

# Instructional Council Meeting Minutes

Date \_12-13-23\_\_

Time \_8:15 - 9:05am\_\_

Location \_Library\_\_

Facilitator name \_Christin Johnson\_\_

Time Keeper name \_Cara Heck\_\_

Recorder name \_ Mandy Allred\_\_

## Members Present

\_\_\_ Amanda Allred  
\_\_\_ Sheila Barbour  
\_\_\_ Lauren Condon  
\_\_\_ Teresa Fierro  
\_\_\_ Cara Heck  
\_\_\_ Christin Johnson  
\_\_\_ Steve MacMaster  
\_\_\_ Linda MacMaster  
\_\_\_ Nolan Mulroy  
\_\_\_ Jessie Olson  
\_\_\_ Olivia Oyinatumba  
\_\_\_ Glenn McNeely  
\_\_\_ Anna Rogge  
\_\_\_ Geoff Smith  
\_\_\_ Megan Thompson  
\_\_\_ Michelle Vela  
\_\_\_ Samantha Warren

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## **Agenda Topic – Announcements**

Christin has looked up many schedules and Cara Heck has designed a few possible schedules for next year. We are not going in depth on schedules today, but will bring them to our PLC meetings etc.

PLC leaders, please communicate with Michelle or Olivia if you have teachers who are not attending meetings. The admin needs to know about this so they can communicate with those teachers.

Grading window opens today. The deadline is January 10th. Olivia will send guidelines on the finals.

## **Agenda Topic: AVID Training**

June 6-7 @ Manzano HS (12 COPs offered!) able to pay for 2 or 3 registrations but no stipends - ask teachers who might be interested. Have them contact Christin if so. The registration will be paid for (around \$675) but there are no stipends to attend the training during the summer. Anyone who is interested needs to talk to Christin to register. You DO NOT need to be on the AVID site team to register.

### **Agenda Topic: Proposed Testing Schedule**

Christin is proposing that everyone with an advisory class will give the test. It should get us through the NM-MSSA testing in four days. It would be similar to an assembly schedule. It would put us in a long testing block in the morning, and then we would have 37 minute classes for the rest of the day. The school would also be on a block schedule for 6 days to complete the NM-ASR science test.

This would create a smaller testing environment. It would also share the load among the staff and get us through testing much more quickly.

There will also be a block schedule for the days that science is taking their test as well. So, after the initial testing there would be six days of block schedule for the entire school. However, only science classes would be testing those days.

This is a proposal, so Christin needs feedback regarding the schedule ASAP. This schedule would give us a week with no testing after spring break.

Special Education students will need to move to special education classes. So, there will be some shifts in Advisory schedules for that week. Special Ed teacher will have special ed groups.

### **Agenda Topic: January 8th and 9th PD Agenda**

 2023-2024 PD Days Agenda\_January 8-9

Please look at the proposed agenda attached above.

1/9/23: CPI training is different than NVCI, and so all staff members will be trained on the 9th. It is primarily a digital training, so please be prepared with your computer. It took about five hours to complete, but is mandatory for all staff members including EA's.

### **Agenda Topic: Expectations Assembly**

January 10th assembly will not be done by grade level, it will be the normal assembly schedule. This is an important time to remind everyone about expectations. Mrs. Fierro asked that we make sure to talk to students about Google Chat.

 2023-2024 Assembly Bell Schedule

### **Agenda Topic: Cibola Elective Fair**

Cibola will come on 1/19/23 and discuss the electives they have available. Cibola will set up in the gym for the entire day. Then 8th grade and some 7th grade classes will come through social studies and go to the gym to have an elective fair. This will help students better understand their high school pathways. The goal at the high school is for students to spend at least two years in the same "path" of electives in high school.

Some of the discussion was around the idea of 7th graders seeing these choices might help them to make choices for 8th grade as well.

The proposal for social studies is because they have 6th period prep, and the high school has a different schedule, so the high school won't be available at the end of the day.

Is this the same as the music assembly proposed on the 17th? We are needing clarification.

**Agenda Topic: No Advisory on December 20th**

The staff vs. student volleyball game is that day during 6th. Please email Matthew if you'd like to play.

**Agenda Topic: Advisory**

Is there something that we can do about the teachers who aren't doing the lessons at all? Some of the items are really important. Please make sure that you are doing the lessons with your students.

Next year we will start looping with advisory. Your students from this year will be your students next year.

**Agenda Topic: Writing Expectations Schoolwide**

**☐ JMMS Writing Goals and Samples**

Please review the writing goals and samples. There are samples and instructions to help us all be on the same page.

**Agenda Topic: Career Night/Day**

Would these be in the evening or during the day? Please talk to your groups about these in order to begin organizing.

**Agenda Topic: March PTC and PD days**

Move kickball game to March 22 during 2nd/3rd? Matthew and Vanessa are okay with moving this.

📎 2023-11-joint-letter-nvci-ptc.pdf

Next Meeting: 1-10-24

Field Trip discussion