

Instructional Council Meeting Minutes

Date 12/8/21

Time _7:30 - 8:05am___

Location _virtual google meet___

Facilitator name _Christin Johnson___

Time Keeper name _Suzanne Everett___

Recorder name _ Mandy Allred_____

Members Present

___ Amanda Allred
___ Sheila Barbour
___ David Sedillo
___ Joyce Comer
___ Denise Dockendorff
___ Suzanne Everett
___ Trini Gallegos
___ Brian Hendrix
___ Christin Johnson
___ Brian Laurent
___ Racquel Leland
___ Jose Lopez
___ Glenn McNeely
___ Monica Molina
___ Jessie Olson
___ Geoff Smith
___ Megan Thompson
___ Samantha Warren
___ Janet Reeder
___ Michelle Vela
___ PIG rep Christy Dunlap
___ Junior Senate Rep: Olalade Adegbola

Agenda Topic – Announcements

Canvas- Domains 1 and 4 will not be scored. You still need to do your PDP which is due 12/17/21.

MLSS training is tomorrow afternoon; the admin knows there will be a need for a make-up session. More information is to come.

Grading window will open on Friday. Trini will send more information about that.

Administration will be providing breakfast on the 17th in the lounge.

Agenda Topic: Schedule Change Process

There was a lengthy process for schedule changes in the past which included two weeks in the classroom. The parents needed to meet with administration, the parents had to observe the class, and then if there was still a need to change the schedule, there would be a meeting and the change would be considered.

This year there have been parents who have come to school to observe classes. Some schedule changes have been made this year without following the process in order to alleviate teacher stress. There have been a lot of requests for schedule changes. All schedule changes can't be accommodated due to timing, open seats, etc. The administration is trying to be open and communicate schedule changes with teachers.

Michelle has followed some steps of the process in some situations depending on the situation. Trini also has said that occasionally schedule changes need to be made due to scheduling, conflict, administrative decisions.

Mandy brought up that we really appreciate elective changes happening early in the school year because we lose a lot of time when kids are moved around at random times in the semester. There are issues with the counts and scheduling. Mandy also asked that we try to keep kids with the same elective as much as possible when schedule changes do happen.

Michelle would like to reduce the number of observations to one observation per semester.

Agenda Topic: Raptor Reminders

We are now doing BOTH the paper form and the online form. The Google Form is much easier for the office to track the actual Raptor Reminders. The hard-copy is easier for students to show teachers as evidence of receipt of the Raptor Reminder.

Suzanne brought up that both forms are difficult. She has asked if we can just go back to the paper form.

Christin said the idea is to keep the yellow form so that the teacher can put all their Raptor Reminders in once a day.

The online form has really sped up the process for issuing consequences and explain to parents why their child received a consequence.

If a parent keeps the white copy you can keep it for your records. It does not need to be turned into the office.

Agenda Topic: MLSS Part 2 Training

This is scheduled tomorrow afternoon. A make-up day will need to be scheduled. This is mandatory training.

Agenda Topic: January 3rd PD

The presentations will be provided in three different areas of the school. You will be assigned to a location to attend the district required Child Find Training. Then there will be an ALICE training in the cafeteria. After that, there will be lunch and time to work in our classrooms in the afternoon.

Agenda Topic: Grade Level Meetings

There is no time built in for a grade level meeting on January 3rd. We would have to have our grade level meeting during our own time on that date.

Next meeting date - 01/12/21