

# Instructional Council Meeting Minutes

Date 3-9-22

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

Joyce Comer

Denise Dockendorff

Suzanne Everett

Trini Gallegos

Brian Hendrix

Christin Johnson

Brian Laurent

Racquel Leland

Jose Lopez

Glenn McNeely

Jessie Olson

David Sedillo

Geoff Smith

Megan Thompson

Samantha Warren

Janet Reeder

Michelle Vela

PIG rep Christy Dunlap

Addy Olalade (student)

## **Agenda Topic – Announcements**

-Damien Farris is interning here at JMMS, helping to fill the administrative gap.

-We received Title I funding for next year! More info to come.

-There will be a short, 20 min IC meeting on March 17th to discuss the budget.

\*Pillows and blankets will not be allowed during testing time! Kids can bring something to read and they can put their head on their desk, but pillows and blankets are not appropriate at school.

### **Agenda Topic: Data Goal Team**

-Because of the PLC structure next year, a Data Goal Team seems appropriate. Since we'll be grouped by students rather than content next year we need a group of teachers to study data and the 90 Day Plan Team will review.

-Suzanne is concerned that her Family Engagement Team might shrink and they are already burdened with a lot of responsibility. She thinks ten members will work. Jessie said the Staff Appreciation Team only needs 5-6 members.

-Is every goal team necessary? Each team should discuss and determine whether or not their team is a necessity. Can the Health & Safety Team be replaced by the Data Goal Team? Now that we're not in the middle of a pandemic (knock on wood), maybe Health & Safety Maybe can be a separate team that meets every other month. IC will vote at the next full length meeting.

-Team sizes will be adjusted for next year.

### **Agenda Topic: PLC meetings during testing weeks**

-PLC's should meet during science testing weeks (March 28-Apr 1 and April 4-8) for 30 minutes, but not during ELA and math testing weeks.

-A discussion of how to teach during a block schedule would be beneficial.

### **Agenda Topic: Writing for science testing**

-Glen said he is working on writing in complete sentences with citations with his classes. Kids need to provide details in their sentences to get credit for the open-ended questions. One sentence doesn't cut it.

-Christin is going to send out some samples of student responses so kids can see what their peers are writing vs. the typical informational text they usually see.

### **Agenda Topic: Raptor News**

-Some teachers are still posting the news on their stream and telling kids to listen on their own. We all need to project the announcements at the beginning of 2nd period so that everyone is getting the same information at the same time.

### **Agenda Topic: Campus Beautification during testing**

-A schedule is not yet set, Geoff and Mandy will be working on that. It will be ready before Spring Break.

### **Agenda Topic: Grades**

-Report cards: Teachers must provide comments if a student earned a D or F.

-Jessie mentioned that adding a missing assignment comment in Synergy in place of a zero or just a blank box is easy and beneficial to students, parents, and other teachers. MI or EX (for missing or excused) can be typed in the box (if you don't sync w/ Google).

-Christy Dunlap said that she looks at ParentVUE daily and it is nice to see the MI notation so she can follow up with her kids.

**Agenda Topic: Goal Team Reports**

-**Advocacy** is working on lessons during testing

-**Family Engagement Team** is meeting on Monday the 14th. They are going to provide snacks for kids during testing. The next meeting for FIT will be Thursday the 17th at 7:30

-**Student Incentives** sent out an email for most-improved and exceptional learners

-**Health and Safety** is working to replace 6 buckets that are missing from classrooms.

-**Staff Satisfaction** has a busy month this one and next. They are working on Parent/Teacher conference survival kits and Megan Thompson's shower next Thursday the 17th in Jessie's room (B203) from 3:30-5:30. Please see her email for the sign-up sheet and Megan's registry info!

**Next meeting date - April 13, 2022**