McAuliffe Manual Middle School
Collaborative School Committee (CSC)
By-Laws
2018-2019

Approved by CSC: November 13, 2018

Mission Statement: McAuliffe Manual Middle School is a diverse, inclusive community of learners that nurtures students to lead fulfilling, balanced lives and transform our community and world. We are committed to the personal growth, high achievement, and equity of opportunities of all students to prepare them for high school and to support their lifelong success and well-being.

PURPOSE
The purpose of these bylaws is to provide the 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 Board of Education approved innovation plan for McAuliffe Manual Middle School.

The purpose and scope of the CSC is now found in Board of Education Policy BDF-R4.

SCOPE
The purpose and scope of the CSC shall be to focus on the Unified Improvement Plan 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, graduation-rate, school leadership, instructional quality, student respect, school safety, and other measures such as the School Accountability Rating.

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. The MMMS CSC's scope is also defined in the innovation plan.

- to enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and district's goals;
- to 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;
- to be in 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 DPS/DCTA Agreement, other contracts and District mandates;
- to use evaluation tools and systems using a variety of longitudinal measures or the School Performance Framework to determine student achievement, overall organizational strength, school's accreditation ratings for reporting to the CDE and to provide input to the teacher and principal compensation.
- The MMMS CSC's scope is also defined in the innovation plan.

CSC Innovation Plan Excerpt
The School Leadership Team and School Collaborative Committee will be replaced with the Collaborative School Committee. The CSC will comply with State Law on School Accountability Committees. The membership of the CSC will include 12 voting members determined through the following process.

Positions assigned by the principal:
• 1 Principal
3 Other

Positions elected by majority vote (serving 1 year terms):
- At least 3 Teachers
- At least 4 Parents
- At least 1 Support Staff Member

The CSC shall have the following responsibilities:
- Meeting at least once a month
- Recommending at least 2 final candidates to DPS for the principal position (when a vacancy exists)
- Providing advice and recommendations to the principal regarding all responsibilities of the CSC detailed in Policy BDFHR3 in addition to the following:
  - Advising on the school’s annual budget
  - Advising on the school’s master calendar and schedule
- Making recommendations regarding the school’s curriculum and instruction, culture and behavior, services for special populations, and use of school facilities

The number of members of the CSC will be determined by the Principal. If the CSC has more than the above-described members, the CSC will ensure that the number of parents elected to the committee exceeds the number of representatives from the group with the next highest representation.

To the extent practicable, the CSC will represent a cross-section of the school community in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors.

Election of Members:

The school will hold elections in the month of May for the following school year or within the first two weeks of school in order to appoint the parent/guardian and teacher members to the CSC. The community member will be appointed by the other members of the CSC. If a vacancy arises on the CSC, the remaining members of the CSC will fill the vacancy by majority vote.

Duties:

In accordance with state statute, the CSC will:

- Act as the school accountability committee for the school.
- Recommend to the Principal priorities for spending school moneys. The Principal will consider the CSC’s recommendations regarding spending state, federal, local, or private grants and any other discretionary moneys and take them into account in formulating budget requests for presentation to the Board of Education. The CSC will send a copy of its recommended spending priorities to the District Accountability Committee and the Board of Education.
- Advise the Principal and the Instructional Superintendent concerning the preparation of a school improvement plan, and submit recommendations to the Principal and the Instructional Superintendent, if applicable, concerning the contents of the school improvement plan.
• Advise the Board of Education concerning the preparation of a school priority improvement or turnaround plan, if either is required, and submit recommendations to the Board of Education concerning the contents of the school priority improvement or turnaround plan, if either is required.
• Provide input and recommendations on an advisory basis to the District Accountability Committee and the Instructional Superintendent concerning principal development plans for the Principal and principal evaluations.
• Increase the level of parent engagement in the school, especially the engagement of parents of students in the populations described in C.R.S. 22-11-401(1)(d). The committee’s activities to increase parent engagement must include, but need not be limited to:
  • Publicizing opportunities to serve and soliciting parents to serve on the CSC. In soliciting parents to serve on the CSC, the CSC will direct the outreach efforts to help ensure that the parents who serve on the CSC reflect the student populations that are significantly represented within the school;
  • Assisting the District in implementing at the school the parent engagement policy adopted by the Board of Education; and
  • Assisting school personnel to increase parents' engagement with teachers, including but not limited to parents' engagement in creating students' READ plans, in creating individual career and academic plans, and in creating plans to address habitual truancy.

The CSC will not:
• Participate in the day-to-day operations of the school.
• Be involved in issues relating to individuals (staff, students, or parents) within the school.
• Be involved in personnel issues (the School Personnel Committee will stand alone according to the current DPS/DCTA contract).

Meetings
The CSC will publicize and hold a public CSC meeting at least every quarter to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the school’s performance, improvement, priority improvement, or turnaround plan, whichever is applicable.

If applicable, the CSC will publicize a public hearing to discuss strategies to include in a public school priority improvement or turnaround plan and to review a written public school priority improvement or turnaround plan. A member of the CSC is encouraged to attend the public hearing regarding the written priority improvement or turnaround plan.

COMPOSITION

Membership
The number of members of each CSC shall be determined by the principal. Individuals may volunteer for and/or nominate others for appointment to the CSC. Elections to appoint members to the CSC should be held as needed every year. The composition of the CSC should be, at a minimum, as follows:
• The principal of the school or principal’s designee;
• One (1) teacher who provides instruction at the school,
  o The teacher is to be elected by a majority of voting faculty in the school by secret ballot;
• Three (3) parents or guardians of a student enrolled in the school,
  o The parents or guardians are to be elected by a majority of voting parents and guardians with children in the school;
• One (1) adult member of an organization of parents, teachers and students recognized by the school,
  o The adult members are to be nominated by a member of the CSC and elected by a majority vote of the other members of the CSC;
• One (1) business/employer or community representative from the local community,
  o The community representative is to be nominated by a member of the CSC and elected by a majority vote of the other members of the CSC;
• [Optional] One (1) classified employee,
  o The classified employee is to be elected by majority of voting classified employees in the school by secret ballot;
  o Classified employee means and includes nonsupervisory, non-licensed, full-time employees. Classified employee does not mean an administrative or managerial-level employee.
• [Optional] Up to Three (3) students in high schools, up to two (2) student representatives in middle school,
  o The students are selected by the student council or student board of education*

* Schools that have a student board of education are required to have two student board of education representatives on the school CSC
✓ There shall be no more than two parents representing any one grade or program.

Member Diversity
The diversity of the school community should be represented in the CSC membership.

Terms
CSC members are elected to a one or two-year term. Members may be elected to no more than three (3) successive terms. Staggered terms may be used to promote continuity.

ELECTIONS
Date
Election of CSC members shall be held in the month of May for the following school year or within the first two weeks of school.

Nominations
Persons nominated for the CSC must adhere to and sign a nomination form. Nomination forms will clearly state due-dates and must be in the office by the date and time specified. The CSC will be notified; the ballots will be prepared and sent to the appropriate constituents in accordance with the below election procedures.

Election
• The reason a candidate wishes to serve on the CSC should appear on the ballot
• Parent ballots are sent home with the students
• Certificated-Staff ballots are distributed through inter-school mail
• One vote per household permitted
• All ballots must be returned to the school by the due date and time, and placed in the ballot box located in the office
• The CSC Committee will count the ballots
• All ballots will be kept on file for a period of one year following the election
• Electronic ballot is an allowable option

Transition of New Members
Orientation for new members should include the following:
• Copy of the CSC Handbook
• Copy of the bylaws and procedures
• The current Unified Improvement Plan
• Participation in CSC training
Vacancies
If a vacancy occurs during the school year, the remaining members of the CSC shall fill the vacancy by majority vote (remaining CSC members should look to fill the vacancy with a representative of the constituent group that the vacating member represented). 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. In case of vacancy of the business/employer or community representative position, a CSC committee member will recommend a business representative to the remaining CSC committee members for approval.

Removal
Grounds for Removal
A CSC member may be removed from the CSC if:
• He or she accumulates three consecutive unexcused meeting absences during the school year (the principal should determine whether to excuse an absence on a case-by-case basis); or
• He or she fails to comply with the bylaws, procedures, rules, or regulations of the CSC; or
• He or she violates any applicable District policies or regulations, including but not limited to Regulation BDF-R4, Policy KFA, and/or Regulation KFA-R.

Removal Process
• If the principal determines that a CSC member is subject to removal, the principal shall recommend to his or her Instructional Superintendent (Early Education Department) or Operational Superintendent (Division of Secondary Education) that the CSC member be removed from the CSC, citing to the specific grounds for the CSC member’s removal.
• If, upon review of any relevant information, the Instructional Superintendent or Operational Superintendent agrees with the recommendation to remove the CSC member, the CSC member shall be immediately removed from the CSC.

Appeal of Removal
• A CSC member who is removed from the CSC in accordance with this section may appeal his or her removal by submitting a written request to appeal the decision to the Assistant Superintendent within 10 days of receiving notification of removal.
• Such written request shall include any information the CSC member wishes the Assistant Superintendent to consider in the appeal. The principal and Instructional/Operational Superintendent may also submit information for the Assistant Superintendent to consider in the appeal.
• The Assistant Superintendent shall consider the information provided by the CSC member, principal, and/or Instructional/Operational Superintendent and issue a decision affirming or reversing the CSC member’s removal within 20 days of the Assistant Superintendent’s receipt of the CSC member’s written appeal request. The Assistant Superintendent’s decision shall be final.

Recall
Recall of CSC member elected by a constituency group
A CSC member elected by a constituency group (teachers, parents or guardians, classified employees, or students) may be recalled using the following process:

Step 1. A constituent from that group contacts the CSC to inform them of their intent to recall the member.
Step 2. The constituent circulates a petition to call for a recall election. The required number of names for a petition to be valid will be 30% or greater of the eligible voters for a teacher or classified member, and 30% or greater of the actual number of votes cast to elect a parent/guardian or student representative.
Step 3. The constituent presents the petition for recall to the CSC, and the CSC verifies that the petition contains the required number of signatures.
Step 4. If the CSC verifies that the petition contains the required number of signatures, the CSC will hold a recall election.
Step 5. The CSC member will be recalled by a majority of voting members of the relevant constituency group.
Step 6. If the CSC member is recalled, the remaining members of the CSC will fill the vacancy using the above vacancy procedures.

Recall of CSC member elected by the other members of the CSC
A CSC member elected by the other members of the CSC (adult member of an organization of parents, teachers and students recognized by the school; or business/employer or community representative from the local community) may be recalled using the following process:

Step 1. A member of the CSC informs the full CSC of their intent to recall the member.
Step 2. The CSC member circulates a petition to the CSC to call for a recall election. The required number of names for a petition to be valid will be 30% or greater of the existing members of the CSC.

Step 3. The CSC member presents the petition for recall to the CSC, and the CSC verifies that the petition contains the required number of signatures.

Step 4. If the CSC verifies that the petition contains the required number of signatures, the CSC will hold a recall election.

Step 5. The CSC member will be recalled by a majority of the CSC.

Step 6. If the CSC member is recalled, the remaining members of the CSC will fill the vacancy using the above vacancy procedures.

MEETINGS

Date
CSC meetings should be scheduled by the CSC and held a minimum of once a month.

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 is responsible for maintaining order of each meeting. This is achieved through effective facilitation of discussions, 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 along with a list of decisions made for all meetings. The CSC Secretary should compile minutes of each meeting in a notebook for each school year.

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

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.

Quorum
A quorum must be present at the CSC committee 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.

• 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 committee 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
Decisions should be made by consensus. A consensus decision is either unanimous or a majority decision that the entire committee (including dissenter(s)) will implement and support. 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 cases, 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 decisions are made on the proposals.

• The CSC committee will follow norms established at the first meeting. The ground rules/norms for conducting the CSC committee meetings are as follows: Agree to uphold and demonstrate our IB Attributes.

• Facilitation may be requested whenever any three representatives of the CSC want to improve the collaborative decision-making process.

Conflicts 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 shall be open to the public.

Notice of meetings shall 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
At least once a month, CSC meetings should include time for public input.

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. Biannual constituent meetings are recommended and should be scheduled in advance with the principal to avoid conflict with other activities.

AMENDMENTS
Amendments to Bylaws
Amendments to the bylaws should be made by consensus of the CSC committee in accordance with the DCTA and District Agreement, state laws, regulations, District policies and procedures.

Recording Amendments to Bylaws
- CSC committee action resulting in amendment(s) to these bylaws must be recorded in the minutes.
- Current bylaws, prior to CSC committee 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. The date of the amendment to these bylaws should appear on each page of the bylaws. It is recommended that bylaws and procedures are reviewed annually.