

Jefferson Middle School
Instructional Council Protocols
2023-2024

1. Meeting days, times and location

- Wednesdays
- Every other week
- 8:05-8:50
- Library

2. Facilitation assignment/role description

- Elected from staff at-large
- Impartial - does not represent a constituency
- Sets agenda with the principal
- Ensures equity of voice within the meeting
- Facilitates
- Distributes agenda by Friday before the IC meeting
- Monitors Google form requests for IC topics
- Guides IC to form consensus

2.A. Vice-Facilitator assignment/role description

- Elected from staff at-large
- Impartial - does not represent a constituency
- Develops agenda with facilitator and principal
- Maintains the Google Form requests for IC topics,
- Helps with the list of decisions made
- Time keeper
- Covers for absent facilitator or secretary
- Assists with communication H
- Helps with transition of new facilitator & secretary because of the staggered years of elections
- Co-facilitates the meeting

3. Recorder assignment/role description

- Public minute taking on a Google Doc
- Posts minutes to school website
- Minutes emailed to IC by the end of Thursday (48 hours).
- IC reviews the notes and sends edits by end of day Friday (24 hours).

- Minutes emailed to staff at the end of the day Friday
 - Minutes recorded on template
 - Highlight decisions made
 - Document action plans to move forward
 - Paraphrase
 - Running record of decisions made
 - Elected at large - if no one steps up, then fulfilled within IC
4. Decision-making method (define “consensus” to avoid confusion)
- If a decision impacts school or classroom practice use consensus
 - Take time
 - Brainstorm ideas
 - Create Task forces
 - Shared reading
 - Use qualitative & quantitative information
 - Always engage constituents in decision making process
 - Emergency meetings are OK or whole staff meeting is OK for time-sensitive decisions
5. Agenda-setting procedure (screening, prioritizing, setting times)
- Google Form used for requests to be submitted 1 week before meeting
 - Cannot be anonymous
 - Emails sent responding to all submissions by the chair
 - Open to public
 - Agenda items could be in the form of an action plan or a question
6. Membership configuration:
- include a list of IC representatives, names of the constituency groups, when and where constituency groups meet and the election cycles and length of terms.
 - Dept, Support Staff (Family Liaison, Nurse, Library, Counseling), EA’s (EAs & secretaries), Gifted, Disabilities/VI (PTO, Union, & Admin are written into the negotiated agreement)
7. Communication procedures with constituent groups:
- Department meetings are listed in Jefferson the calendar
 - Constituents will receive a reminder 48 hours prior to meeting
 - Constituents are expected to read the IC minutes & come prepared with questions to the department meetings

- Dept. meeting notes & agendas should be placed in the Jefferson Resource Classroom
8. Communication procedure with community:
- Robocalls will include announcements of IC meetings & a reminder of where to find the minutes
 - Minutes will be on Jefferson's website
 - PTO will communicate with parents at the meeting
9. Publication and distribution of group protocols
- Protocols will be reviewed at the retreat,
 - Protocols will be posted on website & Jefferson Resource Classroom
 - Protocols will be revisited as needed
10. Publication of all decisions made
- The decisions made by the IC will be highlighted by the secretary in the IC minutes
 - Decisions will be written in a separate document and will be sent to staff, posted on the Jefferson website & in the Jefferson Resource Classroom.
11. Procedure to revisit protocols routinely (date each review/revision)
- The goal is to revisit & publish the protocols by the beginning of each academic year.
12. Orientation for new IC members
- The last IC meeting in April will be the review of protocols & the orientation for new IC members.