

# Albany High School Instructional Improvement Council Bylaws

## **Article I Name**

The name of the council shall be the Albany High School Instructional Improvement Council.

## **Article II Purpose**

The Instructional Improvement Council (IIC) shall be an advisory body at Albany High School (AHS) in the areas of curriculum and staff development.

The purpose of this council shall be to:

1. Provide an avenue for students, parents, and school staff members to ask questions and provide input for improving the quality of education at Albany High School.
2. Provide an open forum for discussion of issues related to its domain of responsibility, seeking timely input from all parties affected by the decisions or recommendations of the council.
3. Identify current and potential problems and needs within its domain of responsibility and recommend short and long range school goals related to those needs. These goals shall be recommended in the context of school-wide and district goals.
4. Propose methods to implement the goals established by the council.
5. Consider proposals by other persons and groups related to its domain of responsibility, and make recommendations as to whether to implement such proposals.

## **Article III Membership**

The membership and the means of selecting members shall be:

1. The council shall be composed of the principal, one member of the counseling staff, 2 to 4 students, 2 to 4 parents, and 4 to 6 teachers. An alternate will be named for one each of the parent and student members who will be expected to attend meetings when a regular member is absent.

2. The counselor and teacher representatives shall be selected by their respective constituents and shall serve for a minimum of two and a maximum of four years, as determined by their departments. No two teacher representatives shall be from the same department. The distribution of department representation shall be determined jointly by the department chairmen.
3. Student representatives shall be nominated by student leadership, but need not be members of leadership. The selection of student representatives must be confirmed by the principal. Student representatives shall serve for a minimum of one and a maximum of two years, as determined by leadership.
4. Parent representatives shall be nominated by the PTSA or by any sitting member of the IIC. The selection of parent representatives must be confirmed by the principal. Parent representatives shall serve for a minimum of two and maximum of four years, as determined by the principal.
5. Insofar as is possible, representatives shall serve staggered terms in order to ensure continuity on the council.

#### **Article IV Duties of the council**

The council shall:

1. Set priorities and plan strategies related to its goals.
2. Actively seek input from all constituents on current and potential issues.
3. Provide a timeline for decision making that is realistic for informed discussion of alternatives.
4. Provide documentation of decision making in a consistent and organized form and communicate those decisions to all constituents. Examples of media that can be used to communicate the decisions of the IIC include, but are not limited to, the AHS email tree, the PTSA newsletter, and the AHS web site.
5. Make recommendations to the principal related to its domain of responsibility.

6. Evaluate its own effectiveness on an annual basis by seeking input from its constituent groups.

#### **Article V Duties of council members**

Council members shall:

1. Attend all meetings or, in the case of the principal and the counseling representative, provide an alternate when it is impossible to attend in person.
2. Communicate regularly with their constituents. Solicit input from their constituents.
3. Take turns taking minutes at meetings.
4. Serve on subcommittees as required during the year.

#### **Article VI Meeting and quorum**

Meetings of the IIC shall be conducted in the following manner:

1. The IIC shall meet monthly during the school year. Additional meetings may be scheduled as needed.
2. A quorum shall consist of 7 voting members, with at least one representative from each constituency present to vote.
3. All meetings of the Council shall be publicized and open at all times to the public.
4. The principal shall provide an agenda at least one week prior to the meeting. The agenda shall include the topics to be discussed and the time at which the discussion of each topic is scheduled to begin. The agenda shall be posted to the AHS website and to the email distribution lists.
5. A facilitator shall lead meetings, assisted by a time keeper. The facilitator shall be the principal or shall be appointed by the principal. The time keeper shall be appointed by the principal. The facilitator and time keeper shall ensure that the agenda is adhered to.
6. A volunteer shall be solicited to take minutes at each meeting.
7. Each meeting shall begin with a reading of the minutes of the last meeting, with corrections or amendments made to those minutes as necessary. The amended minutes shall be posted on the AHS website within one week of their

approval, then filed by the principal and kept for at least five years.

8. The discussion of each agenda item shall begin with an explanation by the principal of what the purpose of the item is and what the administration hopes to accomplish by discussing it.
9. The discussion of each agenda item shall conclude with a summary by the principal of what was agreed to, what remains to be decided, and what actions shall be taken next with regards to that item.

## **Article VII Decision making**

The decision-making process shall be as follows:

1. All decisions shall be made by consensus. Consensus for this purpose requires agreement by all but one or two members of the IIC present and requires that every opinion be heard respectfully.
2. Each IIC member and member of the public present at a meeting shall have an opportunity to express an opinion. If required by time constraints, the facilitator and time keeper can restrict the amount of time allotted to each speaker.
3. Approximately ten minutes before the end of the time allowed in the agenda for discussion of an item, the time keeper shall notify the facilitator that any comments by non-IIC members must be terminated. At that point, each IIC member shall be polled to ask his or her opinion on the item.
4. If there is unanimity of opinion among members of the IIC present, the facilitator will so note and the discussion of that item shall end. If there are only one or two dissenters, the facilitator shall declare that consensus has been reached.
5. If there are IIC members present who disagree with the consensus, the minority opinions shall be noted in the minutes, and the council shall decide how and when the item shall be revisited in the future to determine whether the right decision had been reached by the majority. Normally, a period of one or two years should elapse before such a review.

6. If a consensus has been reached, the IIC can be said to have "made a decision" and the principal can report this to the School Board, District staff, and other interested parties as the recommendation of the IIC.
7. If no consensus has been reached, the discussion shall be continued at a later IIC meeting. If that is not possible, the minutes shall record the results of polling the IIC members, namely the majority and minority opinions and the number of members holding each. In this case, the IIC cannot be said to have made a decision, but the principal can report the results of the poll.

**Article VIII Amendments**

These bylaws may be amended or revised at any regular meeting by consensus of the council.

Affirmed by consensus October 8, 2007

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Ned Purdom  
English Dept Chair

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Ted Barone  
Principal