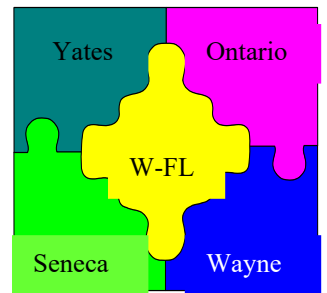


Wayne-Finger Lakes  
Regional Instructional Council  
Agenda  
November 9, 2000  
12\* – 4 p.m.



Topic: Retreat Outcomes 12:30-1:15

Purpose: Members of the RIC who attended the Retreat addressed many issues impacting the structure and function of the group. These will be shared. Recommendations to update the RIC Charge were also made. Please review the document before the meeting. We will discuss any further revisions before making a recommendation to the CSO.

Action: Review, recommend, accept

Background Information: (Attachment #1, #2)

Resource Person(s): Retreat Participants

Topic: SED – Regional Update 1:15-2

Purpose: Initiatives related to the NYS Learning Standards are the focus of the work of the Council. Specific items for discussion will be: Program Networks, Assessment Liaison, PDP goals, TONYSS.

Action: Share information and impact on the work of the districts.

Background Information: NYSED and WFL BOCES websites for current SED information

Resource Person(s): Gail Evans, Laurel Skellet, Tony Tripollone

Topic: Regional Data Analysis of 2000 Assessments 2:15-3:30

Purpose: Analysis of data has been identified as a high priority by both the RIC and CSO groups. The purpose will be to look at the regional and district data to identify areas of relative success and areas in need of improvement.

Action: Share information and impact on the work of the districts. Make recommendations to CSO for opportunities for collaboration, professional development.

Background Information: Disaggregated data reports (handout at meeting)

Resource Person(s): Gail Evans, Tony Tripollone

#### DECEMBER AGENDA ITEMS

\*A light lunch will be served. Please notify this office by Wednesday, November 8, if you will not attend so we can order accordingly.

The Wayne-Finger Lakes Regional Instructional Council  
All recommended changes/additions have been inserted in CAPITALS;  
suggested deletions/moves have been *italicized* and bracketed [ ].

**DRAFT**  
**REVISION**  
11/5/99

### 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) where appropriate, make recommendations 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.
- 4) [*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 their own district with leadership*
  - f) *All instructional departments of BOCES will regularly communicate with the Instructional Council on relevant issues.*] Moved to Operational Issues

### 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 (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:
    - Vocational 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 (all CSO's are welcome to attend all meetings)
  - c) the [*Director of Instructional and Staff Development Services*] ASSISTANT TO THE DISTRICT SUPERINTENDENT FOR NYS STANDARDS/ REGIONAL CAPACITY BUILDING [*of the Wayne-Finger Lakes BOCES*] will serve as the facilitator of the Council.
- 2) ATTENDANCE AT ALL MEETINGS IS EXPECTED OF EACH DISTRICT AND BOCES REPRESENTATIVE.
  - 3) [*One member of the Instructional Council, other than the Council facilitator and the CSO representative, will attend all meetings of the Council of Chief School Officers. He/she will serve a term of one year.*]
  - 4) TIME WILL BE ALLOCATED ON EACH AGENDA OF MEETINGS OF THE COUNCIL OF CHIEF SCHOOL OFFICERS 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.
  - 5) The Instructional Council will meet at least monthly during the school year.
  - 6) Minutes to all meetings will be sent to all representatives and alternate members of the Instructional Council and to all component superintendents.

*[Implications for Districts and BOCES]*

- 1) [*Representatives of the Instructional Council are empowered to speak at Council meetings on behalf of their organization. (Representatives are to be central office administrators or principals.)*]
- 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 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) *All major multi-district or BOCES instructional initiatives will be presented to the Instructional Council before being implemented.] Points were subsumed in other areas, where appropriate*

Operational Issues

- 1) [*Issues before the Instructional Council shall not be acted upon in the same meeting in which they are first presented. Action must be taken at a subsequent meeting.*]
- 2) ALL MAJOR MULTI-DISTRICT OR BOCES INSTRUCTIONAL INITIATIVES WILL BE PRESENTED TO THE INSTRUCTIONAL COUNCIL BEFORE BEING IMPLEMENTED
- 3) 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.
- 4) 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 their own district with leadership
  - f) CSO REPRESENTATIVE WILL PERIODICALLY REQUEST TIME ON THE CSO AGENDA FOR PRESENTATIONS BY RIC REPRESENTATIVES

All instructional departments of BOCES will regularly communicate with the Instructional Council on relevant issues

- 5) The Instructional Council will provide leadership to the region using the following model:

STUDY

RECOMMEND ACTION

ASSIST IMPLEMENTATION

ASSESS EFFECTIVENESS

- 6) This Charge will be [revised] REVIEWED every three years, beginning in the spring of 1997. IT WILL BE UPDATED ANNUALLY.
- 7) THE INSTRUCTIONAL COUNCIL WILL EVALUATE ITS EFFECTIVENESS IN FULFILLING THE CHARGE ON AN ANNUAL BASIS.

ATTACHMENT #2
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**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 listserv.
- Consider co-chairing the RIC
- Establish agenda advisory (similar to CSO) to include representation from Finger Lakes, Wayne, small district, large district.
- Timed agenda items
- New member orientation
- “Buddy System” for new members
- Move meetings to morning
- Opportunity for joint meeting with CSO, as needed
- Identify agenda items for following meeting – stick to it; no additions