

Creativity Challenge Community (C3)



**Innovation Accountability Team
By Laws**

2013-2014

1551 South Monroe Street, Denver, CO 80210
www.c3.dpsk12.org

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C3 Innovation Accountability Team (IAT) Membership Terms

Roles	12-13	13-14	14-15	15-16
Principal Partner	Julia Shepherd	Julia Shepherd	Julia Shepherd	Julia Shepherd
Classified Employee	Laura Datz	NA	TBD	
Teacher 1 (primary)	Leigh Houser	Leigh Houser	Francie Dale	
Teacher 2 (intermediate)	Susan Logan	Katie Shaw	Ashley Bromstrup	Ashley Bromstrup
Teacher 3 (other)	NA	Francie Dale	Katie Shaw	
Parent 1 (primary)	Amy Friedman	Amber Kim	TBD	
Parent 2 (intermediate)	Amber Kim	Amy Friedman	TBD	
Parent 3 (other)	NA	John Martin	John Martin	
Community Member	Liz Aybar	Liz Aybar	Liz Aybar	

Updated 8-20-14

*IAT Members serve two year terms.

*Note: Until full build in 15-16, roles may vary slightly.

**Creativity Challenge Community
Innovation
Accountability Team
Bylaws and Procedures**

**Approved by IAT Committee:
September 10, 2013**

Mission Statement

The Creativity Challenge Community will provide a 21st Century education for a diverse population of elementary age students in Southeast Denver. We believe in the importance of thinking creatively to solve problems, learning collaboratively through partnerships with community organizations and challenging each other to our highest potential. Our students will graduate with confidence in their ability to think critically and creatively, solve problems and contribute to the larger community.

I. PURPOSE

To provide the Innovation Accountability Team (IAT) with an established set of rules and procedures under which to most effectively function. In addition to these bylaws, the IAT will meet the minimum requirements of [Denver Public Schools Board Policy BDFH](#).

II. SCOPE

The purpose and scope of the Innovation Accountability Team (IAT) shall be to provide strategic direction and ensure fidelity of implementation of the Innovation Plan. This includes but is not limited to the following:

- Ensuring all elements of the Innovation Plan and any related legal requirements are met;
- Overseeing the innovation plan renewal process;
- Providing guidance, evaluation, and approval for the Unified Improvement Plan (UIP), use of staffing allocations, school budget and school program design including consultation regarding adjustments that might be due to pupil-count issues;
- Using evaluation tools and systems using a variety of longitudinal measures or the

School Performance Framework to determine student achievement, overall organizational strength and culture, school's accreditation ratings for reporting to CDE and to provide input to teachers and administrators; and

- Ensuring 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 (as applicable), other contracts and District mandates.

III. COMPOSITION

Membership

Selection for membership should be through volunteers. Elections should be held as needed every year.

By 2015-2016 when C3 is at full build (K-5), the composition of the IAT committee should be, at a minimum, as follows:

- Three (3) parent representatives (1 from each of the following categories: primary grades, intermediate grades, other), may be nominated by anyone, including self, and are chosen by the vote of their peers;
- Three (3) teacher representatives (1 from each of the following categories: primary grades, intermediate grades, other), may be nominated by anyone, including self, and are chosen by the vote of their peers;
- One (1) classified employee representative, may be nominated by anyone, including self, and are chosen by the vote of their peers;
- One (1) community representative from the local community is nominated by a member of the IAT and approved by the other members of the IAT committee; and
- The school principal partner.

Every effort will be made to assure that there are equal number of parents and staff on the committee.

Member Diversity

Every effort will be made to assure that the diversity of the IAT committee reflects the school.

Terms

IAT committee members are elected to a two-year term. Members may be elected to no more than two (2) successive terms. Staggered terms may be used to promote continuity.

IV. ELECTIONS

Election of IAT committee members should be held within the first month of school.

Nominations

Parents nominated for the IAT must adhere to and sign a nomination form. Nomination forms will clearly state due-dates and must be in the office by the date and time specified. The IAT committee

will be notified; the ballots will be prepared and sent to the appropriate constituents.

Staff nominations will occur at a staff meeting or another designated time by the principal partner.

Election

- Parent Election
 - The reason a parent candidate wishes to serve on the IAT should appear on the ballot.
 - Parent ballots are sent home with students.
 - One vote per household permitted. (If a student has divorced parents, each parent's home is considered a separate household.)
 - All ballots must be returned to the school office by the due date and time.
 - The IAT Committee will count the ballots.
 - All ballots will be kept on file for a period of one year following the election.
 - Electronic ballot is an allowable option.
- Staff ballots are distributed through inter-school mail or some other method agreed upon at a staff meeting.

Transition of New Members

Orientation for new members should include the following:

- The school's innovation plan
- IAT By Laws
- The current Unified Improvement Plan
- Participation in IAT training if offered

Vacancies

If a vacancy occurs during the school year, the constituent group should elect a new member who will fill the vacancy for the duration of the vacancy term. Upon completion of his/her vacancy term, he/she may be reelected for a full term. The vacancy term served will not be counted as a successive term. In case of vacancy of the community member position, an IAT committee member will recommend a community member to the remaining IAT committee members for approval.

Attendance

If an IAT member accumulates three consecutive unexcused meeting absences during the school year, this should be grounds for dismissal from the committee. However, under extenuating circumstances each situation should be addressed on a case-by-case basis.

Removal

If an IAT member fails to comply with these bylaws, procedures or rules and regulations of the IAT Committee, or the district, this should be grounds for dismissal.

Recall

If an IAT member was elected or chosen by a constituency group (teachers, parents, classified member, students or community representative) that member may be recalled using the following process:

- Step 1.** The constituent contacts the IAT to inform them of their intent to recall their constituent member.

Step 2. The constituent circulates a petition to call for a recall election. The required number of names for a petition to be valid will be 50% of the eligible voters for the teachers and classified member, and 50% of the actual number of votes cast by the parents in the elections.

Step 3. The constituent presents the petition for recall, with the required number of signatures, to the IAT.

Step 4. The IAT will ensure that a recall election takes place.

Step 5. The IAT member will be recalled by a majority vote.

Step 6. The standard process for election will be followed for replacing the IAT member for the remainder of the individual's term.

V. MEETINGS

IAT meetings should be scheduled by the IAT and held a minimum of once a month. Meetings will be held on the first Thursday of each month from 3:30-5:00 p.m. at the school unless otherwise agreed upon by the IAT. Any changes agreed upon by the IAT will be communicated 24 hours in advance. Email notification will be sent and updated times will be posted in the office. Emergency meetings may be scheduled if needed with proper notifications to all IAT members and the school community.

Officers

Duties should be assigned at the beginning of the school year by consensus of the committee. Leadership positions should consist of an IAT committee chairperson and a secretary.

Chairperson

The chairperson will meet monthly with the Principal Partner and shall build agendas in consultation with the Principal Partner. The chairperson is responsible for maintaining order at each meeting. This is achieved through effective facilitation of discussions, recognizing the individual who has the floor and conducting the collaborative resolution for issues under consideration by the IAT. The Principal Partner shall not serve as the chairperson.

Secretary

The secretary is responsible for compiling the meeting minutes along with a list of decisions made for all meetings following a template agreed upon by the IAT. The IAT Secretary should compile electronic minutes of each meeting and is responsible for electronically transmitting minutes to all IAT members, the school faculty and staff and ensure minutes are posted to the school website within one week of the meeting. The secretary will be responsible for archiving all records in a method agreed upon by the IAT.

Agendas

Agendas should be made available to staff and the community at least one working day before the IAT meeting.

A partial agenda for the next meeting should be discussed at the conclusion of each meeting. A final agenda will be prepared through consultation with the principal and chairperson with input from the committee members. Agendas will be posted on the parent communication board and/or other agreed-upon location. Topics for consideration must be submitted to the IAT committee. These may be submitted in writing or to an IAT committee member. It is the responsibility of each IAT member to present issues conveyed to them with the intent that the information be shared with the

IAT committee.

Minutes

Minutes from the most recent meeting should be made available to staff and to the community via website and posted in the office in a timely fashion and put in IAT file for the school's records.

Quorum

A quorum of IAT members must be present at the IAT meeting in order to enact, or take action upon issues. A majority of IAT members, of whom the principal is one, should constitute a quorum.

Quick turnaround decisions that must be resolved prior to the next scheduled meeting may be addressed by an emergency meeting called by the principal. A quorum must be present to make a decision. The entire IAT committee will abide by the decision derived from this emergency meeting. These discussions will be communicated to all IAT members at the next scheduled meeting.

Decision-Making

Decisions should be made by consensus. A consensus decision is either unanimous or a majority decision that the entire committee (including dissenters) can live with and will implement and support. The IAT will seek to operate in an environment marked by mutual support and respect. Collaborative decision-making is based upon trust and on the belief in the strength of shared responsibility in decision-making. All participants must be able to state their cases, be listened to, and have their points of view considered. In the event a consensus cannot be reached, the IAT may consult the Office of School Reform and Innovation and legal counsel assigned to innovation schools.

Only IAT members make decision on behalf of the IAT. Members cannot be instructed by their representative groups on how to decide. Members decide for the good of the students.

Members will see proposals before decisions are made on the proposals.

The IAT committee will follow grounds/norms established at the first meeting. The ground rules/norms for conducting the IAT committee meetings may include but are not limited to:

- Display courtesy toward others.
- Refrain from side conversations.
- Turn cell phones off.
- Actively listen and participate in discussions (be present).
- Honor time limits.

Facilitation may be requested whenever any three representatives of the IAT want to improve the collaborative decision-making process.

Open Meetings

Monthly IAT meetings should be open to the public. The public may provide input during the designated time on the agenda.

Notice of meetings should be posted in a timely fashion in appropriate public places as well as published in the school calendar, newsletter or other appropriate medium. IAT members, faculty and staff will receive an electronic notification of meetings at least business days prior to meetings.

Public Input

At least once a month, IAT meetings should include time for public input.

VI. COMMUNICATION

To the extent possible, the IAT committee members should communicate with the constituency groups they represent to inform them about the activities of the IAT committee.

VII. COMMITTEES

In addition to the IAT, several committees are in place to support the vision and mission of the school. These committees include:

School Leadership Team

The School Leadership Team reviews data and collaborates on the development of the UIP and professional development among its responsibilities. The School Leadership Team is comprised of administrative partners and teacher leaders.

Personnel Selection Committee

The Personnel Selection Committee stands apart from the IAT but may contain some of the same members. The purpose of this committee is to provide input into hiring decisions.

Advisory Council

In addition C3 has an Advisory Council which began during the school approval process to support various financial needs. The Advisory Council serves as a liaison to the community at large, looking for opportunities to promote and market C3 and its mission in the community. It focuses on school financial needs and how to support them, including researching grant opportunities. Fundraising supports C3 directly. It is comprised of the Administrative Partners, teacher leaders, parents, community partners, and community members. Those interested in getting involved should contact the Principal Partner.

PTSA

The school also has a PTSA started by the parents during the school's first year of operation. This committee is open to anyone who wants to join and focuses on fundraising and event planning for parents, teachers and students. Interested parents can attend meetings, volunteer time at fundraising or programming events, donate supplies, coordinate fundraisers, and participate in the nomination and election of C3 PTSA board members. Membership dues are required to vote for board members but not to participate in PTSA related activities. Fundraising through PTSA supports PTSA led activities at C3. Some funds could be given directly back to the school as determined by the PTSA. Those interested in getting involved should check the website or school office for the C3 PTSA meeting schedule.

Communication updates from administrative partners among school committees should flow concisely and regularly. Committee members should understand their separate work, as well as common roles and functions and support what each is doing.

Other Committees

At any time, the IAT committee may create task forces, or standing subcommittees to facilitate the completion of the IAT's work. The IAT has final decision-making authority over all IAT created subcommittees and task forces. These subcommittees or task forces should consist of anyone within the school community including staff, parents, students and/or community members.

Decision Process

All subcommittee and task forces created by the IAT should follow the same collaborative decision-making guidelines for the decision-making process as the IAT within the boundaries of decision-making delegated to them by the IAT.

VIII. AMENDMENTS

Amendments to Bylaws

Amendments to the bylaws should be made by consensus of the IAT committee in accordance with the DCTA (as applicable) and District Agreement, state laws, regulations, District policies and procedures recording Amendments to Bylaws.

- IAT committee action resulting in amendment(s) to these bylaws must be recorded in the minutes.
- Current bylaws, prior to IAT action resulting in amendment(s) to these bylaws, should be kept on permanent record.

Amendment(s) to these bylaws should be incorporated into the body of the bylaws resulting in a new set of bylaws. The date of the amendment to these bylaws should appear on each page of the bylaws. It is recommended that the bylaws be revised every three (3) years.