

Instructional Council Guidelines

Support the work of the Instructional Council, collective efforts to support the school through collective expertise.

Rules: Article 7

- IC includes principal, sharing information is vital unless its a “staffing issue”
- IC includes a Federation Representation
- IC includes a representative structure that represents all people
- IC includes a 50% of the teacher population
- Members of the Union vote on contractual waivers with 75% as the pass rate
- Rights and Obligations
- Decisions that are tough can be taking school wide at a staff meeting.
- IC includes process and content
- IC includes two strategies: site-based management and shared decision making
- IC's are empowered to address school issues that fall in the scope of instructional improvement

Wellness check:

- Representatives are elected
- Representatives serve a specific constituency
- Representatives constantly communicate with their constituents
- Representatives is focused on giving information and getting the constituents perspectives representing all points
- Representatives takes the time to be clear about what decisions it makes and how it makes those decisions
- Representatives openly discuss and share all the information pertaining to an issue so that the best decision can be made.
- Representatives focus on the issues related to teaching and learning, there are other structures for nuts and bolts.
- Representatives make meaningful decisions

Information about consensus decision making:

- It finally agrees upon a single alternative, and each group member can honestly say “I believe that you understand my point of view” “I believe that I understand your point of view.” “whether or not I prefer the decision I support it because it was arrived at openly and fairly and it is the best solution for us at this time.”

Guidelines on Reaching Consensus:

- Listen
- Pay attention to others
- Encourage participation
- Share information
- Don't agree too quickly, ask questions

- Don't bargain or trade support
- Treat difference as a strength
- Create a solution that can be supported
- Avoid arguing blindly for your own views
- Seek a win-win solution

Protocols:

1. Meeting days, times, and locations:

- Meeting Days: Every other week on Wednesdays (cancel if IC agree see no reason to meet)
- Time: 3:20pm-4:20pm (IC can extend as needed, ie additional 30 minutes)
- Location: Library/ Tony's Room (love those comfy chairs)

2. Facilitation Assignment/Role Description:

- Objective
- Assure equity of voice
- Develop protocols
- *Teacher Leadership Facilitator Stipend*
- At large member with no decision making role
- Keeps binder of minutes accessible in the lounge
- Drives Agenda with principals

3. Recorder Assignment/Role Description

- Consistent recorder

4. Minutes Dissemination Procedure

- 2 binders kept by facilitator
- Electronic minutes with google doc with team drive
- Linkin news letter
- Template with some additions and modification of template (remove plus/delta)
- Minutes are displayed
- Highlighted decisions in minutes with a running record dates and a rationale for why decisions were made

5. Agenda-setting procedure (screening, prioritizing, setting times)

- Standing agenda items
 - Integration of theme
 - Curricular alignment
 - Discipline and culture
- Deadline for submission by thursday midnight through google form to facilitator and principal so they can meet on Friday to set agenda that is distributed out on sunday newsletter.
- Dan replies to items that are not IC agenda items.
- Create task force
- Committees can make some decisions
- Rule of thumb is if it affects the entire staff, the decision needs to include the entire staff.

6. Decision-making method (define “consensus” to avoid confusion)

a.

7. Membership Configuration

a. Department Chairs (Non-voting members: SPED Chair, EtF Chair)

b. Admin

c. ATF FR

d. Parent Rep (Can vote if able to communicate to parent constituents, otherwise only has a voice---would be great to have a PTA)

e. Support Staff (i.e. Counselor, ETF grant people, Truancy)

f. Classified