



**Willow Elementary School**

**Collaborative School Committee (CSC) Bylaws**

2019-20

Approved by CSC Committee: 4-23-19

**Mission Statement:** The mission of Willow Elementary School (W.E.) is to successfully blend a project-based learning environment with a rigorous 21st century curriculum with high standards for all students. We are committed to providing an environment that emphasizes learning as an interactive process focusing on the individual needs of our students to ensure that all students succeed.

**Core Values:**

<b>Humanity</b>	We ensure all children feel safe, loved, and valued.
<b>Perseverance</b>	We embrace our mistakes and encourage one another to work through our challenges; We grow from success and learn from failure.
<b>Love of Learning</b>	We celebrate an environment that actively cultivates a lifelong love of learning.
<b>Creativity</b>	We cultivate a learning environment where ideas come to life and imagination runs wild.
<b>Inclusiveness</b>	We celebrate our community, honoring unique perspectives and ideas.
<b>Accountability</b>	We take responsibility for our actions and decisions.

**PURPOSE**

To provide the Collaborative School Committee (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 the CSC guidelines set forth by the School Innovation Plan approved by DPS School Board December 2018. (School Innovation Plan).

**SCOPE**

The purpose and scope of the CSC is to focus on the Unified Improvement Plan (UIP) 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, School leadership, instructional quality, student respect, School safety, and other measures (such as the School Performance Framework).



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;
- Student achievement and School climate by engaging the School community in collaborative efforts supporting the School and district's goals;
- Provide strategic direction aligned to the UIP in support of the School's mission and vision. The UIP, with the School's program design, should serve as the strategic plan for the School;
- 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 School Innovation Plan, other contracts and District mandates; and
- Evaluation tools and systems using a variety of longitudinal measures or the School Performance Framework to determine student achievement, overall organizational strength, and School's accreditation ratings for reporting to the CDE.

The CSC shall have the following responsibilities:

- Meet at least seven times per year;
- Recommend final candidates to DPS for the principal position (when a vacancy exists); and
- Provide guidance and recommendations to the principal regarding all responsibilities of the CSC detailed in School Board Policy BDF-R4 and the School Innovation Plan in addition to the following:
  - The School's annual budget;
  - The School's master calendar and schedule; and
  - The School's curriculum and instruction, culture and behavior, services for special populations, and use of School facilities.

## COMPOSITION

### **Membership**

The CSC and School Leadership Team (SLT) shall be merged into one entity known as the CSC as per the School Innovation Plan. The CSC will comply with State Law on School Accountability Committees.

The CSC shall strive to ensure that membership includes representation from all stakeholders within the School community. The membership of the CSC will include the following voting members determined through the following process:



## Positions assigned by the principal (prior to first meeting of the new School year):

- **Administrative Group:** Principal, Assistant Principal, & Dean
- **Community Group:** 1 Community Liaison
- **Classroom Teacher Group:** 1 teacher representative from each team: ECE, K/1, 2/3, 4/5
- **Support Staff Group:** 1 teacher representative from each of the following teams:  
Humanities and Diverse Learner Supports

## Positions elected by majority vote of CSC:

- 7 Parents\*
- Total number of parents in the “parent group” will always number one more than any other CSC group.

*\*“Parent” refers to any parent, kinship or guardian of a currently enrolled student at School.*

## **Terms**

School staff will serve for one year. The parents will serve in a 2-year, staggered position to ensure the CSC has continuity in parent membership from one year to the next. If during the 2-year term, the child(ren) of a parent member no longer attends school, the parent member will be invited to shift their role to a community member, vacating their position. Parents who have served as members in the past may be reelected to serve additional, non-successive terms (with at least one term off). No term limit will be set for community members.

## **ELECTIONS**

### **Date**

Teachers, staff, and community liaisons will be assigned to CSC and notified by principal. Parents will be nominated by and voted on by the previous CSC membership during the month of April for the following School year.

### **Parent Nominations/Election**

- 1- CSC membership will generate a list of potential nominees during the February meeting.
- 2- Prior to the March meeting, principal will approach nominees to determine if nominee is interested in accepting the nomination. Nominees who accept the nomination will be asked to submit a short biography to support CSC with the voting process. They will be invited to attend the March meeting to learn more about the CSC.
- 3- During the April meeting, CSC membership shall review nominee bios and complete a ballot vote for open parent positions. Votes will be made through the lens of an asset mapping process using the defined “Constituency Roles for CSC Parents” to identify possible roles that might need to be filled in our new parent membership for following year.



- 4- CSC Chairperson and principal will tally votes and notify new membership within a week and invite them to attend the May meeting.

### **Transition of New Members**

Orientation for new members should include the following:

- Copy of the bylaws and procedures;
- The current Unified Improvement Plan; and
- Copy of Innovation Plan.

### **VACANCIES**

**Elected Members:** If a vacancy occurs during the School year (prior to March 1st), the remaining members of the CSC shall fill the vacancy by using the same protocols established above. 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.

**Appointed Members:** If a vacancy occurs during the School year, the principal will appoint a new staff member to take their place. The staff member will serve for the remainder of the given year.

### **Removal**

If a CSC member accumulates three consecutive unexcused meeting absences (at regularly scheduled meetings) 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 decisions will be determined by a majority vote of the CSC.

If a CSC member fails to comply with these bylaws, procedures or rules and regulations of the CSC, or the district, this failure should be grounds for removal from the CSC. However (under extenuating circumstances), each situation should be addressed on a case-by-case basis. Removal decisions will be determined by a majority vote of the CSC.

### **MEETINGS**

#### **Date**

CSC meetings should be scheduled by the CSC and held at least seven times a year.

#### **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 shall be a current parent CSC member and will be responsible for co-facilitating and maintaining order of each meeting in collaboration with the School principal. This is achieved through effective facilitation of discussions, adhering to CSC agreed upon norms, 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, in a digital file, along with a list of decisions made for all meetings.

## **Agendas**

- A partial agenda for the next meeting should be discussed at the conclusion of each meeting.
- Agendas shall be made available to staff and the community at least one working day before the CSC meeting.
- Agendas will be posted on the CSC webpage and/or other agreed-upon location.
- A final agenda will be prepared through consultation with the principal and chairperson with input from the committee members.
  - Topics for consideration from the community must be submitted to the CSC at least 48-hours in advance of the meeting. These may be submitted in writing to the principal or to a CSC member.
  - It is the responsibility of each CSC member to present issues conveyed to them to the principal and chairperson at least 24-hours in advance of the meeting.

## **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 (posted on CSC webpage).

## **Quorum**

A quorum must be present at the CSC 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.

## **Emergency Meeting**

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 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**

Committee recommendations should be made by consensus. A consensus recommendation is either unanimous or a majority decision that the entire committee (including dissenter(s)) will



implement and support. Final decisions will be made by the principal with consideration of the consensus recommendation of the committee. 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 case, 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 consensus recommendations are made on the proposals.
- The CSC will follow norms established at the first meeting.

### **Attendance**

- CSC members who are unable to attend the meeting in person, may choose to attend the meeting via phone or video conference. Members will be required to request a phone/video conference option 24-hours in advance of the meeting.
- CSC members who are unable to attend can vote by proxy with prior written notice to the principal and/or chairperson

### **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**

CSC meetings should include time for public input. If community members wish to comment about specific agenda items during a given meeting, community comments will be limited to a three-minute comment session.

## **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. Voluntary monthly constituent meetings are recommended and should be scheduled in advance with the principal to avoid conflict with other activities.



## **CSC SUBCOMMITTEES**

At any time, the CSC may create task forces, or standing subcommittees to facilitate the completion of the CSC's work. The CSC 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 should follow the same collaborative decision-making guidelines for the decision-making process as the CSC within the boundaries of decision-making delegated to them by the CSC.

## **AMENDMENTS**

### **Amendments to Bylaws**

Amendments to the bylaws should be made by consensus of the CSC in accordance with the School Innovation Plan policies and procedures.

#### Recording Amendments to Bylaws

- CSC action resulting in amendment(s) to these bylaws must be recorded in the minutes
- Current bylaws, prior to CSC 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 posted on CSC Webpage. Previous versions of bylaws will be archived on the CSC webpage. The bylaws and procedures are reviewed annually.