Chairperson will then close the meeting.

### **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 as follows:

- The principal of the school or principal's designee;
- Three (3) 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; \* There shall be no more than two parents representing any one grade or program.
- One (1) parent member of an organization of parents, teachers and students recognized by the school (PTA); 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);

### **Member Diversity**

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

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## **Terms**

CSC committee members are elected to a 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 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 bylaws and procedures
- \* The current Unified Improvement Plan
- \* Optional - Copy of the CSC Handbook/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.

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### **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 will be held a minimum of once a month, on the first Thursday of each month. Meeting dates might change based on DPS deadlines or as agreed upon by CSC members.

#### **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, monitoring time, calling the meeting to order, recognizing the individual who has the floor, conducting the collaborative resolution for issues under consideration by the CSC committee, and calling the meeting to an end.

#### **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**

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Agendas should be made available to staff and the community at least one working day before the CSC meeting on the CSC agenda board in the school lobby. 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 CSC committee members. Topics for consideration must be submitted to the Principal and CSC Chairperson at least 72 hours before the CSC meeting by CSC members only. These may be submitted in writing by 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 within one week of the meeting 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:

- Aim for consensus
- Assume positive intentions
- Members will share ideas openly, but try to stay on topic
- There will be a timekeeper and we will try to keep meetings to one hour
- Everyone puts ideas on the table
- We work to represent our stakeholders
- Respect others' perspectives
- Ask clarifying questions
- Listen with respect

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- Commit to our values
- Focus on needs of the school and community, respect confidentiality

\* 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. There will be an 'open forum' at the end of each CSC meeting which will be limited to 15 minutes. Non-CSC members (the public) will be provided an opportunity to share questions, concerns and suggestions. CSC members will then determine if the issue raised will be placed on the agenda of a future CSC meeting.

### **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, English Language Acquisition Parent Advisory Committee (ELA PAC), Parent-Teacher Association (PTA), and other school decision making committees), 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; ELA-PACs are called for in the Order of the 1999 U.S. District Court - Denver Public Schools English Language Acquisition Program; and the school has established other committees to ensure collaborative decision making regarding day-to-day decisions.

The CSC at Edison is one of 6 separate committees

- The Collaborative School Committee

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

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. They are responsible for screening, interviewing and hiring of all staff.

### **School Leadership Team**

The School Leadership Team reviews data and collaborates on the development of the UIP, budget and professional development for the school. Additionally, they collaborate to develop the school schedule, determine curriculum decisions, and develop structures to ensure a safe school.

### **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. 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

### **Engagement Committee**

The Engagement Committee collaboratively works with the PTA president and, at times, key PTA members, to schedule, coordinate and communicate school-community events. Additionally, they collaboratively establish structures to support community engagement, volunteering, and communication with the community.

### **Equity Committee**

The Equity Committee collaborates to schedule, coordinate and communicate student engagement activities and structures. They review student engagement data and develop systems to support high levels of attendance, equity, and a positive school & classroom culture including PBIS, bully proofing, and recess.

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

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School Committee will be informed and understand the work of the Personnel Committee, School Leadership Team, ELA PAC, Engagement Committee, and Equity Committee, both the interconnection of each, as well as their separate responsibilities;

### **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.