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# **Collaborative School Committee (CSC)**

## **2023-2024 District Handbook**

Revised September 2023

# 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 in the month of May 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 Collaborative Director or Designee 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).

**The CSC may:**

**[INSERT CONTENT ABOUT TITLE MEETING AND MLE PAC]**

**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

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# 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, 23, and 28*
- ♦ *Chapters 6 and 9 of the Consent Decree of the U.S. District Court, DPS Multilingual Education 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.

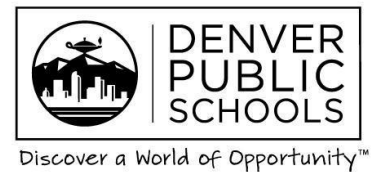
*Based on best practices, it is recommended that each school review and update their Bylaws and Procedures annually.*

**(School Name)**

### **Collaborative School Committee (CSC)**

### **By-Laws**

**2023-2024**



Approved by CSC: <Date>

Mission Statement: <Insert mission statement from your school>

#### **PURPOSE**

The purpose of these bylaws is to provide the CSC 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 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 the CSC is now found in Board of Education Policy BDF-R4.

#### **SCOPE**

The purpose and scope of the 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

The number of members of each CSC shall be determined by the principal. Individuals may volunteer for and/or nominate others for appointment to the CSC. Elections to appoint members to the CSC should be held as needed every year. The composition of the CSC should be, at a minimum, as follows:

- The principal of the school or principal's designee;
- One (1) teacher who provides instruction at the school,
  - The teacher is to be elected by a majority of voting faculty in the school by secret ballot;
- Three (3) parents or guardians of a student enrolled in the school,
  - The parents or guardians are to be elected by a majority of voting parents and guardians with children in the school;
- One (1) adult member of an organization of parents, teachers and students recognized by the school,
  - The adult members are to be nominated by a member of the CSC and elected by a majority vote of the other members of the CSC;
- One (1) business/employer or community representative from the local community,
  - The community representative is to be nominated by a member of the CSC and elected by a majority vote of the other members of the CSC;
- [Optional] One (1) classified employee,
  - The classified employee is to be elected by majority of voting classified employees in the school by secret ballot;
  - Classified employee means and includes nonsupervisory, non-licensed, full-time employees. Classified employee does not mean an administrative or managerial-level employee.
- [Optional] Up to Three (3) students in high schools, up to two (2) student representatives in middle school,
  - The students 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 community should be represented in the CSC membership.

### Terms

CSC 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 members shall be held in the month of May for the following school year or within the first two weeks of school.

### Nominations

Persons nominated for the CSC 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 will be notified; the ballots will be prepared and sent to the appropriate constituents in accordance with the below election procedures.

### 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/employer or community representative position, a CSC committee member will recommend a business representative to the remaining CSC committee members for approval.

## **Removal**

### *Grounds for Removal*

A CSC member may be removed from the CSC if:

- He or she accumulates three consecutive unexcused meeting absences during the school year (the principal should determine whether to excuse an absence on a case-by-case basis); or
- He or she fails to comply with the bylaws, procedures, rules, or regulations of the CSC; or
- He or she violates any applicable District policies or regulations, including but not limited to Regulation BDF-R4, Policy KFA, and/or Regulation KFA-R.

### *Removal Process*

- If the principal determines that a CSC member is subject to removal, the principal shall recommend to his or her Executive Director or Designee (Early Education Department-EED) or Collaborative Director or Designee that the CSC member be removed from the CSC, citing to the specific grounds for the CSC member's removal.
- If, upon review of any relevant information, the Collaborative Director or Designee or Executive Director(EED) or Designee agrees with the recommendation to remove the CSC member, the CSC member shall be immediately removed from the CSC.

### *Appeal of Removal*

- A CSC member who is removed from the CSC in accordance with this section may appeal his or her removal by submitting a written request to appeal the decision to the Chief of Schools or Designee within 10 days of receiving notification of removal.
- Such written request shall include any information the CSC member wishes the Chief of Schools or Designee to consider in the appeal. The principal and Collaborative Director or Executive Director(EED) or Designee may also submit information for the Chief of Schools or Designee to consider in the appeal.
- The Chief of Schools or Designee shall consider the information provided by the CSC member, principal, and/or Collaborative Director, Executive Director(EED) or Designee and issue a decision affirming or reversing the CSC member's removal within 20 days of the Assistant Superintendent's receipt of the CSC member's written appeal request. The Chief of School's or designee's decision shall be final.

## **Recall**

### *Recall of CSC member elected by a constituency group*

A CSC member elected by a constituency group (teachers, parents or guardians, classified employees, or students) 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 30% or greater of the eligible voters for a teacher or classified member, and 30% or greater of the actual number of votes cast to elect a parent/guardian or student representative.

**Step 3.** The constituent presents the petition for recall to the CSC, and the CSC verifies that the petition contains the required number of signatures.

**Step 4.** If the CSC verifies that the petition contains the required number of signatures, the CSC will hold a recall election.

**Step 5.** The CSC member will be recalled by a majority of voting members of the relevant constituency group.

**Step 6.** If the CSC member is recalled, the remaining members of the CSC will fill the vacancy using the above vacancy procedures.

### *Recall of CSC member elected by the other members of the CSC*

A CSC member elected by the other members of the CSC (adult member of an organization of parents, teachers and students recognized by the school; or business/employer or community representative from the local community) may be recalled using the following process:

**Step 1.** A member of the CSC informs the full CSC of their intent to recall the member.

**Step 2.** The CSC member circulates a petition to the CSC to call for a recall election. The required number of names for a petition to be valid will be 30% or greater of the existing members of the CSC.

**Step 3.** The CSC member presents the petition for recall to the CSC, and the CSC verifies that the petition contains the required number of signatures.

**Step 4.** If the CSC verifies that the petition contains the required number of signatures, the CSC will hold a recall election.

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

**Step 6.** If the CSC member is recalled, the remaining members of the CSC will fill the vacancy using the above vacancy procedures.

## **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, or equivalent 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.
- 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 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 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 shall be open to the public.

Notice of meetings shall 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 should communicate with the constituency groups they represent to inform them about the activities of the CSC. Bi annual 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 Multilingual Education Parent Advisory Committee MLE 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 MLE-PACs are called for in the Order of the 1999 U.S. District Court - Denver Public Schools Multilingual Education Program.

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

### The CSC is one of 5 separate committees

- ◆ The Collaborative School Committee
- ◆ The School Leadership Team
- ◆ Instructional Leadership Team
- ◆ The Personnel Committee
- ◆ The Multilingual Education Parent Advisory Committee (where appropriate)

Understanding role and function of each committee, how each committee has a distinct task and how they interconnect 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.

### Instructional Leadership Team (ILT)

The Instructional Leadership Team works with the principal to gather and analyze data key to meeting UIP goals and actions. In addition, it plans for and leads professional development of staff related to instruction. Representatives include teachers from each grade level team. May also include SpEd, specials and interventionists

### Multilingual Education Parent Advisory Committee (MLE PAC)

Every MLE Program school must have a Parent Advisory Committee (PAC), chosen by the parents of students receiving MLE Program services at the school. The purpose of the MLE PAC is to provide information about the MLE Program, increase communication between ELL parents and the District, review implementation of the MLE Program, and listen to concerns of parents. The MLE 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 Multilingual Education Program

### **Communication among all school committees (Collaborative School Committee, Personnel Committee, School Leadership Team, MLE 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 Multilingual Education 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 Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee.

### **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 Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee and the CSC chairperson. Where a pattern of impasse decisions emerges, the Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee and Family & Community Engagement. 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**

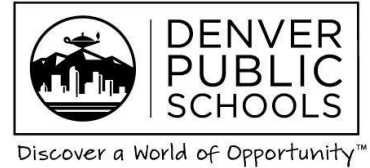
- a. The UIP shall be based on evaluation of the multiple measures and the level of parental involvement as identified in the School Improvement Plan, and submitted to the Collaborative Director or Designee or Executive Director(EED) or Designee.

**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 Collaborative Director or Designee or Executive Director(EED) or Designee and considered one component in the principal's evaluation

# CSC Elections Letter

(Insert School Name)  
2023-2024



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

2023-2024

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:

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.

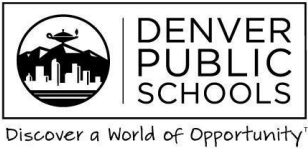
Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Timeline  
(Date):  
(Date):  
(Date):  
(Date):

Nomination Forms due to Main Office  
Letter to all parents with Ballots  
Ballots due to Main Office  
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 |
|------|------------------|-----------------------------|
|      | <insert nominee> |                             |
|      | <insert nominee> |                             |
|      | <insert nominee> |                             |
|      | <insert nominee> |                             |

## CSC Elections Results Letter

(Insert Name of Your School)



Discover a World of Opportunity™

(Insert Month day, year)

Dear Parents,

We are off to a great start to the 2023-2024 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

2023-2024

(School Name)

The 2023-2024 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, 12<sup>th</sup> Floor  
 Denver, CO 80203  
[face@dpsk12.org](mailto:face@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            |      |         |              |        |

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

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

# CSC Meeting Sign-In Sheet

(School Name)  
2023-2024

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 Sample Agenda

# CSC Meeting Agenda

(Insert School Name)

[School Name]

[School Address]

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



2023-2024 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.

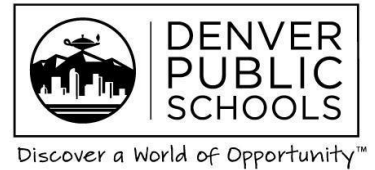
# CSC EXAMPLE Meeting Minutes

(School Name)

2023-2024

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:

- 2023-2024 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.

CSC Composition Bylaw Changes

## **Request for Collaborative Director or Designee or Executive Director(EED) or Designee**

*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 Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee 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 Collaborative Director or Designee or Executive Director(EED) or Designee Approval of  
CSC Composition  
Bylaw Changes**

Our CSC requests that the Instructional Superintendent or Designee 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

Collaborative Director or Designee or Executive Director(EED) or Designee \_\_\_\_\_

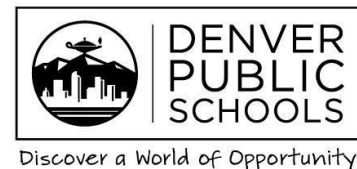
Date: \_\_\_\_\_

**Send copies of Request Form to:**

\_\_\_ CSC Site Collaborative Director or Designee or Executive Director(EED) or Designee

## Collaborative School Committee's 2023-2024 Principal Feedback

### *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 Feedback Summary (PFS) "Principal's CSC 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 Feedback Summary form will be sent to each CSC via Principal's email. Once completed by the CSC, the PFS will be reviewed with the Principal by the CSC Chair. The CSC Chair will send the completed and reviewed PFS to the assigned Collaborative Director or Designee or Executive Director(EED) or Designee. Please submit feedback summary no later than May 31, 2022.

If you have any questions about the Principal Feedback Summary, please contact your Collaborative Director or Designee or Executive Director(EED) or Designee.

# Denver Public Schools

## 2023-2024 Principal Feedback 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 Collaborative Director or Designee or Executive Director(EED) or Designee by May 31, 2022.

| 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 for Unified Improvement Plan (UIP) development and approval to the CSC to give general feedback |                |       |          |                   |
| 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 for their feedback                                                          |                |       |          |                   |
| 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, MLE 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

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Send print versions of completed survey to your Collaborative Director or Designee or Executive Director(EED) or Designee.

\*\*\*Any questions related to this survey contact your Collaborative Director or Designee or Executive Director(EED) or Designee.

