

The Wayne-Finger Lakes Regional Instructional Council

All recommended changes/additions have been inserted in CAPITALS; suggested deletions/moves have been *italicized* and bracketed [].

(Approved by CSO's on 11/17/2000)

Charge

The Wayne-Finger Lakes Regional Instructional Council is charged by the Council of Chief School Officers to:

- 1) lead the on-going, regional dialogue on all instructional issues.
- 2) make recommendations, where appropriate, to the Council of Chief School Officers for action.
- 3) focus work to include consideration of, and implications for, professional development, best practice, data analysis, and implementation strategies.

Structure

The Wayne-Finger Lakes Regional Instructional Council is charged by the Council of Chief School Officers to abide by the following structures:

- 1) Representation on the Instructional Council will include:
 - a) one representative from each component school district (and one designated alternate should be also named should the representative not be able to attend a meeting) who are empowered to speak at council meetings on behalf of their organization. (Representatives are to be central office administrators or principals).
 - b) one representative of each of the following major BOCES instructional units:
 - Technical and Career Education
 - Special Education
 - Regional Computer Center
 - Instruction and Staff Development
 - a) the Teacher Resource Center will be invited to have representation.
 - b) one representative of the Council of Chief School Officers (however, all CSO's are welcome to attend all meetings).
 - c) the Assistant To The District Superintendent For NYS Standards/ Regional Capacity Building will serve as the facilitator of the Council.
- 2) Attendance at all meetings is expected of each district and BOCES representative.
- 3) Time will be allocated on each agenda of meetings of the Council of Chief School Officers (CSO's) for Instructional Council updates and business, and time will be allocated on each agenda of the Instructional Council for updates and business of the Chief School Officers.
- 4) The Instructional Council will meet at least monthly during the school year.
- 5) Minutes to all meetings will be sent to all representatives and alternate members of the Instructional Council, and to all component superintendents.

Operational Issues

- 1) All major multi-district or BOCES instructional initiatives will be presented to the Instructional Council before being implemented.
- 2) The Instructional Council will be funded at an appropriate level and under the following conditions:
 - a) the budget will be annually constructed by the Instructional Council for recommendation to the Council for Chief School Officers.
 - b) funding for the Instructional Council will be included in the Administrative Budget of the BOCES.
 - c) the budget will include funding for staff development of the Council members, operation of the Council meetings, and for research and design of regional activities.
- 3) Establish and maintain effective communications systems, including the following:
 - a) report at the regularly scheduled monthly meetings of the Council of Chief School Officers.
 - b) establish strong communication systems within the Instructional Council meetings.
 - c) establish strong communication systems with existing and emerging groups dealing with instructional issues in the region.
 - d) create a forum for sub-committees to communicate with the Instructional Council.
 - e) Instructional Council members will establish a communication platform within each Instructional Council member's own district with leadership.
 - f) CSO representative will periodically request time on the CSO agenda for presentations by RIC representatives.
 - g) All instructional departments of BOCES will regularly communicate with the Instructional Council on relevant issues.
- 4) The Instructional Council will provide leadership to the region using the following model:

STUDY

RECOMMEND ACTION

ASSIST IMPLEMENTATION

ASSESS EFFECTIVENESS

- 5) This Charge will be reviewed every three years, beginning in the spring of 1997. It will be updated annually.
- 6) The Instructional Council will evaluate its effectiveness in fulfilling the Charge on an annual basis.

RETREAT ISSUES IN NEED OF FURTHER DISCUSSION

- How do we (RIC) develop behaviors of High Performing Teams: Attitudes, Commitment, Skills?
- Establish effective, efficient communication. Suggestions included establishing a “listserve.” **YES**
- Consider co-chairing the RIC **NO**
- Establish agenda advisory (similar to CSO) to include representation from Finger Lakes, Wayne, small district, large district. **NO**
- Timed agenda items **YES**
- New member orientation **YES**
- “Buddy System” for new members **YES**
- Move meetings to morning **ALTERNATE MONTHS**
- Opportunity for joint meeting with CSO, as needed **NO**
- Identify agenda items for following meeting – stick to it; no additions **YES, WITH EXCEPTION**