

Collaborative School Committee
Minutes
September 1, 2009

In attendance were CSC Members: Leticia Anaya, Tracy Cress, Natalie Dines, Debra Johnson, Heather Regan, Paula Sapienza, Kimberly Sutherland, Mark Wall, Rebecca Williams, and Diane Young. Absent CSC Members: Lisa Zinn

Guest Community Engagement Liaison: Michael Simmons

The purpose of the 1st CSC meeting was to provide training and an overview of the role/responsibilities of the CSC. Community Engagement liaison Michael Simmons reviewed the following items in the CSC Handbook:

School Improvement Plan: This is the foundation for the work of the CSC. The charge of the CSC is to continuously review the implementation of the SIP and to provide guidance on how to implement the SIP strategies effectively.

Membership: Membership consists of 4 parent representatives, 4 teacher representatives, 1 classified representative, 1 community representative and principal. Membership should represent diversity. Individual members should not be elected for more than 2 successive terms. If a vacancy occurs during the school year, the constituent group should elect a new member. This member may be reelected after they complete the year.

Nominations: Nominations can now be done online if the CSC wishes to pursue this venue.

Roles during the CSC Meeting: It was decided the Debra Johnson will chair the CSC for at least the first semester of the school year, with the possibility of another CSC member taking the role during the second semester. It was decided that CSC members would share the responsibility of taking minutes. Heather volunteered to do the first round of minutes. The progression will then go in alphabetical order (last name), starting with last names beginning with S. Minutes will be sent to CSC members via email within a week of the meeting. CSC members will then give approval or revisions within a two day turnaround time. Minutes will be posted on the school website and outside of the office. Leticia Anaya will be the time keeper.

Open Meetings: CSC meetings are open to the public. There will be 10 minutes at the beginning of the meeting dedicated to open forum. Each item shared in the open forum will be delegated to the appropriate person for follow-up.

Constituency Meetings: At least two constituency meetings should be held during the school year. It was stated the constituency meetings for Bradley staff is easier due to staff being at Bradley on a daily basis. Two parent constituency meetings will be scheduled this year. One is scheduled for October 20th. The other will be scheduled when the 2010-2011 budget process begins.

Collaboration Among Committees (School Leadership Team and Personnel Committee): Much of the work in regard to the implementation of the SIP will begin with the School Leadership Team. The SLT members are teachers and the principal. The work of the SLT will then filter through the CSC for input and approval. The Personnel Committee stands apart from the CSC and is responsible for the hiring of staff. The CSC appoints up to two parents to serve on the Personnel Committee.

Consensus: Michael facilitated a discussion to elicit how the CSC wanted their meetings to run and to define the norms that are important to the committee. He stated that it important the SIP be the foundation for our decisions and that role of the CSC members is to represent their constituents, not to advocate for their personal agenda.

Principal Evaluation: At the end of the year, the CSC will provide input on the ability of the principal to implement the SIP. This feedback is a part of a comprehensive evaluation that principals receive each year.

Michael then wished the CSC well and reminded them that we're in it for the kids!

Heather then discussed the current enrollment with the CSC. At this time, enrollment was 9 students above the projected enrollment. Heather explained the enrollment process and stated that with each additional student, Bradley should receive funding. She is unsure of the exact funding amount as this is calculated by the budget department. The funding will not be enough to consider additional allocations. Heather shared with the CSC that she receives the funding amount on the 11th of September and that the completed budget form must then be submitted to the Budget Department by 15th of September. Heather needed to meet with the School Leadership Team to allow for their input how the additional funding could be spent. The CSC agreed that an additional meeting was not necessary to review the decision by the SLT. They agreed that Heather would send the CSC an email by the 11th of September outlining the SLT decision. The CSC would then have the opportunity to respond with feedback and approval. Heather shared the current SIP with the CSC and described some of the curriculum/resources that might be considered by the SLT. These could include: IB professional development, Everyday Math professional development and materials, supplementing classroom libraries, and support with the new Writing Alive program.

Paula then shared a paragraph she created that will be included in each monthly newsletter to inform parents of the agenda items/dates for the next CSC meetings. The CSC approved the paragraph. Heather will add it to the September newsletter.

The members then discussed the agenda for the next meeting. It includes: Reviewing the proposed revisions to the School Improvement Plan, reviewing CSAP and Benchmark Data, and reviewing the School Performance Framework.

CSC Meetings will be as follows:

- October 6th; November 10th; December 1st; January 12th and 26th; February 9th and 23rd; March 9th; April 6th; May 4th
- Meetings will be held in the library from 4:00-6:00pm