

Southmoor Elementary Collaborative School Committee (CSC) Expectations for Volunteers and Staff

Position: Chair

Responsibilities:

- _Lead the meetings and maintain order. This is achieved through effective facilitation of discussions, recognizing the individual who has the floor and conducting the collaborative resolution for issues under consideration. Provide adequate time for discussion. CSC meetings should include time for public input.
- _Focus CSC on enhancing student achievement and school climate and work with the principal to provide strategic direction in support of the school's mission and vision as stated in the Unified Improvement Plan
- _Discuss agenda with Principal the week prior to the meeting. Work with Principal to put a note in weekly parent newsletter that highlights topics to be discussed and meeting date/time/place.
- _May create task forces, or subcommittees to facilitate the completion of the CSC committee's work. Subcommittees may include non-CSC members that are under the direction of the CSC. The CSC committee has final decision-making authority over all CSC created subcommittees.
- _May call emergency meetings
- _Designate a time keeper at each meeting, if needed
- _Approval of the Minutes and posts Minutes to be communicated to the community
- _Write or delegate committee member to write other communications with community
- _Update and organize the CSC documents on school website
- _Send out communication about CSC Elections to get candidates for CSC for following year
- _Manage the voting process for CSC Elections
- _Invite new board members to last CSC meeting of the year to be introduced
- _Transition of new members and CSC Training scheduled (in addition to Summit)
- _Hand off CSC binder to next year's chair

Position: Principal

Responsibilities:

- _Discuss agenda with Chair the week prior to the meeting. Ensure that a note is put in parent newsletter prior to the meeting that highlights topics to be discussed and meeting date/time/place.
- _May call emergency meetings
- _Provide school data where needed to assist with decision-making
- _Explain district procedures as they relate to topics discussed
- _Provide information regarding educational programs where relevant

_Identify and share appropriate school problems for CSC feedback

_Communicate CSC recommendations/decisions to central administration and school staff

_Establish communication among the Collaborative School Committee, Personnel Committee, School Leadership Team and Parent Teacher Organization that flows concisely and regularly. The CSC will be informed and understand the work of the other committees. Can request that another person or persons be responsible for establishing communication among the CSC, PC, SLT and PTO.

_Provide school budget information to the CSC in a timely manner and supports their budget priorities

_Involve the CSC in decisions regarding school staffing allocations

_Share student achievement data and asks CSC to provide strategic direction in support of the school's mission and vision as stated in the UIP. The UIP, with the school's program design, should serve as the strategic plan for the school.

_Share the school discipline policy with CSC and encourage feedback and concerns

_Provide opportunities for CSC involvement

_Share school safety information

_Consistently implement CSC decisions in a timely manner

_Encourage the CSC to address concerns of various community organizations

Position: Secretary

Responsibilities:

_Take the notes and write the meeting Minutes

_Submit Minutes to the committee within three days after the meeting for review

Position: Board Members

Responsibilities:

_To the extent possible, the CSC committee should communicate with the constituency groups they represent to inform them about the activities of the CSC committee

_Share any issues or concerns you are aware of with the Chair or Principal to add to the agenda

_Review the Minutes within two days after they are shared before they are posted

_Commit to one and a half hour regular meeting from 5p – 6:30p every month. In addition, commit to attending the CSC Orientation/Training in August, CSC Summit in October/November, CSC Fall Forum in October, CSC Budget Meeting in February, and CSC Spring Forum in April.

_As a team, review the principal in April

_Contribute your positive attitude to create a shared purpose, inspire creativity and insights and ensure smart, decisive planning within CSC. Act to clarify accountabilities and launch action. Review performance and translate experience into improvement.