



FAMILYANDCOMMUNITY  
**ENGAGEMENT**  
DENVER PUBLIC SCHOOLS

# All About Collaborative School Committee (CSC) Membership, Elections and Running Effective Meetings

# Welcome!

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Please share

- Your name
- Your school affiliation
- Your role there
- Your favorite club/organization that you've been a member of

# Today's Agenda

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- Ensuring proper membership composition of committees
- Running elections as designed
- Holding effective meetings

## Today's Objectives

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Our main goals today are that you:

- Gain an understanding of the committee's operational requirements
- Feel supported in developing a strong and diverse committee that will be able to run effective meetings

# Membership - Selection

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- Nomination process
- Selection through volunteers

## Membership - Terms

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- CSC members are elected to one-year or two-year terms
- May be elected to no more than 3 successive terms
- Staggered terms may promote continuity

## Membership - Diversity

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- CSC membership should represent the school population's diversity
- In certain circumstances an alternative membership plan may be established when necessary

## Membership – Composition

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The CSC should have at least 7 members:

- 3 parents
- 1 teacher
- 1 local community or business representative
- 1 adult member of an organization of parents/teachers/students
- The school principal (or designee)

The CSC can also include:

- 1 classified employee representative
- 3 high school students
- 2 middle school students



# Membership – Composition



## Membership – Composition (contd.)

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Other requirements include

- No more than two parents or teachers representing one grade or program
- Parents exceed number of next-highest representatives
- Conflict of interest procedure

## Governance - Vacancies

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- The constituent group elects new members to fill vacancies during the school term
- Vacancy terms do not count against the limit on successive terms
- CSC members will nominate and approve individuals to fill vacant business representative positions

## Governance - Attendance

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- Three consecutive unexcused meeting absences may be grounds for removal
- Absentee issues should still be considered on a case by case basis

## Governance - Removal

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If a CSC member fails to comply with these bylaws, procedures or rules and regulations of the CSC Committee, or the district, this failure should be grounds for removal from the CSC Committee

## Governance – Recall

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- CSC members chosen by a constituency group may be recalled
- Recall procedure is detailed on pg. 8 of the CSC handbook

## Elections – Time frame

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Two options (every year)

- First two weeks of school
- May of the following school year

## Elections – Nomination

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- Nominees must sign and nomination forms to the office by the specified deadline
- CSC members will be notified once forms have been submitted and ballots will be prepared



# Elections - Process

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1. Recruitment
  - Letters sent home with students
2. Voting
  - Parent ballots sent home with students
  - Certified staff ballots sent through interschool mail
3. Accountability
  - CSC counts ballots and announces winners

## Elections - Onboarding

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New members will complete training and receive the following

1. Copy of the CSC handbook
2. Copy of the bylaws and procedures
3. The current UIP

## Meetings – Frequency Requirements

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- Scheduled by CSC at least once a month

## Meetings – Officer Requirements

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- *Chairperson*: Maintains the order of each meeting
- *Secretary*: Compiles the meeting minutes and the list of decisions made during each meeting
- Assignments are made at the beginning of the school year by committee consensus

## Meetings - Agendas

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- Agendas should be available at least 1 working day before CSC meeting
- A partial agenda for the next meeting should be discussed at the end of each meeting
- Topics for consideration must be submitted in writing to a CSC member
- Agendas will be posted on CSC communication board or other agreed upon location

## Meetings – Minutes

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- Minutes from meetings are to be publicly posted
- Minutes should be stored in CSC file for the school's records
- Attendees are to sign in at each meeting

## Meetings – Quorum

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- A quorum is defined as a majority of CSC members and the principal
- A quorum is required in order to take action on issues
- Emergency meetings require a quorum

## Meetings – Public Engagement

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- CSC meetings are open to the public
- Notice of CSC meetings must appear in the school calendar, newsletter, and/or other appropriate public venues
- CSC meetings should include time for public input at least once a month



# Consensus Decision-making Process

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*Consensus:* The decision is unanimous or a majority decision that the entire committee will implement and support.

*Based on:*

- Understanding of relevant information
- Participation by all group members
- An understanding of different perspectives, concerns, needs and recommendations (you have listened to others and they have listened to you)
- Creative efforts to accommodate different viewpoints and needs
- A willingness to raise and understand disagreement and address the underlying needs manifested in disagreement

*At the end, you should support the decision as if it were your own.*

## Consensus Decision-making Process (contd.)

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Fostering this type of process requires

- An environment of mutual support and respect
- Independence of the members
- An informed member base with access to relevant information

Facilitation may be requested whenever three CSC representatives agree to improve the collaborative decision-making process.

## Consensus Decision-making Process (contd.)

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If consensus cannot be reached

- The CSC shall seek facilitation assistance from the Instructional Superintendent
- If timing does not permit further delay, the principal may make an impasse decision

# ACTIVITY!

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Your school has been offered an opportunity to participate in an innovative new program called MathDance! MathDance! was developed by Harvard educators and combines physical movement with grade-level math skills, and engages students of all levels into creative movement and math-related brain exercises. The 1-hour, 1x/week program is offered during regular school time, and shares time with both Math and Physical Education/Health classes (meaning that those classes are shortened by 30 minutes each week to accommodate the program). Math and Physical Education teachers are asked to use the time they typically spend in instruction collecting data for the program.

During test groups, MathDance! was found to dramatically increase the math skills of students (leading to higher test scores in math). Both male and female test students reported thoroughly enjoying the dance activities. Most teachers raved about the program, however Math and Physical Education teachers criticized the program overtaking their instructional time.

The program usually costs \$100 per student, per year, but will be offered to your school for free for the next five years to test the program before it is launched to other schools.

**Do you choose to invite this program into your school?**

*Please assume that the decision is entirely up to your small group, and has to be made now (e.g., you cannot choose to poll teachers, etc.).*

## Reminder: Consensus Decision-making Process

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*Consensus:* The decision is unanimous or a majority decision that the entire committee will implement and support. *At the end, you should support the decision as if it were your own.*

*Based on:*

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- Participation by all group members
- An understanding of different perspectives, concerns, needs and recommendations (you have listened to others and they have listened to you)
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## Activity Discussion and Debrief

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- *What was most challenging about the process?*
- *What made the process easier?*
- *What tips or successes can you share about the process of using consensus decision-making? (Feel free to draw from your earlier experiences using consensus decision-making)*
- *What questions do you have about the process?*

## Additional Trainings

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- The Policies, purpose and scope of the CSC
- The UIP, school budget and School Performance Framework



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*What is your most important takeaway from today?*





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Thank you for attending  
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