
RAPID CITY AREA SCHOOLS

OFFICE OF STAFF DEVELOPMENT, CURRICULUM, ASSESSMENT, AND INSTRUCTION

INSTRUCTIONAL COUNCIL: PROCEDURES AND CRITERIA FOR AGENDA ITEMS

INFORMAL REVIEW: Obtain verbal permission from the appropriate principals and the Coordinator of Staff Development, Curriculum, Assessment, and Instruction to proceed with the proposal.

FORMAL REVIEW: Complete the items below that provide background information about your proposal and demonstrate that you have the support of people who would be affected if the proposal is approved and implemented.

MEETINGS: The Instructional Council meets monthly from September through May, 4:00-5:00 p.m., at C/SAC.

COMMUNICATIONS: The Instructional Council will use the established communications structure of the Rapid City Area Schools as well as ad hoc committees and advisory groups to accomplish its work.

OPEN FORUM GUIDELINES: Individuals who want to speak in support of an agenda item are welcome to do so following the guidelines below:

- I.C. Open Forum will take place from 4:00 to 4:20 p.m.
- Limit comments to five minutes, for a total of 20 minutes of Open Forum per meeting.
- Sign in sheet will be available for individuals interested in speaking.
- If more than one person is speaking on the same topic, subsequent speakers should add to, rather than repeat, the discussion.

AGENDA TIMELINES:

- Agenda items are due to the Office of Staff Development, Curriculum, Assessment, and Instruction at least two (2) weeks prior to the meeting date.
- Agenda and attachments will be mailed to committee members at least one week before meeting date whenever possible.
- Agenda will be posted on the Office Staff Development, Curriculum, Assessment, and Instruction website at least one week before meeting date.

INSTRUCTIONAL COUNCIL:

AGENDA ITEM PROPOSAL CHECKSHEET

See Procedures and Criteria for Agenda Item Proposals for additional information.

- I. Informal Review and Approval of Appropriate Principals and the Coordinator of Staff Development, Curriculum, Assessment, and Instruction

- II. Formal Proposal to Instructional Council--Format
 - A. Rationale (include following as appropriate)
 - 1) Need
 - 2) Research / Supporting Data
 - 3) Other

 - B. Administrative Consideration
 - 1) Alignment with District Mission and Goals
 - 2) Costs / Start up and on-going / Grants
 - 3) Impact on Existing Programs
 - 4) Staffing

 - C. Endorsements (as appropriate)
 - 1) Department / Grade-level Teachers
 - 2) Counselors / Principals / Assistant Superintendent
 - 3) Parent / Community
 - 4) Other

 - D. Timeline / Presentation
 - 1) Agenda item due in the Office of the Staff Development, Curriculum, Assessment, and Instruction no later than two weeks before the next scheduled IC meeting
 - 2) Presentation at IC meeting

 - E. Follow-up
 - 1) If additional information is requested by IC, plan to present that information at the next scheduled IC meeting
 - 2) Upon approval by IC, the proposal will be brought forward to Superintendent, Cabinet, and the Board of Education

- III. Endorsement of Instructional Council
- IV. Endorsement of Superintendent / Cabinet
- V. Endorsement of Board of Education