## CSC Composition Bylaw Changes

**Request for Instructional Superintendent**

*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 Instructional Superintendent 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).

1. Schools will establish a fair system for selecting representatives from each constituency. The composition of the committee shall be as follows:
	* The principal of the school 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
2. 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 Instructional Superintendent to reduce its composition due to small school enrollment, or due to the fact that extensive documented efforts to recruit members have been unsuccessful.

**Request for Instructional Superintendent Approval of CSC Composition**

**Bylaw Changes**

Our CSC requests that the Instructional Superintendent approve the following proposed changes to the composition of our CSC due to the following reason(s).

***List proposed changes below:***

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **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

 Instructional Superintendent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Send copies of Request Form to:**

\_\_ CSC Site \_\_ Instructional Superintendent