

# Instructional Council Retreat Meeting Minutes

Date \_6-6-23\_\_

Time \_9-12pm\_\_

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

\_\_\_ Christine Herrera

\_\_\_ Christin Johnson

\_\_\_ Brian Laurent

\_\_\_ Jessie Olson

\_\_\_ Olivia Oyinatumba

\_\_\_ Glenn McNeely

\_\_\_ Anna Rogge

\_\_\_ David Sedillo

\_\_\_ Wendy Skeets

\_\_\_ Geoff Smith

\_\_\_ Megan Thompson

\_\_\_ Michelle Vela

\_\_\_ Racquel Leland

\_\_\_ Samantha Warren

\_\_\_ Teresa Fierro

## Agenda Topic – Announcements

New Positions: Several people left at the end of the year due to retirements, teachers moving on, and short term hires. Most of those are the positions which were cut. So, only the librarian position will be filled. Rachael Koenigsfeld will be our new staff librarian. Abbie will be taking over Savannah's position as a front desk clerk. The band position and the choir position will be filled by the district.

Our school will have Lexia Power Up next year. We don't know about training from the district.

No TLF's any longer. The Union has cut the program. At risk funds can be used for teacher stipend pay. So, there will be availability for any staff member to provide training.

Olivia has tumbled the schedule, and it is looking good with manageable class sizes. Michelle is looking at advertising a .5 Dean of Students position.

Olivia said that our schedule is currently at 100% and she is ready to go live soon. This means teachers will be able to see their classes soon. She said to please let her know if there are issues with your schedule. There are

some issues that are easier to fix when the schedule is live vs. when she is in planning mode. She has been working on adjusting the classes, and is creating new sections when needed to keep the classes pretty even across the board. The goal was to have students from the first period in your Advisory class, but this may not be perfect. Special Education teachers will most likely have some students who are not on their other schedules because we can't have special education specific Advisory. If you teach general education and have a student in Advisory who isn't on your schedule and you'd like them moved please let Olivia know. There are no student aides currently assigned because the electives were too small if all students requesting student aide were placed. Please speak with Olivia if you have a special need for a student aide. ELA is the one department that had first period prep, so some of the students in the Advisory of ELA teachers may not be their students.

Clubs will be before school next year. Please speak to Miranda if you'd like to host a club. They will be one hour from 8-9.

Our school has been chosen to pilot Black Student Union, it is not just for black kids. It is for anyone who is passionate about black issues. This will happen outside of the school day, it is usually done in high schools, so they are trying to encourage students at a younger age.

### **Agenda Topic: Bell Schedule and DEAR Time**

[Click Here for Bell Schedule](#)

There are possible issues with the extra ten minutes a day during 6th period because it will give people with sixth period prep an additional 50 minutes of prep time. The idea of an extra passing period is problematic. Social Studies teachers have 6th period prep. So it is suggested that Social Studies teacher support DEAR time by pushing in, or delivering books to classes, and checking in. If someone files a grievance against the school regarding the DEAR time, we will most likely lose and will have to change the bell schedule.

Suzanne brought up the fact that the second period also has an extra five minutes of prep time. There can be There are definitely going to be issues no matter what.

Mandy brought up that some teachers suggested putting it at the beginning of the day for 15-20 minutes and it is the same students as Advocacy.

There are 9 teachers who have prep at the end of the day. The suggestion is that we utilize these teachers for those big classes like Science. The accountability piece will be on the staff to do their job. This way there is no extra prep time. The administration would work with the teachers on prep to assign stations.

The hope is that when we see positive results teachers won't be so worried about it.

The ELA department is suggesting that we start with a common novel and beginning the year with Seedfolks by Paul Fleishman. This would start the year on the right foot, but it will cost just over \$3K.

Maybe all start with a class set of novels that don't go home with the students. Special Education students can use Bookshare to get audiobooks of any book they want to read as the year progresses.

The budget has not been decided 100%. July 1st is the first time we can purchase anything. The plan is to use the books we already have.

Raquel and Teresa have offered to go into the bookroom and look through the books we have. The Alignment and Rigor Team will be the group to keep track of the data regarding the DEAR time.

## **Agenda Topic: Staff Survey Results**

### Blue Team: Things that went well and PD Topics

- PLC's
- Good PD from staff
- 90 Day Plan Quick Sheet
- Admin Support
- Cell Phone Policy
- Shorter Testing
- New Dean
- PD Topics: Collaboration; SEL; Project Based Learning

### Green: Things that could be improved

- Lack of consistency with teacher duty/hall duty
- lack of accountability
- low morale
- communication
- inconsistent consequence for students
- SpEd Equity
- Communication regarding PDP/Observations

### Ways to improve

- Change the school board
- post advocacy lessons earlier
- have PLC's grouped by department
- Better communication
- hold staff accountable
- More training on specific curriculum
- Clarify the reasons we need duty and your liability

### Red: School Culture

- The majority of the staff scored the school culture a 3 or 4
- Communication
- Accountability and consistency for adults/students
- positive reinforcement
- Equity
- Parent participation/community building

### Purple: Other

- Lots of compliments
- PD and best options for PD (Not much time this year)

Michelle discussed PD. She said that it is really nice when teachers have more aligned expectations in classrooms. It might be nice for the teams to discuss their expectations in their departments. Perhaps look at how the percentages of grades are calculated etc. Department chairs may have checklists to become accomplished.

## **Agenda Topic: Dress Code/ Discipline/ TIPS vs. RPC**

RPC-Restorative Practice Center, became the title a few years ago. Restorative practices has been a focus of the district, but unfortunately not much training has been rolled out. Restorative practices have become more of a focus from school to school. We tried Habitudes, but that didn't work well. This needs to start from the

classroom up, and if the staff isn't trained. We will call it TIPS (Teaching Individual Problem Solving) again beginning. Christine and Sandra are working on creating an environment that will help students better understand how to resolve their problems. Involving the parents in all of our discipline work is very helpful.

Caught You Being Kind- The news could put out positive challenges. Or a Kindness Matters form. These forms could be used to encourage positive behaviors and positive calls to parents.

No changes to the dress code at this time. Jessie requested that we say "no rips" even on dress down day. Teachers need to enforce dress code. Spirit days need to be put out to the staff in advance of the spirit days. Too often kids would show up in completely inappropriate clothes for dress down days.

There was a discussion about hoodies and the issues with seeing the shirts under the hoodie. There was also a discussion about tee shirts vs. collared shirts. There is a lot of discussion about these issues, and it was decided to keep things the same.

Students with special permission to wear hoods due to medical issues will have something on them showing that it is okay. We should have an email sent with a photo to the staff.

There was a discussion about whether or not we should bring back Raptor Reminders for lanyards. It was clear that lanyards were more of a problem than they were worth.

#### **Agenda Topic: Group Recognition**

We need to make sure that we need to include shout outs to all different groups. Some things get missed because there isn't always an adult organizing to have things go into the news.

The schoolwide Google Classroom should get going right at the beginning of the year, and calendars of important holidays need to be shared.

#### **Agenda Topic: Duty Stations**

Duty will be paid voluntarily. Our school asked for 12 positions. People will be allowed to volunteer. People will need to be signing in and out for duty since it is a paid position.

#### **Agenda Topic: AVID Student Educator Agency Survey Results**

The spring survey only had 14 students fill out the survey and 41 filled it out in the fall.

In the spring 335 students filled out the survey and 50 were in AVID or an AVID elective, and in the fall 374 students filled out the survey and 75 were in the AVID elective.

This survey is asking students about their agency. Are they working toward goals, potential, building relationships, etc.?

The fall scores were higher than the spring scores. The goal is for students to be more persistent and build better relationships. There were questions about if the issue was engagement in the survey vs. the actual skill being surveyed.

#### **Agenda Topic: 90 Day Plan Update**

Layer 1 core ELA: Departments will work to vertically align comprehension strategies and evidence based writing across all content areas.

Layer 1 core Math: vertically- align implementation of algebraic thinking strategies across all content areas. This information will be tracked using iReady, AVID and EduProtocols, using the 4 Questions in PLC's to assess student writing. Looking at common department assessments. Writing samples and exemplars will be assessed during PLC times. Algebraic strategies will also be looked at and shared across the departments.

### **Agenda Topic: PD Days**

There was a lot of discussion about the PD days. Many teachers expressed that they would like to have time to get ready for the year rather than have more PD sessions. There are things that MUST happen such as district mandated PD on August 1st, registration, jump start, teacher work time, and focus team time. The goal will be to work more in depth with our departments to prepare for the year.

- PDP
- Parent Letters
- Gradebooks
- Culminating Projects
- Go Through JMMS Google Classroom
- Instructional Core
- Richard DuFours 4's Questions (what do we want student to learn? How will we know if they learned it? What will we do if they didn't learn it? What will we do if they already know it?)
- Questioning Strategies
- Lesson Planning Time

Remember, there will be a lot of PD opportunities throughout the year. The main issue will be getting families in and on computers. 7th and 8th grade teachers will be running registration because 6th grade teachers will be running jump start day. This makes the duties equitable.

Jumpstart students who have not gone to registration can be an issue. Is there a plan for students who show up without a schedule. Students should have their schedule with them. We should have a plan for students who show up without their schedule. Michelle is suggesting that we give a tour to students who haven't attended registration correctly; a few 7th or 8th grade teachers can do this instead of registration.

Chromebook pass out through Social Studies.

### **Agenda Topic: FIT Streamline**

Grade Level Team Leads should attend the April and May planning meeting. This will make sure that everything is well planned for the end of the year. The grade-level chairs will remain the same. Please make sure that when you ask for help from the FIT you include both the FIT and both school level leads (Lauren and Suzanne) in all communication. This will streamline the process. This information will be in the JMMS Google Classroom.

There are issues with FIT not responding to emails. It is suggested that the grade level chairs perhaps make plans earlier in the year. Perhaps the January/February meeting is a better time to meet.

### **Agenda Topic: Calendar Activities**

This needs to be nailed down at the beginning of the year.

### **Agenda Topic: Anti-Vape and Non-Violence Pledge**

This needs to be reviewed and do we want to do this again next year? The goal is to make things better with the drug issue. The goal is this pledge makes things more serious. Counselors will be coming to do anti-drug

lessons. Jessie brought up that we should have parents see the information and perhaps sign it. Megan brought up that this could be a school policy and sent home that this is how our school works. Christine, Megan, Brian, and Jessie will be helping Olivia put this together for the beginning of the year.

Next Meeting: August 9th: 8:15am