

# Collaborative School Committees

Collaborative School Committees (CSCs) bring together families, staff and community members to create and implement a plan to promote high achievement within a school. Colorado law requires all schools to have a CSC, also referred to as a School Accountability Committees (SAC), to increase the amount of accountability and family involvement in our schools.

## What are the main purposes of a CSC?

Every school is required by state statute to have a School Accountability Committee (SAC), which are known as CSCs in Denver. The CSC is responsible for:

- Providing **guidance, evaluation, and recommendations** to the Principal and/or the Instructional Superintendent about spending priorities, Unified Improvement Plans, and more.

The main purposes of a CSC are to:

- Enhance student achievement and school climate by **engaging the school community** in collaborative efforts supporting the school and district's goals.
- 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.
- Be in **compliance with necessary laws** and regulations (such as state law, district policies and the DCTA contract.)
- Hold **public meetings**.

## Are CSCs at Innovation Schools different?

For Innovation schools:

- The scope of duties is the same, those some schools may have a school specific process in their waiver. The name of the group may be different.
- Many innovation schools combine committees, such as the CSC and the ILT into one body. In this case, the combined committee may advise on some additional topics, such as the school calendar and curriculum. The list of topics not in the scope of duties remains the same.
- If the committee is combined, there may be more teachers, but parents should still be the largest group.
- The CSC votes on the annual compensation philosophy and for the renewal of the innovation plan.



## Are CSCs at Charter Schools different?

For Charter schools:

- At charter schools, the CSC may have a different name, such as a School Accountability Committee (SAC). The scope of work is largely the same, but is defined by state statute, not district policy.
- It is considered best practice for the CSC/SAC to have a channel of communication with the nonprofit board of directors that oversees the charter school or network. This may include having a board member attend SAC meetings or submitting a report to the board.

### Quick Facts:

- The DPS Family and Community Engagement team helps to train staff, parents and community on building and managing effective CSC's, offering district-wide training each semester.
- Guidance and toolkits for CSCs are available on The Commons — See [tinyurl.com/AboutCSCs](https://tinyurl.com/AboutCSCs).
- Learn about other school-based committees (pages 9 and 10 of the CSC Handbook) — See [tinyurl.com/HandbookCSC](https://tinyurl.com/HandbookCSC)

### Additional Information:

Email [SchoolGovernance@dpsk12.org](mailto:SchoolGovernance@dpsk12.org) if you have any questions, comments, or concerns.

# Collaborative School Committees

DPS as a district is committed to our communities and providing opportunities for them to be active partners in our schools. With this belief, we have outlined what legal compliance for CSCs looks like, but also how schools can move from compliance to commitment in order to implement continuous collaborative spaces for their families and communities to give valuable input in their school.

## Features of a Collaborative School Committee

	Compliance	Commitment
<b>Meetings</b>	<b>Quarterly meetings.</b> Must be public.	<b>Monthly meetings.</b> Consider holding CSC meetings at different times than other key parent meetings (e.g. ELA-PAC, academic standard nights, etc.)
<b>Recordkeeping</b>	<p>Keep records of your agenda, minutes, and sign-in sheets. Monthly meeting topics are available on the Monthly Toolkits or Calendar pages.</p> <p>Post agendas publicly (online and physically at the school) at least one working day before the CSC meeting. Minutes must be taken and posted publicly (online and physically at the school). Have a sign-in sheet for attendees. For translations, please email <a href="mailto:translation@dpsk12.org">translation@dpsk12.org</a> or call 720-423-3767.</p>	
<b>Membership</b>	<p>There are at least 7 members, parents must be the largest group:</p> <ul style="list-style-type: none"> <li>• 1 Principal (or designee)</li> <li>• 3 Parents</li> <li>• 1 Teacher</li> <li>• 1 Community or business member</li> <li>• 1 School-recognized organization</li> </ul>	<p>There are at least 7 members, parents must be the largest group. See representatives listed in the compliance column.</p> <p>Optional:</p> <ul style="list-style-type: none"> <li>• Students (for middle schools and high schools)</li> <li>• Classified employees</li> </ul>
	<p>Efforts should be made to ensure CSC membership reflects the student body (e.g. in terms of race, free/reduced lunch status, ELA status, migrants, disability, and gifted status.)</p>	<p>We recommend that the CSC serves as the primary family involvement structure for schools, and that the other structures (such as Title I Family Engagement and ELA Parent Advisory Committees) function as subcommittees.</p>
<b>Leadership</b>	<p>The members of each school accountability committee shall annually select from among the parent representatives elected to the committee a member to serve as chair or co-chair of the committee.</p>	<ul style="list-style-type: none"> <li>• CSC chairperson is responsible for facilitating official CSC meetings</li> <li>• Secretary compiles minutes.</li> <li>• Officers are selected by consensus.</li> </ul>
<b>Elections</b>	<p>Parent and teacher members must be elected by their peers. (That is, parents vote on the parent representatives, and school faculty votes on the teacher representatives.)</p> <p>Elections must occur by May for the following school year, or within first two weeks of school.</p>	<p>Once parents and school faculty are elected by their peers, the elected CSC members vote on the Community Partner/Member to be added to the CSC.</p> <p>Holding elections at the beginning of the school year is recommended to maximize parental involvement.</p>
<b>Decision-making</b>	<p>All decisions should be made by <b>consensus</b>: no decision is made against the will of an individual or a minority.</p>	