

West Mesa High School Instructional Council By-Laws (3-19-14)

Article 1: Name

Our name shall be “Instructional Council” hereafter referred to as the council.

Article 2: Purpose

The council shall act with the aim and goal of improving and supporting the instructional process (see Article 7, Section a, of the negotiated agreement) at West Mesa High School through a collaborative decision-making process. The council shall act as a substantive decision making body. The council will further allow the individuals on each committee to use their collective expertise and experience concerning their site and community to address school issues that fall within the scope of instructional improvement. Finally the council shall act as the clearinghouse facilitating communication between and fostering effectiveness in all other leadership teams—herein referred to as committees—of West Mesa (see pg 9 of APS IC guidelines) and the administration with the exception of leadership teams within individual departments.

Article 3: Membership

Our membership shall consist of all stakeholders in the community of West Mesa High School through a representative system with meetings open to all members. **A.**

Make-up of the Council

The council includes the principal, a federation representative, a parent representative, and further shall be comprised of no less than 50% teachers.

While the number of elected representatives will vary, the council may

accommodate up to 50% of that number in at-large voting seats at any given time.

B. Elected Membership

Voting seats of the council are filled with elected volunteer representatives of each instructional department; a representative of the administration; a union representative; and may include representatives of any viable group of stakeholders that can hold an election (e.g. parents, students, maintenance workers, security, nurses, educational assistants, etc.) A list of the elected membership may be obtained from the council secretary at any time. C.

At-Large Membership

The council may fill its at-large voting seats with volunteers who choose to represent any other viable stakeholders including—but not limited to—students, parents, community, campus clubs or organizations, provided the stakeholders are not represented by another member of the council.

D. Membership Transitions

Terms are generally considered two year with constituency groups encouraged to make efforts of equal division of elections between odd and even years to maintain as much consistency as possible from year to year.

E. Rights and Responsibilities of Members

Members have the following rights and responsibilities: attending and actively participating on the council; reaching out to the diverse constituency within the represented group in order to hear all opinions and ideas; communicating all opinions to the council; supporting goals and strategies in order to implement the council's action plans and the plans of committees, such as the councils

Educational Plan for Student Success (EPSS) committee; conferring with

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supportive documents, such as Board Policy and the Negotiated Agreement; and collectively supporting the school improvement process.

Article 4: Committees

All leadership teams working within the purview of West Mesa shall be considered committees of the council and will be listed in the committee manual and will report out to the council on a regular basis as outlined in the committee manual (see Article 4, Section C).

A. Forming Committees The council may, from time to time, find it necessary to form additional committees to research and/or address specific needs of the community and the council. All committees are strongly encouraged to have at least one voting member of the council and to register with the council by establishing an entry in the *Committee Manual* (see Article 4, Section D).

B. Standing Committees

The council will recognize any committees or naturally or purposely formed leadership teams, whether by the council itself, administration, or by other means, and may include but not be limited to: our Educational Plan for Student Success (EPSS) committee, security, custodial services, educational assistants or any other leadership team not specifically represented by membership.

C. Other Committees

Other committees will be formed as necessary to carry out the purpose of the council (see Article 4, Section A). These committees will be designated as special committees in the *Committee Manual* (See Article 4, Section D).

D. Committee Manual

The council shall create and maintain a *Committee Manual* wherein records of all committees shall be kept and will include, but not be limited to, the committee's

original or formative charge or charter; the frequency at which the committee is asked to report out to the council; and any other relevant information or documents regarding that committee which is necessary to further the purpose of the council.

Article 5: Procedures and Policies

The council will represent West Mesa's work toward site-based management and shared decision-making and will create and present actions aimed at furthering its purpose. **A.**

Consensus Building Model

The council will work to be driven by a consensus building model whenever possible, and will seek to use compromise and negotiation to resolve issues of substantial opposition that are presented by its representative membership. The chairs of the council may, however, choose to utilize other traditional models for decision-making due to time constraints.

B. Actions of the Council

The council is empowered by the community and the administration of West Mesa High School to conduct research, make recommendations, call for volunteers, and execute action plans, provided that this is done in accordance with its purpose (see Article 2), negotiated agreements, board policies, district procedures/directives, New Mexico laws and regulations, and Federal laws and regulations; furthermore, the council shall oversee or develop—and execute—any professional development that is not directly overseen or developed and

executed by administration, district, or state or federal authorities.

C. Procedural Manual

The council's procedural manual is considered a living document and will outline all procedures and protocols utilized by the council including but not

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limited to: establishment of quorum; guidelines for building consensus; alternative decision-making processes (i.e. majority vote of the IC, vote of the entire staff, adoption of committee recommendations, etc.);

documentation of meetings; transparency of documents; electorate procedures; and amendments and ratifications of other IC documents.

D. Amendments and Ratifications of Bylaws

This is a living document and as the community policies and personnel change over time may need to be changed, these bylaws may only be substantively modified, amended, or ratified through a simple majority vote of all faculty of the school after any specific changes have been approved by a simple majority vote of the council.

Article 6: Budget process

The council and administration will work collaboratively to create a budget by following the proceeding three-step process.

1. The administration will inform the council of the timeline for the district release of the school budget amount. Before the district's release, the council will present to the administration its instructional priorities which may include but are not limited to: positions in addition to those mandated by the district for teaching; concerns or hopes regarding physical environment; priorities regarding student nutrition, health or well being; and other instructional concerns. The council will be prepared to present its

priorities no later than April 15th or two weeks before the district releases budget to the principal whichever is earlier in the year. In cases where two weeks before district is planning to release the budget is earlier than April 15th, the administrative representative to the council will inform the council as soon as he or she knows that this is the case.

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2. The administration will develop and submit its budget to the district with recognition and respect of the fact that administration often has a relatively short window for this task and therefore may not be able to present its proposed budget to the council before the district requires it.
3. The administration will present its budget to the council and include in their presentation which of the priorities from “step 1” could be included and the rationale for any priorities that could not be addressed at this time. This presentation will be delivered to the council at the first meeting following budget approval by the district.

