

Instructional Council Meeting Minutes

Date 8/24/22___

Time _7:30 - 8:05am___

Location _Library___

Facilitator name _Christin Johnson___

Time Keeper name _Suzanne Everett___

Recorder name _ Mandy Allred_____

Members Present

___ Amanda Allred
___ Sheila Barbour
___ Joyce Comer
___ Cara Heck
___ Denise Dockendorff
___ Suzanne Everett
___ Daniella Keller
___ Christin Johnson
___ Brian Laurent
___ Jessie Olson
___ Olivia Oyinatumba
___ Glenn McNeely
___ Anna Rogge
___ David Sedillo
___ Wendy Skeets
___ Geoff Smith
___ Megan Thompson
___ Michelle Vela
___ Samantha Warren
___ Cristi Dunlap (parent rep)

Agenda Topic – Announcements

iReady update: SpEd is working on getting licenses for the schools, so before we commit at the school site to purchasing, we are hoping for information from the district. Christin has requested quotes from Read Theory and iReady. We also need more research on Read Theory and its ability to provide interventions before committing to purchasing that program. IXL will be the math intervention from the district.

Instructional Rounds November 16th. Administrators from the district meet with the site admin and observe classrooms randomly. They then provide feedback to our administration about

their observations and how those observations relate to our school's goals. Please expect visitors in your classrooms on November 16th.

Agenda Topic: IC Mission and By-Laws

Current Mission Statement: We, the Instructional Council and leadership team of James Monroe Middle School, will *collaborate* and contribute to the group discussion in order to focus on school improvement, *share input* from teams, and *initiate reform/change* based on the objective of increasing student achievement.

Wendy mentioned that we may want to add something about social emotional well being to the mission statement. The group agreed that it would better align with our school's overall mission.

New Mission Statement: We, the Instructional Council and leadership team of James Monroe Middle School, will *collaborate* and contribute to the group discussion in order to focus on school improvement, *share input* from teams, and *initiate reform/change* based on the objective of increasing the development of the whole child..

The IC will be meeting in person this year and we have moved up the time on the IC meetings to 7:15 in order to have more time to collaborate during the IC meetings.

We will collaborate with one another and do our best to stick to the agenda and times that are listed.

Reviewed by-laws; we made sure that we will have representatives from all constituent groups. Any staff members are welcome to attend IC meetings. The IC By-Laws will be shared in the JMMS Google Classroom for review by all staff members.

An IC feedback form will be provided to the staff by their constituent leader. You can submit your questions or concerns to your leader who will then bring the information to the IC. New agenda items will need to be added to the agenda the Monday before the IC meeting. If something comes in later, it will be added to the next IC meeting agenda.

Voting members of the IC are department chairs, the union rep, the parent rep, the support staff rep, the ea rep, and a member of the administration.

The present IC voting members unanimously agreed to adopt the IC By-Laws

Agenda Topic: Grade Level Field Trips

We need dates for the in-person grade level field trips. Cliff's can't give a definite date until January, but Joyce was looking at Thursday May 18th. The 8th grade dance May 19th and the drive-through promotion May 22nd.

Agenda Topic: Grade Level Meetings

Expectations for grade level meetings: If needed, we have 13 hours of time which we are allowed to pull from in order to have necessary meetings. However, there was a discussion of swapping department meetings for grade level meetings toward the end of the year in order to avoid using those 13 hours.

Agenda Topic: Miscellaneous: Duty positions, FTE's, Fall Festival, Class sizes

Duty positions, lots of people are really far from their duty stations. Many staff members are still very far. Please contact Olivia if you have any issues with your duty stations. Jessie and Brian are going to meet with administration to try to improve on the duty stations and schedule.

FTE allocations: ELL students, SpEd electives, SpEd class sizes. These special circumstances have been discussed. ELL now has to be separated as 1-2 and 3-4 in different classes which makes some ELL classes very small. Students may show up with the blue E who have signed a waiver or scored a 5 on the access test.

Questions came up about capping classes earlier during scheduling rather than later. The primary issue with this is the number of students who never attend school at the beginning of the year can make classes look artificially large.

Fall festival will be happening this year, but no back to school bash. There will be a FIT meeting on September 15th to discuss dates and details. Please consider attending the virtual FIT meetings.

Next Meeting: **Next meeting – September 14 @ 7:15AM library**