## CSC Sample Minutes

**CSC EXAMPLE Meeting Minutes**

(School Name)

2016-2017

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:

* 2016-2017 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.