

**Denver Montessori Junior/Senior
High School
Collaborative School Committee
Bylaws and Procedures**



**Revised and
Approved by CSC:
April 2018**

MISSION STATEMENT

Denver Public Schools - Mission Statement

The mission of the Denver Public Schools is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our diverse society.

DMHS School - Mission Statement

Denver Montessori Junior/Senior High School (DMHS) combines Montessori best practices with current research on adolescent brain development to provide a learning environment that promotes high achievement for each student while also supporting them socially and emotionally. Graduates, regardless of ethnicity or income status, will be prepared for college or a career as well as demonstrate ingenuity, adaptability, creativity, initiative and excellent communication and problem solving skills.

PURPOSE

To provide the CSC committee with an established set of rules and procedures under which to most effectively function. In addition to these bylaws, the CSC will function within the Board Policy BDFH which in many instances specifies CSC committee requirements and functions and the DMHS Innovation Plan that includes approved waivers from State, DPS and DCTA policies, hereafter referred to as the Innovation Plan.

SCOPE

The purpose and scope of the Collaborative School Committee (CSC) shall be: To focus on the School 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:

- To provide guidance, evaluation, and approval for the Unified Improvement Plan (UIP), use of staffing allocations, school budget and school program design including consultation regarding adjustments that might be due to pupil-count issues.
- 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 and the school’s program design as described in the Innovation Plan, 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, applicable U.S. District Court orders, the District Affirmative Action plan, the DPS/DCTA Agreement, other contracts and District mandates, in accordance with the Innovation Plan.

COMPOSITION

Membership

Members are elected for a period of one year. The membership of the CSC will include up to 12 voting members determined through the following process:

Elections:

The positions shall be voted upon after the initial CSC meeting to be held no later than September 30 of that school year. Any DMHS community member showing up at the September CSC meeting expressing a desire to serve on the CSC shall be included in the slate of positions to be elected. The slate will be presented to the entire DMHS family and teaching community. The community will have the ability to vote yes or no to the slate of positions. If a majority of the community votes no, or if more than 12 total people want to hold CSC positions, than individual position elections shall occur. The composition of the CSC committee should be, at a minimum, as follows:

Composition:

- The school principal
- Up to three (3) teacher representatives, may be nominated by anyone, including self, and are chosen by a vote of their peers
- Four (4) parent representatives, may be nominated by anyone, including self, and are chosen by a vote of their peers
- One (1) classified employee representative, may be nominated by anyone, including self, and are chosen by a vote of their peers

Member Diversity

The diversity of the school population should be represented in the CSC committee membership.

Terms

CSC committee members are elected to a one term. Members may be elected to no more than three (3) successive terms.

CSC RESPONSIBILITIES

The CSC shall have the following responsibilities:

- Meeting at least once a month
- Recommending 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, within the parameters of the school's Montessori pedagogical approach to education
 - Advising on creating a strong school culture and positive behavior
 - Insuring adequate services for special populations, and

- Advising on use of school facilities

For any responsibility that requires a CSC vote, a quorum must be present and the majority vote will prevail.

Ratification of Committee Membership

The new CSC Committee membership will be ratified at the annual October CSC meeting.

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
- The current Innovation Plan
- Participation in CSC training

Vacancies

If a vacancy occurs during the school year, the constituent group should elect a new member who will fill the vacancy for the duration of the vacancy term. 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.

Attendance

If a CSC committee member accumulated three consecutive unexcused meeting absences during the school year, this should be grounds for dismissal from the committee. However, under extenuating circumstances each situation should be addressed on a case-by-case basis.

Removal

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

Recall

If a CSC committee member was elected or chosen by a constituency group (teachers, parents, classified member, students or community representative) that member may be recalled using the following process:

Step 1. The constituent contacts the CSC to inform them of their intent

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 50% of the eligible voters for the teachers and classified member, and 50% of the number of school families for parents.

Step 3. The constituent presents the petition for recall, with the required number of signatures, to the CSC.

Step 4. The CSC will ensure that a recall election takes place.

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

Step 6. The standard process for election will be followed for replacing the CSC member for the remainder of the individual's term.

MEETINGS

Date

CSC will meet once monthly, the specific schedule to be determined by the CSC.

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. The chairperson is responsible for preparation of the receiving staff input.

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. The CSC Secretary shall post minutes in designated places following approval.

Agendas

Agendas should be made available to staff and the community at least one working day before the CSC meeting. Agenda are posted in Union Station.

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 page of the dmhs.dpsk12.org website and in Union Station. 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 will be made available to staff and to the community via the CSC page located at DMHS.dpsk12.org. Minutes are posted in Union Station.

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, will constitute a quorum. A quorum must be present at the CSC committee meeting in order to enact or take action upon issues.

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 committee 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 vote. Members vote 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:

Update Procedures at beginning of 2009/10 school year.

Decision Making Guiding Principles

- *Decisions are to be made by consensus (either unanimous or a majority decision)*
- *If unable to reach consensus – can request facilitation from FACE.*
 - *Facilitation may be requested whenever any three representatives of the CSC committee want to improve the collaborative decision-making process.*
 - *If facilitation is not successful, the principal must make a decision.*
- *Be open to all views*
- *Be active – question*
- *Use a standardized meeting agenda as follows:*
 - *Celebrations*
 - *Minutes*
 - *Community Concerns*
 - *Foundation Report*

- *Old Business*
- *New Business*
- *Committee Reports*
- *Agenda items for next meeting*

Open Meetings

Meetings should be open to the public.

Notice of meetings will be posted on hallway bulletin board and published in the school calendar and newsletter.

Public Input

CSC meetings will provide for public input at each meeting listed under Community Concerns on the agenda.

COMMUNICATION

Constituency Meetings

The CSC committee will communicate with the constituency groups they represent to inform them about the activities of the CSC committee. Voluntary monthly constituent meetings can be scheduled in advance with the principal to avoid conflict with other activities. A folder is available for staff concerns. A community and parent concern box will be provided and will be located in the front hallway. Communications will be shared at faculty meetings following CSC meetings and at Parent activities.

Subcommittees

At any time, the CSC committee may create task forces, or standing subcommittees to facilitate the completion of the CSC committee's work. The CSC committee has final decision-making authority over all CSC-created subcommittees and task forces. These subcommittees or task forces should consist of anyone within the school community including staff, parents, students and/or community members.

Decision Process

All subcommittee and task forces created by the CSC committee will follow the same collaborative decision-making guidelines for the decision-making process as the CSC committee within the boundaries of decision-making delegated to them by the CSC committee.

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 the bylaws be revised every three (3) years.

DMHS School CSC- COMMITTEE MEMBERS

2017-18

Katy Myers

Principal

CSC Representatives

Bethanie Bianchi

Chairperson

Bonnie Whitener

Secretary

Lisa Padilla

Parent

Rowena Allegria

Parent

Carol Delong

Classified Staff

Trisha Langlois

Teacher

Dan Logan

Parent

Parent

Parent