

# Community Engagement Councils (CECs)

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## Regional Training

Office of School Improvement

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

December 2022



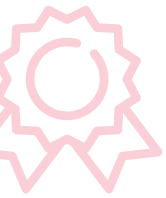
## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



# Community Engagement Council

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# Rationale and Process for Revisions

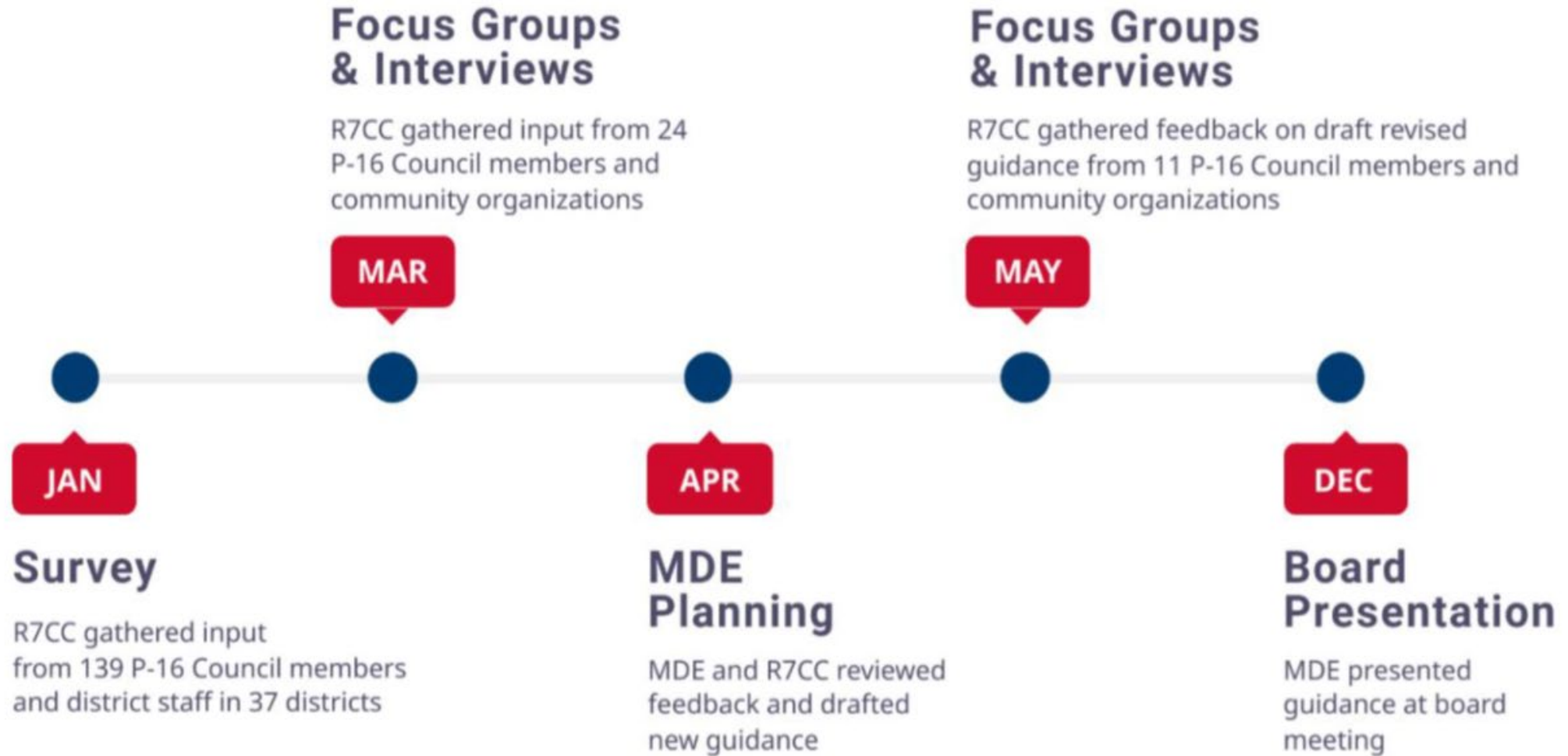
Previous guidelines  
were developed in  
2010

Implementation has  
varied considerably  
over the past 12 years

Partnered with Region  
7 Comprehensive  
Center (R7CC) to  
develop

Revised guidance –  
Year 1

Professional learning  
resources – Year 2



# What is a Community Engagement Council (CEC)?

Community-led group focused on improving a school or district.

Includes parent, educators, students, and community members.

Self-govern and members are responsible for running meetings.

CEC and schools/districts must work together to be successful.

CEC is not the same as the school board and does not have the authority to set policy.



Any district with a grade of D or F shall establish a CEC.



Any school rated D or F shall establish a CEC.



Districts with several schools rated D or F may choose to have one district CEC instead of multiple school CECs.



Each year CECs should set goals based on a review of the following data:

DISTRICT-LEVEL CEC	SCHOOL-LEVEL CEC
District strategic plan	School improvement plan, if applicable
District report card	School report card
District climate data (i.e., discipline, attendance, staff turnover rate, etc.)	School climate data (i.e., discipline, attendance, staff turnover rate, etc.)



It takes an engaged community to support the improvement of a school or district.



CECs represent the local community and supports school improvement efforts, offers feedback, and helps provide additional resources.

## CEC members will...

- Meet a minimum of six times per year in open meetings.
- Run CEC meetings.
- Hold open meetings so other community members can attend.
- Select and work towards a goal aligned with school/district improvement efforts.
- Work closely with the school/district and community.
- Publicly report progress.

## School and district leaders will...

- Establish and ensure continued implementation of a CEC, ideally with the support of CEC members.
- Work closely with the CEC to ensure its success.
- Meet MDE reporting requirements.

## The MDE will...

- Provide guidance related to CECs.
- Provide on-site and virtual trainings.
- Be available for additional support on an as-needed basis.
- Hold schools and districts accountable for CEC requirements.

## Step 1: Communicate information about CECs

- Describe what a CEC is
- Share opportunities to get involved in CECs
- Schedule and publicize upcoming information session
- Use a variety of communication methods throughout the community

## Step 2: Hold an information session about CECs

- Emphasize the importance of CECs in the community
- Offer multiple sessions at a variety of times to accommodate varying work schedules

## Step 3: Gather interest forms or nominations

- Collect forms/nominations
- Provide options of submitting forms electronically, by mail, or in person

## Step 4: Host elections to select CEC members

- Provide adequate notice (at least two weeks' notice) of the elections prior to the event using a variety of communication methods
- Community votes to select members (not teachers and school/district staff)
- CEC members will select officers

The CEC shall include a broad spectrum of the community

- Elected officials
- Business leaders
- Faith-based leaders
- Social services
- Nonprofit organizations
- Law enforcement officials
- Parents
- School attendance officers
- Health department officials
- Daycare providers
- Librarians
- Local industry workers
- Retirees
- College students
- Volunteers
- PK-12 educators



# How do various stakeholder groups contribute to the CEC?

Business Leaders

Community Members/Leaders

Early Childhood Representatives

Higher Education Representatives

Students

Parents

School/District Liaison

- Districts and schools do not govern CECs
- District leadership, including the superintendent, may engage in discussions with the CEC; however, CECs are responsible for running their own meetings.
- Each CEC should set its own principles to govern how meetings will run (See Appendix C in the Guidance).
- CECs can select officers or identify specific roles to ensure that meetings are productive.

## Example:

Officer/Role	Responsibilities
Chair/Facilitator	<ul style="list-style-type: none"><li>• Co-creates meeting agendas with Vice-Chair</li><li>• Leads meetings</li><li>• Ensures CEC members feel comfortable sharing information</li><li>• Identifies next steps</li><li>• Ensures the CEC publicly reports progress to the community</li></ul>
Vice-Chair/Co-Facilitator	<ul style="list-style-type: none"><li>• Assumes responsibilities of the Chair when Chair is absent</li></ul>
Secretary/Notetaker	<ul style="list-style-type: none"><li>• Sends the agenda at least three days prior to the meeting</li><li>• Takes attendance</li><li>• Takes notes during meetings</li><li>• Sends notes to CEC members</li></ul>
Communications Liaison	<ul style="list-style-type: none"><li>• Serves as liaison between CEC and school/district</li><li>• Shares information about the CEC with the community</li><li>• Creates and maintains CEC social media pages</li></ul>

### **Activities should complement rather than duplicate school or district efforts**

#### **Examples:**

- Working with the district to help identify after-school supports for students within the community
- Hosting book or school supply drives to collect materials for distribution to students within the community
- Connecting faith-based organizations with students in need of support.

- **CECs do not have the authority to set policy.** However, CECs can recommend policies or policy changes. CEC leadership should share policy recommendations with school/district leadership and/or the school board.
- ***Example:*** Student tardiness has been identified as a concern by the CEC. As a result, the council has decided to move forward with recommending a change to school start times.

# CEC

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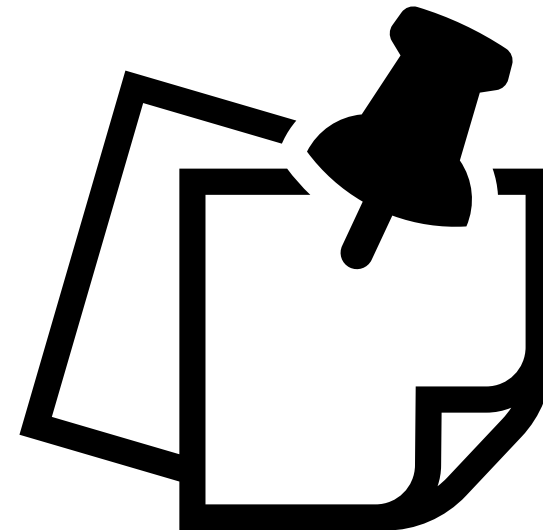
## Guidance Document Review



- Independently skim pages 14 – 17, and top of page 18
- With an elbow partner:
  1. Share what resonated
  2. Identify opportunities
  3. Discuss Wonderings



Meeting Setup	Working with School/District Leadership	Effective CECs
Norms Establishment	Liaison	Focus Efforts
Purpose of CEC	Communication	Student Voice
Review of data/Identify Goal	Request of School Information	Policy Recommendations



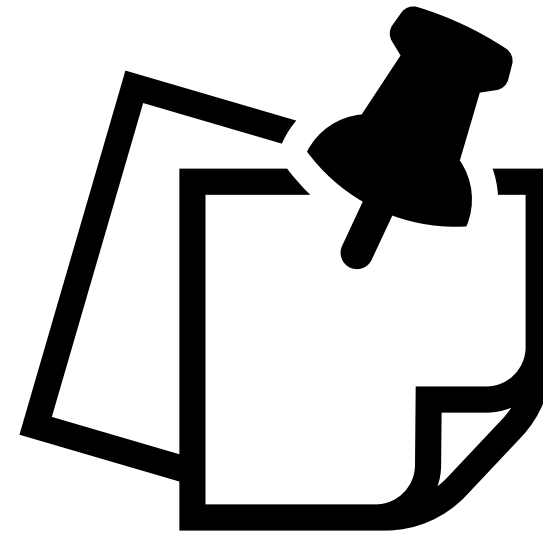




- Independently skim pages 18 – 20
- With an elbow partner:
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Policy Influence	Student Voice	Progress Reporting
Recommend/Share	Perspectives/Experiences	Miss. Code 37-18-5
	Collaboration	Sharing Options (Vary)
	Representative of all Students	



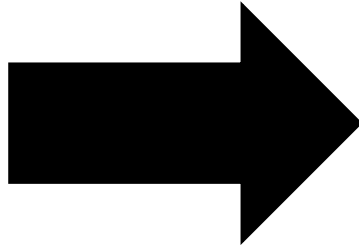
# District and School Support of CECs

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IF



THEN

# CEC Reporting Requirements

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Districts are accountable for setting up CECs and ensuring they meet regularly.



Districts should submit all required evidence through the Mississippi Comprehensive Automated Performance-based System (MCAPS).

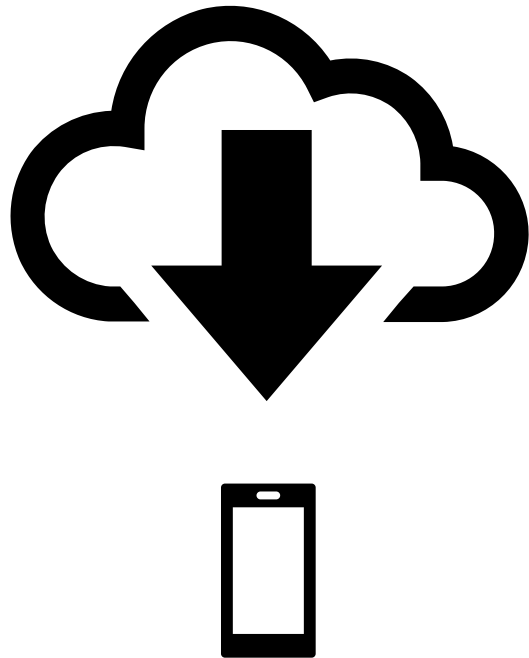
Required Information	Examples of Supporting Evidence
Date(s) communications shared about the opportunities to serve on the CEC	<ul style="list-style-type: none"> <li>• Copies of flyers</li> <li>• Screenshots of social media postings</li> <li>• Minutes from CEC meetings highlighting information shared</li> </ul>
Date(s) of CEC information sessions	<ul style="list-style-type: none"> <li>• Sign-in sheets</li> <li>• Meetings agendas</li> </ul>
Date range during which interest/nominations forms were solicited and collected	<ul style="list-style-type: none"> <li>• Copies of forms submitted by interested community members</li> </ul>
Membership list	<ul style="list-style-type: none"> <li>• Names of CEC members and roles if applicable</li> <li>• Email addresses for members</li> </ul>
Meeting calendar	<ul style="list-style-type: none"> <li>• Meeting calendar</li> </ul>
Meeting details	<ul style="list-style-type: none"> <li>• Meeting attendance sheets and agendas</li> </ul>
Date(s) of public reports from the CEC to the community	<ul style="list-style-type: none"> <li>• Reports, presentation recordings, videos, etc.</li> </ul>

# CEC Guidance Resources

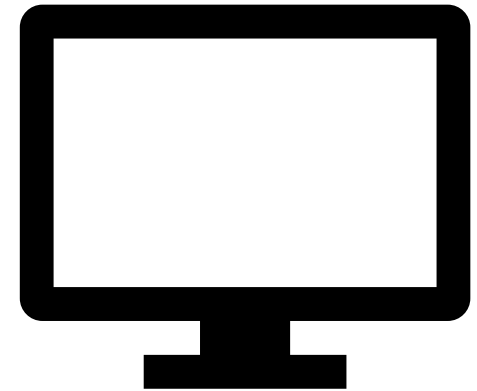
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# Chris Norwood

Director of Monitoring and Support

[crnorwood@mdek12.org](mailto:crnorwood@mdek12.org)

[mdek12.org](https://mdek12.org)



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