



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Series 2010-11
Circular Letter: C-3

TO: Superintendents of Schools
Executive Directors of Regional Educational Service Centers
Directors of Magnet and Charter Schools

FROM: Mark K. McQuillan, Commissioner of Education *Mark K. McQuillan*

DATE: October 4, 2010

SUBJECT: Overview of New School Governance Council Requirements

The state education reform law (Public Act 10-111) recently passed by the legislature and signed by the Governor includes provisions for School Governance Councils (councils) in Section 21(g). This letter provides a brief overview of the statute for all superintendents. The full text of Public Act 10-111 is available at <http://www.cga.ct.gov/2010/ACT/Pa/pdf/2010PA-00111-R00SB-00438-PA.pdf>. Additional guidance will be provided to those schools and districts most immediately impacted by this new legislation.

Purpose of Councils: School Governance Councils provide an unprecedented opportunity for stakeholders in Connecticut schools to craft a productive collaboration to support student success. The intent of councils is to enable parents, school staff, students (where appropriate) and community leaders to work together to improve student achievement in the state's lowest performing schools.

Impacted Schools and Timeline: The statute requires the following schools to establish School Governance Councils within the following timelines:

- schools that are among the lowest five percent of the state's schools based on student achievement and failing to make adequate yearly progress in mathematics and reading at the whole school level prior to July 1, 2010, must establish councils no later than January 15, 2011 (see attached list of schools); and
- schools that have been identified as not making adequate yearly progress in mathematics and reading at the whole school level and are not among the lowest five percent of schools prior to July 1, 2010, must establish councils by November 1, 2011 (see attached list of schools).

Early Implementation:

- In order to even out the rate of implementation statewide, districts required to establish councils by January 15, 2011 (i.e., Bridgeport, Hartford, New Britain, New Haven and Windham), are **strongly encouraged** to examine the list of schools slated for November 2011 implementation and establish as many councils as possible in the district by the January deadline.
- Districts not impacted by the January deadline, but must meet the November 1, 2011, deadline, are also urged to start a year ahead of schedule by establishing as many councils as possible now.
- Finally, any school board *may* voluntarily establish a council for *any* school this year and may choose to use the model described in the statute or an alternate model.

Districts choosing the Early Implementation option should direct questions to Judy Carson at 860-807-2122 or via e-mail at judy.carson@ct.gov.

Membership in a Council: School Governance Councils are intended to represent the diverse interests of the families and staff that make up the school community. To that end, every effort must be made to engage broad participation in the council election process.

The councils consist of 14 voting members plus up to three nonvoting members depending on the type of school involved. The following tables describe the members, the number of members and how members are selected.

SCHOOL GOVERNANCE COUNCIL MEMBERSHIP AND SELECTION PROCESS

<i>Member</i>	<i>Number</i>	<i>Selection/Election Process</i>
Parents or guardians of students at the school	7	elected by the parents or guardians of students attending the school, each household with a student attending the school will have one vote
Teachers at the school	5	elected by the teachers of the school
Community leaders within the school district	2	elected by the parent or guardian members and teacher members of the council
School principal or designee (nonvoting)	1	principal may participate directly or name a designee

ADDITIONAL MEMBERS AND SELECTION PROCESS IN HIGH SCHOOLS

<i>Member</i>	<i>Number</i>	<i>Selection/Election Process</i>
Student members, high school councils only (nonvoting)	2	elected by the school's student body

Voting members have two-year terms, and no member can serve more than two terms on a council. The nonvoting student members serve a one-year term, and no student member can serve more than two terms.

Council Responsibilities: School Governance Councils serve in an *advisory* capacity and shall assist the school administration in the areas listed below:

- analyze school achievement data and school needs as they relate to the school's improvement plan;
- review the fiscal objectives of the school's draft budget and advise the principal before the budget is submitted to the superintendent;
- participate in the hiring process of the school principal or other administrators of the school by conducting interviews of candidates and reporting on such interviews to the superintendent of schools for the school district and the local and regional board of education;
- assist the principal in making programmatic and operational changes to improve the school's achievement;
- develop and approve a written school parent involvement policy that outlines the role of parents and guardians (Note: Schools that receive federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. A school's Title 1 parent involvement policy can serve the purpose of the policy required under this section.); and
- work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school's goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. (Note: Schools that receive federal Title 1 funds are required to have a school-parent compact, developed with parents. A school's Title 1 compact can serve the purpose of the compact required under this section.)

In addition to its required responsibilities, a council may:

- assist in developing and reviewing the school improvement plan and advise the principal before the report is submitted to the superintendent of schools;
- work with the principal to develop, conduct, and report the results of an annual survey of parents, guardians, and teachers on issues related to the school climate and conditions; and
- provide advice to the principal on any other major policy matters affecting the school, except on matters relating to collective bargaining agreements between the teachers and the board of education.

In addition to School Governance Councils' responsibilities, it is also important to recognize the limits of their advisory function. The duties of School Governance Councils do not entail activities including, but not limited to:

- managing the school;
- supervising staff;
- entering into contracts or purchase agreements;
- discussing individual issues between teachers and students and/or parents;
- determining student eligibility for school admission; or
- determining class allocations or student assignments.

After being in place for three years, a council may vote to recommend that a school be reconstituted using one of the following models for reconstitution: (1) turnaround; (2) restart; (3) transformation; (4) CommPact school; (5) innovation school; and (6) any other model developed under federal law. However, a council cannot vote to reconstitute a school if it was already reconstituted for another purpose. The statute provides a process whereby the council's recommendation for reconstitution must be heard by the local board of education which must accept, modify or reject the proposal. In a case where the council and the local board of education cannot agree on reconstitution, the Commissioner of Education must decide. The State Board of Education cannot allow more than 25 schools per year to be reconstituted under this law.

Training: The statute requires local boards of education to provide appropriate training and instruction to members of the School Governance Councils to aid them in executing their duties. Districts should consider using their Title 1 parent involvement funding, where applicable, to support the work of the councils.

State Department of Education Responsibilities: This significant legislation requires the Connecticut State Department of Education (CSDE) to oversee and report periodically about schools with councils to the Connecticut General Assembly on matters such as: the number of councils; the schools that have been reconstituted; the level of parent involvement; and school progress related to student attendance, achievement and discipline.

Throughout the 2010-11 school year, the CSDE will support the work of developing and implementing councils by issuing guidance on topics such as: conducting the election and nomination processes, training and support for effective governance; considering school reconstitution; and implementing effective school-parent compacts.

The CSDE is currently working to provide guidance and support for implementation of this new legislation. Meetings are being convened with stakeholder groups and a series of community forums are planned for October and November in collaboration with the Connecticut Parent Information and Resource Center (CT PIRC). In addition, the CSDE will establish a council web page on the agency's Web site to provide updated information and resources, and to continue to communicate with school and district leaders, parents and community members to promote effective and collaborative councils.

The CSDE views School Governance Councils as a unique opportunity for Connecticut schools to engage with families and community members in the essential dialogue about student achievement and preparing all students for success.

Any questions regarding this issue may be directed to Judy Carson at 860-807-2122 or via e-mail at judy.carson@ct.gov.

School Governance Councils

Schools Required to Implement Councils by January 15, 2011

	District Name	School Name
1	Bridgeport School District	Barnum School
2	Bridgeport School District	Bassick High School
3	Bridgeport School District	Harding High School
4	Hartford School District	Sand School
5	Hartford School District	Burns Latino Studies Academy
6	Hartford School District	Milner Core Knowledge School
7	Hartford School District	Dr. Ramon E. Betances School
8	New Britain School District	Smalley Academy
9	New Haven School District	Katherine Brennan School
10	New Haven School District	Hill Central Music Academy
11	New Haven School District	Wilbur Cross High School
12	New Haven School District	James Hillhouse High School
13	Windham School District	Natchaug School
14	Stamford Academy	Stamford Academy

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
1	Ansonia School District	Ansonia High School
2	Bloomfield School District	Bloomfield High School
3	Bridgeport School District	Beardsley School
4	Bridgeport School District	Bryant School
5	Bridgeport School District	Columbus School
6	Bridgeport School District	Edison School
7	Bridgeport School District	Luis Munoz Marin School
8	Bridgeport School District	Hooker School
9	Bridgeport School District	Cesar Batalla School
10	Bridgeport School District	Madison School
11	Bridgeport School District	Classical Studies Academy
12	Bridgeport School District	Jettie S. Tisdale School
13	Bridgeport School District	Read School
14	Bridgeport School District	Roosevelt School
15	Bridgeport School District	Waltersville School
16	Bridgeport School District	Geraldine Johnson School
17	Bridgeport School District	Cross School
18	Bridgeport School District	Blackham School
19	Bridgeport School District	Dunbar School
20	Bridgeport School District	Curiale School
21	Bridgeport School District	Central High School
22	Bristol School District	Clara T. O'Connell School
23	Danbury School District	Stadley Rough School
24	Danbury School District	Danbury High School
25	Danbury School District	Alternative Center For Excellence
26	Derby School District	Irving School
27	East Hartford School District	Hockanum School
28	East Hartford School District	Dr. Franklin H. Mayberry School
29	East Hartford School District	Anna E. Norris School
30	East Hartford School District	Dr. Thomas S. O'Connell School
31	East Hartford School District	Silver Lane School
32	East Hartford School District	Robert J. O'Brien School

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
33	East Hartford School District	Dr. John A. Langford School
34	East Hartford School District	Sunset Ridge School
35	East Hartford School District	East Hartford Middle School
36	East Hartford School District	East Hartford High School
37	East Hartford School District	Stevens Alternate High school
38	East Windsor School District	Broad Brook Elementary School
39	Greenwich School District	Hamilton Avenue School
40	Groton School District	Catherine Kolnaski Magnet School
41	Hamden School District	Church Street School
42	Hamden School District	Dunbar Hill School
43	Hamden School District	Helen Street School
44	Hartford School District	Batchelder School
45	Hartford School District	M. D. Fox ComPACT School
46	Hartford School District	Hooker School
47	Hartford School District	Kennelly School
48	Hartford School District	Kinsella Magnet School
49	Hartford School District	McDonough School
50	Hartford School District	Naylor School
51	Hartford School District	Parkville Community School
52	Hartford School District	M. L. King School
53	Hartford School District	Rawson School
54	Hartford School District	Noah Webster Micro Society School
55	Hartford School District	West Middle School
56	Hartford School District	Wish School
57	Hartford School District	Burr School
58	Hartford School District	Clark School
59	Hartford School District	Annie-Fisher School
60	Hartford School District	Sanchez School
61	Hartford School District	Moylan School
62	Hartford School District	IB Global Communications Academy
63	Hartford School District	Fox Middle School
64	Hartford School District	Quirk Middle School
65	Hartford School District	Dr. Joseph Bellizzi Middle School

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
66	Hartford School District	Culinary Arts Academy
67	Hartford School District	Bulkeley High School
68	Hartford School District	Hartford Public High School
69	Hartford School District	Weaver High School
70	Killingly School District	Killingly Memorial School
71	Killingly School District	Killingly High School
72	Manchester School District	Nathan Hale School
73	Manchester School District	Verplanck School
74	Manchester School District	Elisabeth M. Bennet Academy
75	Manchester School District	Illing Middle School
76	Meriden School District	Benjamin Franklin School
77	Meriden School District	John Barry School
78	Meriden School District	Nathan Hale School
79	Meriden School District	Casimir Pulaski School
80	Meriden School District	Lincoln Middle School
81	Meriden School District	Washington Middle School
82	Meriden School District	Francis T. Maloney High School
83	Meriden School District	Orville H. Platt High School
84	Middletown School District	Bielefield School
85	Middletown School District	Woodrow Wilson Middle School
86	Naugatuck School District	Hop Brook Intermediate School
87	New Britain School District	Chamberlain School
88	New Britain School District	Gaffney School
89	New Britain School District	Holmes School
90	New Britain School District	Jefferson School
91	New Britain School District	Lincoln School
92	New Britain School District	Northend School
93	New Britain School District	Smith School
94	New Britain School District	Roosevelt Middle School
95	New Britain School District	Slade Middle School
96	New Britain School District	Pulaski Middle School
97	New Britain School District	New Britain High School
98	New Haven School District	Barnard Environmental Magnet School

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
99	New Haven School District	Beecher School
100	New Haven School District	Clinton Avenue School
101	New Haven School District	John S. Martinez School
102	New Haven School District	John C. Daniels
103	New Haven School District	Augusta Lewis Troup School
104	New Haven School District	Fair Haven School
105	New Haven School District	Benjamin Jepson Magnet School
106	New Haven School District	Lincoln-Bassett School
107	New Haven School District	Truman School
108	New Haven School District	Conte/West Hills Magnet School
109	New Haven School District	Wexler/Grant Community School
110	New Haven School District	Christopher Columbus Academy
111	New Haven School District	Clemente Leadership Academy
112	New Haven School District	Bishop Woods School
113	New Haven School District	East Rock Global Studies Magnet School
114	New Haven School District	Celentano School
115	New Haven School District	Microsociety Magnet School
116	New Haven School District	Urban Youth Center Middle School
117	New Haven School District	High School In The Community
118	New Haven School District	Hyde Leadership School
119	New Haven School District	Riverside Education Academy
120	New Haven School District	New Haven Academy
121	New London School District	Jennings School
122	New London School District	Shoreline Academy
123	New London School District	Winthrop School
124	New London School District	Bennie Dover Jackson Middle School
125	New London School District	New London High School
126	Norwalk School District	Ponus Ridge Middle School
127	Norwalk School District	West Rocks Middle School
128	Norwalk School District	Brien McMahon High School
129	Norwich School District	Greenville School
130	Norwich School District	John B. Stanton School
131	Norwich School District	Wequonnoc School

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
132	Norwich School District	Veterans' Memorial School
133	Norwich School District	Uncas School
134	Norwich School District	John M. Moriarty School
135	Norwich School District	Kelly Middle School
136	Shelton School District	Lafayette School
137	Stamford School District	K. T. Murphy School
138	Stamford School District	Roxbury School
139	Stamford School District	Springdale School
140	Stamford School District	Julia A. Stark School
141	Stamford School District	Davenport Ridge School
142	Stamford School District	Hart School
143	Stamford School District	Dolan School
144	Stamford School District	Turn of River School
145	Stamford School District	Rippowam Middle School
146	Stamford School District	Stamford High School
147	Stamford School District	Westhill High School
148	Sterling School District	Sterling Community School
149	Torrington School District	Forbes School
150	Vernon School District	Northeast School
151	Waterbury School District	Barnard School
152	Waterbury School District	Bucks Hill School
153	Waterbury School District	H. S. Chase School
154	Waterbury School District	Driggs School
155	Waterbury School District	Sprague School
156	Waterbury School District	Walsh School
157	Waterbury School District	Washington School
158	Waterbury School District	Carrington School
159	Waterbury School District	Woodrow Wilson School
160	Waterbury School District	Michael F. Wallace Middle School
161	Waterbury School District	West Side Middle School
162	Waterbury School District	North End Middle School
163	Waterbury School District	Crosby High School
164	Waterbury School District	Wilby High School

School Governance Councils

Schools Required to Implement Councils by November 1, 2011

	District Name	School Name
165	Waterbury School District	John F. Kennedy High School
166	West Haven School District	Forest School
167	West Haven School District	Savin Rock Community School
168	West Haven School District	May V. Carrigan Middle School
169	West Haven School District	West Haven High School
170	Windham School District	North Windham School
171	Windham School District	Windham Center School
172	Windham School District	Windham Middle School
173	Windham School District	Windham High School
174	Windsor School District	Clover Street School
175	Capitol Region Education Council	Montessori Magnet School
176	Area Cooperative Educational Services	Collaborative Alternative Magnet School (CMT)
177	Eastern Connecticut Regional Educational Service	Quinebaug Valley Middle College High School
178	Odyssey Community School District	Odyssey Community School
179	The Bridge Academy District	The Bridge Academy (CAPT)
180	Side By Side Community School District	Side By Side Community School
181	Trailblazers Academy District	Trailblazers Academy
182	Park City Prep Charter School	Park City Prep Charter School
183	Connecticut Technical High School System	A. I. Prince Technical High School
184	Connecticut Technical High School System	E. C. Goodwin Technical High School