

# Instructional Council Meeting Minutes

Date \_9-8-21\_\_

Time \_7:30 - 8:05am\_\_

Location \_virtual google meet\_\_

Facilitator name \_Christin Johnson\_\_

Time Keeper name \_Suzanne Everett\_\_

Recorder name \_ Mandy Allred\_\_

## Members Present (highlighted)

\_\_\_ Amanda Allred  
\_\_\_ Sheila Barbour  
\_\_\_ David Bradford  
\_\_\_ Joyce Comer  
\_\_\_ Denise Dockendorff  
\_\_\_ Suzanne Everett  
\_\_\_ Trini Gallegos  
\_\_\_ Brian Hendrix  
\_\_\_ Christin Johnson  
\_\_\_ Brian Laurent  
\_\_\_ Racquel Leland  
\_\_\_ Jose Lopez  
\_\_\_ Glenn McNeely  
\_\_\_ Jessie Olson  
\_\_\_ Geoff Smith  
\_\_\_ Megan Thompson  
\_\_\_ Samantha Warren  
\_\_\_ Janet Reeder  
\_\_\_ Michelle Vela  
\_\_\_ PIG rep Christy Dunlap

## Agenda Topic – Announcements

The school is holding the extravaganza this week. The admin is allowing students to dress down this Friday to celebrate the back to school extravaganza. They need to wear their normal dress code bottoms, but they can wear tee shirts. Wristbands can be purchased during lunch through the PIG. ***We really need chaperones for the back to school extravaganza. Please consider coming to support the kids.***

There will be some schedule changes coming up to accommodate the new teacher Lauren Conden. She does not yet have a class schedule, but 7th grade Social Studies classes will most likely be changing as her schedule is built.

Student Council rep for IC is being discussed with the Junior Senate group.

### **Agenda Topic: Open House**

Open House schedule has been sent out. The admin is making a video which will be shared through Advocacy. Then each class is about 10 minutes, and there is a 5 minute “passing period” between each class. Sixth period will be a little bit longer because the PIG is requesting a slide deck shared through each class. This way they will reach more parents/students during the virtual Open House.

Teachers need to be present, live, during the Open House Google Meet.

Staff need to fill out the Google Form, as well as the families, during the second period of Open House.

Staff does not need to be on campus for the virtual Open House, but they do need to be live during Google Meet. EA’s should attend the classes they are working with.

### **Agenda Topic: 13 Hours of PD**

According to our negotiated agreement, 13 Hours of PD are available to our administration/staff to provide information which needs to be shared with the staff. This can look many ways including an extra staff meeting, trainings, etc. The 13 hours are part of the contract. This is not an additional compensation; it is part of our original contract. This 13 hours is outside of the normal duty day. There were questions about if this 13 hours is included in the EA contract as well. We need to look into that.

We did not use the 13 hours last year because we had stipend money for after school trainings. The 13 hours should be voted on every year. We may need to offer PD for questions about things like the new PDP/evaluation system.

From the negotiated agreement, “Article 5, C.5. states: “Schools may utilize an additional thirteen (13) hours annually for staff development activities collaboratively planned through the IC. Any district-mandated training will be included in these hours.” It is optional to use part, or all of the 13 hours set aside for professional development. It is the Instructional Council’s responsibility to: a. Decide in collaboration with the whole staff whether or not to use up to 13 hours for professional development; b. Come to consensus with the staff on the content of the professional development; c. Come to consensus with the staff on the scheduling of up to 13 hours for professional development.”

### **Agenda Topic: Drills**

Fire Drill today at 1:30. The admin is not supposed to give any head’s up to the staff, so future drills will probably not be communicated to staff ahead of time. There will also be an ALICE drill coming soon.

**Agenda Topic: Drop Off/Pick-up**

The drop-off/pick-up situation at our school is an issue. There are some students who have to cross Unser to get to school. This can be an issue. Michelle has reported this issue to APS and called 311 to file a complaint with the city. There is supposed to be a bus from the neighborhood where kids are crossing Unser, but there are no bus drivers. The way things are set up now students from some neighborhoods are having to walk almost 1.5 miles.

**Next meeting date - September 25, 2021**