

- **Purpose and Focus**

Instructional Council (IC) is a democratic decision making body that supports administration (*also known as Instructional Council per negotiated agreement.*) It is committed to the systematic improvement of the teaching and learning at our site. Its work is to support instruction, develop, articulate, and assess the NM Dash (90 Day Plan), submit focus areas to the school staff and district, process strategic issues from the district and cluster, and align our school plans with district goals and plans. The Council needs to monitor the flow of communication to ensure that all staff members are aware of events and activities occurring at the school.

- **Meeting Agreements**

As IC members we agree to the following: to attend all scheduled meetings (if a member is unable to attend, they are responsible for finding an alternate in their constituent group), to arrive on time, listen respectfully, stick to the agenda while remaining flexible (i.e., dialogue vs. discussion), foster a safe environment, maintain a positive attitude, limit side conversations, fulfill roles and responsibilities as defined, and to accept the guidance of the facilitator. The first means of decision-making will be by consensus, if consensus cannot be reached, then majority rules. (see G. – Decision Making in the negotiated agreement)

- **Meetings**

Meetings will be held once a month, two if needed, after school. Meetings will be organized by the Chair. If meetings are canceled, rescheduled, or added, all members of IC will be notified 24 hours prior to the scheduled meeting time. The IC members will be emailed of any changes and if a member is absent from Barcelona's campus, they will be contacted by phone.

- **Facilitator**

The meeting facilitator is the IC Chairperson with one of the current Barcelona Instructional Council members as an alternate facilitator. The facilitator assists with setting the agenda and facilitates the meetings. The facilitator does not vote unless they are also representing a constituent group. The school staff, every two years, elects the Chair during the month of April or May for the upcoming year. The nominee must be a certified staff member that has served as a member in good standing on the Barcelona Instructional Council for one or more years.

- **Scribe/Minutes**

The scribe will take minutes on the form provided at each meeting. The minutes must be understandable to a person not present at the meeting and verified by the IC through Google Docs. The minutes will be sent to all staff via e-mail by the Chair, and will be posted with a link on the website by the WebMaster and placed in the Google classroom called "Bobcat Connections" by the chair.

- **Agenda Setting**

Agenda will be established by the Chair and Principal three days prior to the scheduled meeting time. To submit an item to the agenda, you must contact the IC Chair verbally, through a written note, or via email **no later than five days before the agenda is set.** If an agenda item is received after this time, the item will be placed on the next meeting agenda. The agenda will be posted 3

days before the meeting via email. These are general guidelines. The administration, along with the IC Chair, may have to alter the agenda due to the immediacy of needs (i.e., budget).

- **Decision-Making**

Barcelona's Leadership Team/IC will make decisions by consensus. If consensus cannot be reached within a reasonable length of time (to be determined by the facilitator and the group), then the matter is put to a vote. A quorum of 7 members or simple majority carries the vote. If a decision is still not reached the final decision will be voted upon by the staff. A motion can be made to take the vote to the staff if any IC member feels that there is a need for staff's opinion. In addition, if a decision concerning an issue cannot be reached, and a decision must be made because the issue at hand is time sensitive, then the IC will defer to the principal.

- **Membership for 2024/2025 SY**

- *Principal* - Rae Lynn Dooley
- *Chair (Facilitator)* – Ann Meador
- *Support Staff Rep* - Crystal Armijo
- *Bilingual Representative*- Grace Braden
- *Fourth/Fifth Grade Rep.*- TBD
- *Kindergarten/First Grade Rep.* - Julie Trujillo
- *Second/Third Grade Rep.* - Marta Rodriguez
- *ATF Representative*- Monica Chlastawa
- *Resource teacher of PD* - - Erinn Maestas
- *Special Education Representative*- Celina Esquibel
- *Paraprofessional Rep.*- Elizabeth Montoya
- *Parent Representative*- Tristan Lopez

The entire staff elects the Chair on a two-year basis during the month of April or May. All other positions are elected by their constituents. All positions will be verified in August due to possible turn over. Members are elected for a two-year term(s) by the constituent group.

If an IC member leaves mid-year, then a representative will need to be nominated from the constituents/stakeholders and then voted upon. The person with the most votes will be placed in this position. The union rep, who is voted on members annually, has a position.

The following positions are paid by the Elementary Leader Stipend (allocated by ATF)- *IC Chair, Support Staff Rep, Bilingual Representative, K-1 Grade Rep., 2-3 Grade Rep., 4-5 Grade Rep., ATF Representative, Resource teacher of PD, Special Education Representative*(9 positions). If using the Elementary Leader stipend for Leadership Team and membership is above 8 paid positions, a waiver must be requested from the union.

*Please note: If an elected representative accepts more than one position, they will be paid for only one position on IC.

The following position will be provided comp time for serving as a representative on IC:
Paraprofessional Rep.

- **Representatives Responsibilities**

Representatives will be familiar with and adhere to all Bylaws, and will communicate with their constituent groups monthly and bring any concerns relating to or effecting instruction to the IC meetings, communicate the plans of the IC to that group, and communicate back to the IC from their group. Representatives will communicate the plans of the IC with all that must implement them by motivating, guiding, continually assessing progress, and improving plans.

- Parent Representative- Must be a parent of a current Barcelona student. They are encouraged to attend all IC meetings. They may attend IC meetings virtually or in person.

- **Bylaws**

Our Bylaws will be reviewed as deemed appropriate by the IC. This process will take place annually during the Leadership Retreat in April/May with all the new members for the upcoming year in attendance. This will serve as an orientation for new members and as a revision process for our Bylaws. The latest revision date will appear on the first page of the Bylaws. A copy of the Bylaws will remain in the Google Classroom with editing rights by chair and principal.

The Bylaws will be available for viewing on the Google classroom "Bobcat Connections" to anyone who wishes to see them.

- **Long Range Planning**

Our IC agrees to the following:

- Ongoing training and support for long-range planning procedures.
- Participation in the 90 Day Plan process to identify our long-range systematic instructional improvement goals, timeline, assessment schedule, responsible parties, and follow-up plans, with revision taking place annually.
- Monitor the 90 Day Plan goals, activities, progress, etc.
- A copy of the summary of the 90 Day Plan will also be kept in Barcelona's Google Classroom "Bobcat Connections".