

**REVISED BY-LAWS OF THE DENVER SCHOOL OF THE ARTS  
COLLABORATIVE SCHOOL COMMITTEE (CSC)  
(SEPTEMBER 2013)**

ARTICLE I

PURPOSE AND SCOPE

**Section 1. Purpose**

The purpose of the Collaborative School Committee shall be:

1. to enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and District's goals;
2. to provide strategic direction in support of the school's mission and vision as stated in the School Improvement Plan (UIP). The UIP, with the school's program design, should serve as the strategic plan for the school; and 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.

**Section 2. Scope**

The collaborative school committee will:

1. work collaboratively with the school community that includes the building principal, teachers, staff, students, parents, civic and business leaders, service and neighborhood representatives, and other community members;
2. focus on the UIP as its primary responsibility at the school;
3. use Multiple Measures and align resources to support the UIP and the school's program design;
4. provide guidance, evaluation and approval for the UIP;
5. provide guidance, evaluation, and approval for the annual school budget to insure its alignment with the UIP and the school's program design;

6. establish relationships with parents, community members, civic, service and neighborhood organizations to increase involvement in the school and provide a forum for community input;
7. provide guidance, evaluation, and approval for the use of the staffing allocations provided by the District 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;
8. participate in the principal-selection process by interviewing candidates and recommending candidates to the superintendent;
9. participate in the principal's annual evaluation by giving input on the principal's involvement in and support of the collaborative committee process;
10. review, and when appropriate, approve discipline and safety procedures;
11. review, and when appropriate; and make recommendations regarding any changes to the school design to the District Board of Education through the building principal.

The collaborative school committee will not:

1. participate in the day-to-day operations of the school;
2. be involved in issues relating to individuals (staff, students, or parents) within the school; and
3. be involved in personnel issues (School Personnel Committee will stand alone in the current DPS/DCTA contract).

\* All text in this section was taken directly from DPS Policy BDFH- Collaborative School Committees  
(<http://www.dpsk12.org/manila/programs/communityrelat/CSCPpolicyBDFH.doc>)

## ARTICLE II

### MEETINGS

#### Section 1. **Meeting Notice and Minutes**

Meetings of the Collaborative School Committee will be open to the public. Notice of these meetings will be posted in appropriate public places. A copy of the agenda will be publicly posted by the Chair and made available one working day before the meeting, and the minutes from the meeting will be approved as described in Article IV, Section 5 of these By-Laws and will be publicly posted and made available as soon as possible.

#### Section 2. **Frequency of Meetings**

The CSC will meet monthly (except for the month of December) as determined by the committee members. When deciding on a recommendation or approval for the school, each representative will have equal voting power, regardless of other roles. The team will strive for consensus on all issues, but when necessary, a majority will rule.

#### Section 3. **Quorum and Voting**

In any situation that requires a vote by the CSC, there must be a quorum present. 60% of all voting members shall constitute a quorum. In all voting situations, unless otherwise specified, a simple majority of those present is required for any vote to carry.

## ARTICLE III

### MEMBERSHIP

#### Section 1. **Membership**

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

1. Principal
2. Faculty – four members, all elected by the faculty
  - Two Arts
  - One Middle School Academic
  - One High School Academic
3. Classified Employees –one member, appointed by the Principal

4. Parents –four members, all elected by the parents  
Two Middle School  
Two High School
5. Community Member – one member, appointed by the Principal
6. Foundation Member – one person from the Friends Foundation Board, selected by the Board on a rotating basis
7. Students- Student Council President (if not already on the Student Board Of Education), the two Student Board of Education representatives, and one student appointed by the Principal.

## Section 2. **Term of Service**

The term of service on the CSC is two years for everyone, except the principal, who is a permanent member, the Foundation Member, who shall change annually and the Community Member who will be appointed annually, but may be reappointed for additional terms at the discretion of the Principal. Members of the CSC, except the principal, shall be term-limited after two terms have been served.

## Section 3. **Elections**

Elections shall be staggered so that, whenever possible, no more than half of the faculty members and no more than half of the parent members will stand for election in a single year, thereby ensuring that experienced members are always on the team.

- A. **Faculty Elections.** The faculty of the school, through secret ballot, shall elect faculty members. If no more than four 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 May meeting of the CSC.
- B. **Classified Employee Elections.** The classified employees of the school shall elect classified employee members by secret ballot. If no more than one 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 employee members must be elected and notified in time to attend the May meeting of the CSC.

- C. **Parent Members.** Parents, through secret ballot, shall elect parent members. If no more than two parents express interest, no elections shall be held. Applications for new parent members will be distributed through any reasonable parent communication methods. Elections will be held in the Spring and ballots will be distributed through any reasonable parent communication methods. New members must be elected and notified in time to attend the May meeting of the CSC. 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 strives to make the best decisions possible for the school community in its entirety

## ARTICLE IV

### OFFICERS

#### Section 1. **Officers.**

The officers of the CSC shall consist of a Chair, a Vice-Chair and a Secretary. In addition, there shall be such appointed positions as may be provided for in these By-laws or as established by the elected members of the CSC. Officers shall be elected at the first CSC meeting of the school year.

#### Section 2. **Qualifications to hold office.**

Any member of the CSC may hold an office.

#### Section 3. **Chair**

The Chair is responsible for the general operation of the meeting, establishing an agenda and posting the agenda. The Chair 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 operation of any particular meeting, the committee should strive to resolve the question through consensus, but ultimately it is the Chair's job to make a decision that ensures fairness, while still allowing the meeting to continue.

The Chair shall be elected among all the members of the committee, excluding the principal.

#### Section 4. **Vice-Chair**

The Vice-Chair shall assume the role of Chair, if the Chair is unable to function in that role. The Vice-Chair is also presumptively the Chair-Elect for the following year. However, the ascension to Chair is not automatic is subject to the election procedure specified above.

#### Section 5. **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. As soon as possible thereafter, 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 elected among all members of the committee excluding the principal.

### ARTICLE V

#### AMENDMENT OF BY-LAWS

These By-Laws are subject to change. To institute changes, there must be a quorum present. Consensus should be sought. However, if consensus cannot be reached, of those voting, 75% must be in favor of the change in order for it to become effective.