

**COLLABORATIVE SCHOOL COMMITTEE  
SCHOOL LEADERSHIP TEAM  
ROLES & RESPONSIBILITIES**

	<b>Collaborative School Committee (CSC)</b>	<b>School Leadership Team (SLT)</b>
Membership	<ul style="list-style-type: none"> <li>• Administrators</li> <li>• Faculty</li> <li>• Classified Staff</li> <li>• Parents</li> <li>• Community</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Association Representative</li> <li>• Teacher appointed by the Principal</li> <li>• Minimum of 3 teachers who represent a cross section of the faculty including grade levels, specials, dept. chairs, and special service providers.</li> </ul>
Membership Rotation	Best practice within the District is to revisit CSC membership on an annual basis. Typically CSC membership is decided upon within the first 2-weeks of the school year.**	SLT members are elected annually by a majority of the faculty voting by secret ballot.
Operating Norms	To be established by the CSC.	<ul style="list-style-type: none"> <li>• Will work to operate in an environment marked by mutual support and respect.</li> <li>• Will make decisions by consensus.</li> </ul>
Decision Making	<p>Best practice is that 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.</p> <p>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.**</p>	<p>Decision by Consensus</p> <ul style="list-style-type: none"> <li>• SLT will make decisions by consensus.</li> <li>• Consensus is either a unanimous decision or a majority decision that the entire SLT, including the dissenters, will support.</li> </ul> <p>Decisions - Consensus Not Reached</p> <ul style="list-style-type: none"> <li>• If consensus cannot be reached, the matter shall be referred to the Instructional Superintendent (IS).</li> <li>• Referral is made to IS by Principal, Association Representative and/or other designated SLT member.**</li> <li>• IS, Principal, Association Rep. and/ or other designated SLT member will determine communication protocols (e.g., IS to the entire SLT</li> </ul>

**COLLABORATIVE SCHOOL COMMITTEE  
SCHOOL LEADERSHIP TEAM  
ROLES & RESPONSIBILITIES**

	Collaborative School Committee (CSC)	School Leadership Team (SLT)
		<p>or IS to the designated person/people).**</p> <ul style="list-style-type: none"> <li>• The IS will consult with the Association prior to making a decision.</li> <li>• The IS will communicate decision back to the SLT (either to the entire SLT or with the Principal/Association Rep./designated SLT member – depending on communication protocol**).</li> </ul>
Purpose & Scope	<ul style="list-style-type: none"> <li>• Enhance student achievement and school climate by engaging school community in collaborative efforts that support the school and District’s goals.</li> <li>• Provide strategic direction in support of the school’s mission and vision as stated in the Unified Improvement Plan (UIP).</li> </ul>	
Responsibilities	<ul style="list-style-type: none"> <li>• Focus on UIP as primary responsibility.</li> <li>• Align resources to support UIP and school’s program design.</li> <li>• Provide guidance, evaluation and approval for UIP.</li> <li>• Provide guidance, evaluation and approval for the annual school budget to insure alignment with UIP and school’s program design.</li> <li>• Provide guidance, evaluation and approval for staffing allocations.</li> <li>• Make recommendation regarding any changes to the school design.</li> <li>• Participate in principal selection process.</li> <li>• Provide input on principals’ involvement in and support of the CSC for principal’s annual evaluation.</li> <li>• Review, and when appropriate, approve discipline</li> </ul>	<ol style="list-style-type: none"> <li>a. Review data and collaborate in the development of UIP.</li> <li>b. Review and collaborate on the design of the school’s schedule, including but not limited to:               <ul style="list-style-type: none"> <li>• student schedule</li> <li>• teacher Schedule</li> <li>• professional development plan and schedule within the workday and/or work week</li> <li>• other operation and professional functions (e.g., committee meetings, faculty/staff meetings, grade-level meetings, vertical team meetings, departmental meetings, planning with instructional personnel, data teams)</li> </ul> </li> <li>c. SLT shall consider other professional development and teacher obligations when scheduling</li> </ol>

	Collaborative School Committee (CSC)	School Leadership Team (SLT)
	<p>and safety procedures.</p> <ul style="list-style-type: none"> <li>Review, and when appropriate, approve school calendar and/or schedule.</li> <li>Act as the School Improvement and Accountability Council (SIAC).</li> <li>Increase parent, community, civic, service, and neighborhood involvement.</li> </ul>	<p>professional development time.</p> <ul style="list-style-type: none"> <li>d. Review and collaborate on the implementation of the District Instructional Plan as it specifically applies to classrooms and grades at the school this include prioritizing and sequencing activities within the teacher work week.</li> <li>e. Collaborate and identify strategies for increasing enrollment at the school.</li> <li>f. Collaborate to develop communication strategies for regularly reporting student progress to parents.</li> <li>g. Collaborate to implement best instructional practices.</li> </ul>
<p>Unified Improvement Plan (UIP) <i>Formerly known as the School Improvement Plan (SIP)</i></p>	<ul style="list-style-type: none"> <li>Focus on UIP as primary responsibility.</li> <li>Align resources to support UIP and school's program design.</li> <li>Provide guidance, evaluation and approval for UIP.</li> </ul>	<ul style="list-style-type: none"> <li>Review data and collaborate in the development of UIP.</li> </ul>
<p>Agreement References &amp; Board Policies</p>	<p><b>DPS/DCTA Collective Bargaining Agreement:</b> Articles 5, 8, 12, 13, 18, 24, 25, 26, 32</p> <p><b>Board Policy BDFH:</b> <a href="http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&amp;-format=print.html&amp;-lay=html&amp;-sortfield=File&amp;-op=eq&amp;Section=B&amp;-recid=33036&amp;-find=">http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&amp;-format=print.html&amp;-lay=html&amp;-sortfield=File&amp;-op=eq&amp;Section=B&amp;-recid=33036&amp;-find=</a></p>	<p><b>DPS/DCTA Collective Bargaining Agreement:</b> Articles 5, 8, 18, 24 and 26 School Leadership Team- June 7, 2012 new Agreement</p>

\*\*Note: These statements are not located in either the Board Policy or DPS/DCTA Agreement. These statements are intended as a way to share best practices.