

By-Laws for the Denison Collaborative School Committee

The Denison Collaborative School Committee follows the policies and procedures of Denver Public Schools Board of Education *Policy BDFH- Collaborative School Committees* as well as the *Collaborative School Committee School Leadership Team Roles and Responsibilities* document released by Denver Public Schools

It is the goal of the Denison Collaborative School Committee to uphold the *Essential Elements of Successful Montessori Schools in the Public Sector* document.

The School Improvement Plan (SIP) has been replaced by the Unified Improvement Plan (UIP) and any reference to the SIP should be replaced with UIP.

Denison Collaborative School Committee Operating Norms

Membership:

Membership of the Collaborative School Committee (CSC) should consist of members from the following categories and in the amount shown:

- Administrators
- Faculty – 4 members
- Classified Employees – 1 member
- Parents – 4 members
- Community Member – 1 member

Elections will take place in the spring before the end of the school year. New members must be elected and notified in time to attend the June meeting of the CSC.

The term of service on the CSC is 2 years for everyone, except the principal who is a permanent member. Elections shall be staggered so that, whenever possible, no more than ½ of the faculty members and no more than ½ of the parent members will stand election in a single year, thereby ensuring that experienced members are always on the team.

Attendance is required by all CSC members. If a member misses 2 consecutive CSC meetings or 3 total during the year, he or she will be immediately removed and an election will be held to fill the vacated position.

The faculty of the school shall elect faculty members. If no more than 4 faculty members express interest, no elections shall be held. Elections will take place in the spring before the end of the school year. New faculty members must be elected and notified in time to attend the June meeting of the CSC.

The classified employees of the school shall elect classified employee members. If no more than 1 classified employee expresses interest, no elections shall be held. Elections will take place in the spring before the end of the school year. New classified members must be elected and notified in time to attend the June meeting of the CSC.

Parents and members of the community shall elect parent and community members. If no more than 4 parents and no more than 1 community member express interest, no elections shall be held.

Applications for new parent and community members will be distributed through any reasonable parent and community communication.

The committee strongly encourages, but does not require representation from diverse areas of the school such as Primary, Lower Elementary, Upper Elementary and Specials. Although the committee encourages diverse representation, once elected to the committee, it is incumbent upon every member to keep the interests of the entire school in mind and strive to make the best decisions possible for the school community in its entirety.

Committee Roles:

There are 3 basic roles on the CSC at each meeting:

1. Facilitator
2. Timekeeper
3. Secretary

Role Responsibilities:

No committee member will be asked to serve in more than one role for any meeting and all roles will be rotated amongst committee members (excluding the principal).

Facilitator

- The facilitator is responsible for the general operations of the meeting. The facilitator will ensure that members of the committee stay on topic and are able to address all topics on the agenda.
- If any questions arise about the operations of any particular meeting, the committee should strive to resolve the question through consensus, but ultimately it is the facilitator's job to make a decision that ensures fairness, while still allowing the meeting to continue
- The facilitator role shall be rotated among all the members of the committee, excluding the principal. The principal has discretion to appoint the facilitator for any meeting where the principal feels sensitive issues will be discussed that may require specific skills from one of the CSC members

Timekeeper

- The timekeeper shall assist in the facilitation of the meetings by keeping track of time spent on each topic. Using the time allotments on the agenda, the timekeeper will remind the facilitator and the group when the time given for any topic is nearly expired. The timekeeper will also remind the entire committee when time has expired and periodically thereafter if the committee chooses to go over time.
- The timekeeper is responsible for posting a tentative agenda for the next meeting and assigning approximate times to devote to each topic. A tentative agenda for the next meeting will be set at the end of each meeting, and the timekeeper will add to this agenda as necessary and email it to the CSC members prior to the next meeting.
- The role of timekeeper shall be rotated among all the members of the committee excluding the principal.

Secretary

- The secretary is responsible for taking notes during the meeting capturing critical discussion points and any critical decisions as well as action items.
- The secretary will use their notes to compile meeting minutes and send them out to the group no later than one week after the meeting is complete.
- The committee will have one week to submit corrections/additions to the minutes to the secretary who will incorporate them into the minutes.
- After one week, the secretary will submit the official minutes to the entire committee and for posting on the school's Website and any other reasonable public places.
- The role of secretary shall be rotated among all members of the committee excluding the principal.

Processes:

The CSC will meet at least monthly as determined by the committee members.

Decision Making

The decision making process should be a collaborative process. To the extent possible, decisions should be made by consensus. Consensus is either a unanimous decision or a majority decision that the entire CSC, including the dissenters will support.

If consensus cannot be reached, the principal will take into consideration all of the discussion and feedback from all CSC members. The principal will consult with the IS and determine the best decision and communicate that back to the CSC members.

By-Law Review

The by-laws will be reviewed by the CSC at least 1 time per year, in May.

Revised May 2014