

# JMMS Minutes

**Meeting Title:** Instructional Council Meeting

**Meeting Date:** 2-27-19

**Meeting Time:** 7:30 AM

**Meeting Location:** Library

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**Meeting called by:** Administration  
Council

**Type of Meeting:** Instructional

**Facilitator:** Trini Gallegos

**Recorder:** Neomi Clark

**Attendees:** Michelle Vela, Trini Gallegos, Sean Sacoman, Jose Lopez, Adam Kuhn, Sheila Barbour, Jessie Olson, Mandy Allred, Kim Mackey, Anna Galfano, Neomi Clark

**Agenda Topic:** ELA textbook adoption

**Presenter:** Trini Gallegos

**Discussion:** ELA book adoption we need to make a choice between the two options. The books will be purchased for our school once we make a decision.

**Conclusions:** Jose- present to the ELA team tomorrow and let Trini know the choice.

**Action items:** Jose- present to the ELA team tomorrow and let Trini know the choice

**Person(s) responsible:** Jose **Deadline:** 2-28-19

**Agenda Topic:** 2019-2020 budget

**Presenter:** Michelle Vela

**Discussion:** Budget just came out share the info as soon as she finds out. Student conferences coming up and there is a policy that the conference day which might be taken off needs to be documented in Lawson. SAT packet question; how many do we have for the school?

**Conclusions:** SAT packets are turned in digitally within Synergy. Some info was lost and the info needs to be found or uploaded again. Mandy needs to go back and redo the packets info and re-upload the packets. She is requesting a day in order to do this. The process at school is running well, the info being lost is a huge deal because the teachers and constituents don't have access to them.

**Action items:** share the info as soon as Michelle knows more. Can we make a check list for process which need to be completed before placed on a SAT? We need to know how much communication has taken place with the parents.

**Person(s) responsible:**

**Deadline:**

**Agenda Topic:** School wide attendance policy

**Presenter:** Trini Gallegos

**Discussion:** Attendance policy review- Continue document students who are tardy and absent. Please continue to send the letters home email or call.

**Conclusions:** advocacy teachers need to call parents to inform them of absences at 3+ and 5+

**Action items:** Asking for teachers to write to parents and alert them to the issue of attendance for students.

**Person(s) responsible:** advocacy teachers **Deadline:** continuous

**Agenda Topic:** Tier 2 interventions

**Presenter:** Trini Gallegos

**Discussion:** Tier 2 interventions we are continuing our look into these for next year. We may not have the budget for Read 180 next year.

**Conclusions:** Ideally it would be nice for two sections for both math and reading.

**Action items:**

**Person(s) responsible:**

**Deadline:**

**Agenda Topic:** Advocacy classes for next year

**Presenter:** Trini Gallegos

**Discussion:** Advocacy class size next year. Admin and counselors were teaching and this caused a little bit of trouble when they are pulled out to help at school. The academic support is working well for the students and in Advocacy. Proposal for the moving of Advocacy to beginning or end of day so that they would be able to see all of the classes.

**Conclusions:** Counselors and administration will not be taking on an advocacy class next year.

**Action items:** Advocacy will not be moved to beginning or end of day because students would leave early or come late and not attend regularly.

**Person(s) responsible:**

**Deadline:**

**Agenda Topic:** Students checking staff boxes

**Presenter:** Trini Gallegos

**Discussion:** students checking staff boxes. Info which is placed in the boxes may be confidential and we need to be careful asking students to check the boxes.

Also, don't send students to pick up raptor reminders.

**Conclusions:** Students should not check staff boxes. Also, don't send students to pick up raptor reminders.

**Action items:**

**Person(s) responsible:**                      **Deadline:**

**Agenda Topic:** Parent involvement goal team report out                      **Presenter:** Glenn McNeely  
and Suzanne Everett

**Discussion:** Parent involvement, passed out water bottles to parents who dropped off kids and they invited them to the meetings. Looking for parents to facilitate the shirt orders for their team. Admin might want to go to a parent meeting at our feeder school and invite parents. Money raised from pizza sales will be used for staff luncheon. March 19th 5th grade parent night 6-7:30.

**Conclusions:**

**Action items:**

**Person(s) responsible:**                      **Deadline:**

**Agenda Topic:** Staff satisfaction goal team report out                      **Presenter:** Jessie Olson

**Discussion:** National EA appreciation day March 6th Jesse's class will make food for those EAs. Safe zone info will need to be given to staff some changes are happening and Jesse will present to staff.

**Conclusions:**

**Action items:**

**Person(s) responsible:**                      **Deadline:**

**Agenda Topic:** Advocacy goal team report out                      **Presenter:** Mandy Allred and  
Annie Gomez

**Discussion:** They are working on a vision for Advocacy. Staple class schedule to course request cards.  
No Foods 2 code on registration it's Intro to FACS and then Foods.

**Conclusions:** No Buddy pictures this year.

March 22nd spring dance.

**Action items:** .

**Person(s) responsible:**

**Deadline:**

**Agenda Topic:** Student Aides

**Presenter:** Trini Gallegos

**Discussion:** Student Aides and who are in special ed and if the infraction is not too serious we can let them stay as a student aide. Students who are suspended can stay as an aide and use the day as a study guide. Study Skills class for students who are having a hard time in electives, they can get taken out of the elective and placed in study skills. Mandy will find a student aide rubric, which she recommends we use. Mandy will send an email to staff about picking student aides. .

**Conclusions:**

**Action items:**

**Person(s) responsible:**

**Deadline:**