

## **Instructional Council Minutes**

Date: **September 25, 2019**

Time **7:30-8:10AM**

Location **Library**

Facilitator name **Christin Johnson**

Time Keeper name **Jose Lopez**

Recorder name **Anna Galfano**

### **Members Present**

Michelle Vela, Trini Gallegos, Denise Dockendorff, Eric Rearden, Annie Gomez, Jose Lopez, Frank Parra, Glenn McNeely, Sheila Barbour, Vincent Montoya, Anna Galfano, Jessie Olson, Christin Johnson

### **Agenda Topic – Announcements:**

1. Belinda Aguinaga has been hired for the Special Education 6th grade Science and 7th grade Math position. She will be introduced at the next staff meeting, but please offer help and guidance as she settles in.
2. Standards Mastery Assessment has been completed. The data will be need to be discussed within PLC groups in order to drive instruction.
3. Walk throughs have begun. Start looking for Trini and Michelle. These walk throughs are not scored, but you will see them in the evaluation system when you log-in.
4. Printers at the end of each hallway cannot be fixed by individuals. If there is an issue, please report this to Luke immediately. It is too expensive to fix the broken/damaged parts and having service calls as frequently as we have been having.
5. Money: Stipend paperwork has been submitted.
6. Colored Copies: An issue with the cost of the colored copies has come up. Since the start of the school year, a bill of \$400 was sent to Michelle for colored copies. This equates to about \$1.00/copy. There was also a bill that was received over the summer for \$4700 for colored copies. Subsequent bill was reduced to \$3700 from machines around the school. If there is a \$500 bill for the 10 months of school, the budget does not allow this. So there has been a cap placed on colored copies. In order to make the copies,

you will now need Admin approval to do so. There will be a limit to the number of colored copies. Admin understands that colored copies are necessary for classroom assignments at times, but the amount that has been used in the past cannot continue to occur. There will be an email with a more detailed explanation sent out soon.

7. Instructional Rounds: Some teachers have been asking about feedback from the rounds that took place last week. There is no specific feedback attached to any individual teacher or room number. Admin is asked to leave the room when discussion about what was observed is happening. At the end of the discussion, admin is asked back in and they are given a summary of what was observed.

### **Agenda Topic – Finalize Dates**

1. April 9th: Thematic Day school-wide
2. April 13th: Testing will begin
3. May 15th: 8th grade dance
4. May 19th: Grade level field trips/activities
5. May 20th: Rehearsal for 8th grade promotion
6. May 21st: 8th grade promotion ceremony (Trini and Michelle will check with Cibola)

### **Agenda Topic – Cyber Bullying Assembly**

Reminder this assembly will be October 2nd. Trini is working on a schedule for the day. The schedule will reflect stations for specific clean-up areas and times. Since this is National Custodian Appreciation Day, all Advocacy teachers and students will be helping clean the campus. October 4th Advocacy is canceled.

A door decorating contest will be scheduled within October through Advocacy. The winner will be given an award, to be announced at a later time.

### **Agenda Topic – Attendance Monitoring**

1. Guidelines for attendance monitoring within Advocacy classes needs to be established and sent to all staff members.
2. It was decided that when monitoring attendance, that full day absences is what is being tracked and not counting class periods missed.
3. If a student is missing a class period multiple times, then question what is going on? This needs to be reported.

4. There are no excused or unexcused absences anymore. An absence is an absence. When a parent calls in to report an absence, the office staff will change the absence to what has been reported.

### **Agenda Topic – AR**

A check was sent to purchase Accelerated Reader Program. Sharon Shaw will be in charge of setting this up. This is a lengthy process, so please be patient.

### **Agenda Topic – Synergy Email**

#### **Issues:**

1. Reply emails from parents are not being received
2. Parents are not able to view attachments

#### **Resolutions:**

1. A Fix document was sent to Christin, if you would like a copy of this, send Christin an email. Your question may be answered on this document.
2. Felicia spoke with Jude in SIS. The way JMMS was set-up has caused issues and this will be fixed soon. Not sure of the date, but it is being scheduled.
3. Communication log option needs to be checked when sending an email if you want it logged into communication.
4. SIS has their own ticket system, do not call the help desk for any issue.

### **Agenda Topic – James Monroe Google Site**

Christin will be sending a link for this site. This site is for staff use only and not for parent access. Weekly communication tab will have the information sent through email posted here. Student Engagement tab will have resources available. Under the More drop down tab, will be for resources that teachers need frequently.

### **Agenda Topic – Music Assemblies**

Music Assemblies will be March 27th. A schedule will be sent out.

**Next meeting date - October 9, 2019 @ 7:30-8:10**

