

AHA IC Protocols

Established using the GUIDELINES FOR INSTRUCTIONAL COUNCILS Revised with new contract language and updated 2020 (<https://atfunion.org/answers-docs/>)

- ***Meeting days, times and location***
 - 2nd and 4th Thursday of the month, 2:30pm - 4:00pm
 - <https://meet.google.com/nth-ktrr-sdq>
- ***Facilitation assignment/role description***
 - Elected position with a 2 year term
 - Post the agenda in advance so IC reps can consult with their teams and teachers can come to the meeting to be heard if they wish.
 - Facilitate the discussion to make sure all voices are heard and decisions aren't made lightly or rashly.
 - Written responses establish the scope of the conversation. For each topic on the agenda, reps will type the response from their department so everyone can read and digest the information, then the written responses will be used to guide the discussion. Reps are encouraged to enter department responses into the agenda whenever they get the response (can be entered before the meeting).
 - Reps will be given a maximum of 2 minutes to share out on a topic, reps who respond will be given 1 minute. If a rep reads the agenda before the meeting and would like more time to speak, they can request prior to or during the meeting. We want to make sure all content areas have equity of voice.
 - Reps should read the meeting minutes after they have been put into the shared drive and contact the Recorder (Elizabeth Hill) to clarify any statements or make amendments.
 - The facilitator may ask others to help act as timekeeper/ moderator.
- ***Recorder assignment/role description***
 - Volunteer position to be appointed at the first IC meeting of the school year.
 - 2021-2022 school year recorder: Elizabeth Hill
 - Capture the details and decisions of each meeting and save the minutes on the IC shared drive within 48 hours after the meeting.
- ***Minutes dissemination procedure***
 - Minutes will be posted in the shared IC drive after the meeting so that decisions that are made are available to the whole staff.
 - Minutes summary will include "IC rep action items" that IC reps should bring back to their constituents.

- Principal will add the minutes to her school messenger update after the meeting so that decisions that are made are available to the community.
- **Agenda-setting procedure**
 - The IC Chair will set an agenda with the Principal. Staff members should bring any topics they would like to be included on the IC agenda to the IC chair 3 business days before the scheduled meeting. The principal and the IC chair will determine if the matter is an instructional council topic and set the agenda accordingly.
 - **Screening agenda items**
 - Typically, what comes before IC are school-wide instructional decisions, for example, the bell schedule, discretionary instructional budgets, use of PD time, implementation of instructional mandates, school-wide choices related to testing and assessment, and communication of instructional information with families. When the agenda is set a copy will be made available to the school staff so they can review and decide if they would like to attend the IC meeting and address any concerns.
 - If they decide it is not an IC topic, the IC chair and/or the principal will explain why and will suggest where else it may be discussed.
 - **Prioritizing agenda items**
 - The IC chair and the principal should discuss the priority of agenda items. If an IC representative questions the priority of an agenda item, they should discuss it with the IC chair before the meeting.
- **Decision-making method**
 - **IC chair will:**
 - Open discussion and run through the departments to ensure equity of voice
 - Tentatively suggest the direction of the group: “It sounds like we’re reaching an agreement that ... “ “Is that right?” “Great”
 - If needed, take a temperature reading: “I’d like to get a sense of where we are with a straw vote. Who is thinking ...? Who is thinking ...?”
 - If needed, articulate differences: “I’m hearing that some people think ... and others think ... is there a way to honor both?”
 - Admit when there’s no consensus: “It sounds like we’re not reaching unity on this. Would you like to ... take a little more time to think about it, poll the staff, get input from an expert, form a committee to bring back recommendations, submit for a majority vote, defer decision to principal ...?”
 - **The group will reach consensus when:**

- It finally agrees upon a single decision
- 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 the school as a whole at this time.
- Every participant feels the process was fair, there was sufficient opportunity to influence the outcome, and they are willing to live with what was decided by the rest of the group and support it as though it were their first choice.
- **Based on the outcome of the above procedures:**
 - While consensus is the best form of decision making, there will always be people, times, and places when it will fail. If, after providing ample time for dialogue and making a clear and committed effort, it becomes obvious that consensus cannot be reached, the following steps may be taken:
 - When possible, bring in a subject matter expert to advise the group.
 - Look at objections to see if solutions can be created for them while moving ahead with the proposal.
 - Create a small team of representatives from each side to brainstorm, prioritize, and recommend solutions.
 - Poll or survey the staff on the topic.
 - Vote based on majority rule.
 - Time permitting, prepare majority and minority reports and submit them to a higher level for review and recommendations.
 - Call ATF and/or APS HR to help advance the conversation toward consensus and ensure all voices are heard.
 - Allow the group's primary decision maker to decide.
- **IC representative role description**
 - IC representatives are elected.
 - Representatives serve 2 year terms. There is no term limit.
 - The representatives are elected to serve a specific constituency.
 - The selected representatives constantly communicate with their constituents.
 - Communication with constituents is focused on giving information and getting their constituents' perspectives in order to represent all points of view at the meeting.

- Most representatives communicate with constituents through monthly department meetings and weekly department email updates.
- **Membership configuration:**
 - IC chair - Caitlin Hein (Term expires: Fall 2023)
 - Administration - Principal or Vice Principle appointee.
 - Math - Augustine Garcia (Term expires: Fall 2023)
 - Science - Valerie Sisneros (Term expires: Fall 2023)
 - Social Studies - Ashley Schreiber (Term expires: Fall 2022)
 - PE - Jordan Montano (Term expires: Fall 2023)
 - Special Ed - Jennifer English (Term expires: Fall 2023)
 - English - Tim Leyba (Term expires: Fall 2022)
 - CTE - Scott Trujillo (Term expires: Fall 2023)
 - MCNL- Carolina Hernandez, Zelene Ramirez- (Term expires: Fall 2023)
 - Fine Arts - Tim Crofton (Term expires: Fall 2023)
 - Counseling - Melissa Gilpin (Term expires: Fall 2023)
 - A federation representative elected by federation members at the school (Joe Mirabal)- (Term expires: Fall 2022)
 - TLF- Ron Yoder: (Term expires: Fall 2023)
 - Student leader elected by the student council-
- **Committees**
 - IC will appoint an AD-Hoc committee when necessary. This committee can be made up of interested parties and it will dissolve when a decision has been made on the topic.
 - There are currently no standing committees.
- **Communication procedure with community**
 - A copy of the minutes will be posted on the school website within 2 weeks of a meeting taking place.
- **Publication and distribution of group protocols**
 - Group protocols will be uploaded into the shared AHA IC drive.
- **Publication of all decisions made**
 - Minutes will contain all decisions made and will be posted internally and externally to stakeholders.
- **Procedure to revisit protocols routinely**
 - Protocols should be revisited yearly at the Instructional Council Retreat.
- **Orientation for new IC members**
 - Should be done at the start of the year at the Instructional Council Retreat. New members will be given a copy of AHA IC protocols and a copy of the IC guidelines. A member to be determined will review the documentation and answer any questions.