

SoW Instructional Council Protocols

In order for our Instructional Council (IC) to function well, we have developed the following protocols:

Meeting days, times and locations:

- Meet the 4th Monday of every month
- 2:30 p.m. - 4:00 p.m.
- We will meet at each campus (Western Trail and Main Campus) on alternating months.

Facilitation assignment/role description

- 2016-2017 school year – IC Chairperson is Dr. Terry Dunbar who facilitates meetings, sends out the agenda, etc.
- Note taker and time keeper are done on a rotational basis (voluntary for each meeting).

Minutes dissemination procedure

- Minutes are sent out to each staff member within 48 hours of the meeting. A copy will be posted to the SoW website monthly.

Agenda-setting procedure

- The IC Chairperson and the Principal will develop the meeting agenda, with input from staff members as needed.
- The Data Wise agenda template with times will be used for all meetings. Times for items will be set dependent on number of items, complexity, need for discussion, etc.
- The agenda will be sent out at least 48 hours before the meeting for input and suggestions.

Decision-making method

- Decisions will be made using the consensus method. A copy of the “Consensus at a Glance” section from the ATF manual was handed out at the February 27th meeting.
- If consensus cannot be reached, the vote will be based on majority rule.

Membership configuration:

- Teachers (10 total – with 1 teacher serving as IC Chairperson)
- Dean of Students (1)
- Counselor (1)
- Testing/Technology (1)
- Student Advisory Group members (1-3 at each campus)
- Parents, if possible

Communication procedure with community/decisions made:

- Student led conferences during semester
- SoW website (agenda and minutes for each meeting posted)

Procedure to revisit protocols routinely:

- Protocols will be revisited annually.