

Instructional Council Meeting Minutes

Date _7-18-24__

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

___ Joyce Comer

___ Lauren Condon

___ Teresa Fierro

___ Cara Heck

___ Christin Johnson

___ Rachael Koenigsfeld

___ Linda MacMaster

___ Steve MacMaster

___ Monica Molina

___ Nolan Mulroy

___ Jessie Olson

___ Olivia Oyinatumba

___ Anna Rogge

___ Wendy Skeets

___ Geoff Smith

___ Michelle Vela

Agenda Topic – Announcements

SpEd updates: New staff members: JD will be out longer than anticipated, likely return in November. Wendy will be helping as the head of SpEd until JD's return. This is an important job because IEP's are legal and binding documents, and we need to make sure that things are done correctly from the beginning. She will be working on caseloads soon. The staff members are working to balance caseloads as well as possible. The administration will also be looking to make sure that the minutes are correct for our SpEd services. **Every SpEd teacher should to put together some type of IEP at a glance for their caseload students and double check minutes from the PWN.** (It was brought up that according to the union, SpEd teachers aren't required to send an IEP at a glance, so this can't be required, but would be best practice.) Caseloads will come as soon as we can, but there will be a bit of a delay from the beginning of the year. We are currently at least four SpEd teachers short from our FTE. Wendy's classes are currently dispersed to a new teacher we hired: Mrs. Brinson (Renee Brinson's mother). Monique Schwartzel and Michelle Gonzales have both left JMMS for this year, so we are looking for math teachers. Chelsea Martinez is also currently on a leave of absence until February. It is advertised as short term. Tony Duran will continue to substitute for Martinez. He will be doing more inclusion and Mrs. Brinson will be doing the 6th SpEd ELA.

Staffing updates: Jenna Myers, will be taking the open science position. We are currently looking for a person to fill Samantha Warren's position. She will be on leave for at least one more semester.

Joyce will be joining IC as the union rep. on the IC. Debbie will remain the school's union representative for the school. Joyce will work with Debbie to make sure that the union is correctly represented as a voting member of the IC.

Scheduling: The schedule is ready, but Olivia is making a few changes/tweaks to try to have things roll out as smoothly as possible. The single classes like gifted, journalism, etc. can be very difficult when it comes to scheduling. There have been some issues with some of the students who need PE or health. Christine is going to work with Olivia to look at student aides. Please be aware that not all student aides will be placed in the teachers who've requested them. Also, be aware that the period you requested a student may have to change.

Christin will work with Olivia to figure out PLC's before the first day of school.

The staff raised \$600 for JD and over \$200 and meals for Suzanne. Thank you all for being willing to support our wonderful staff members. We truly work with the best people.

Agenda Topic: Bell Schedule

Bell Schedule

The bell people have come out and entered our bell schedule into the system. We will have DEAR time during 2nd period and announcements during 3rd period.

The ELA department and Teresa will get information regarding DEAR time books to staff during the in-service.

Mandy or Lily will send the Raptor News each day to show during 3rd period. The link will come out. Please send any news information to either of them directly.

Morning duty 7:50-8:00

Afternoon duty: 2:50-3:00

Agenda Topic: Goal Teams vs. Focus Teams

Which teams would be most beneficial for our school? If we choose to go with goal teams we would handle it the way we have in the past. The goal team meetings would be held after school once a month, and the team would determine when they meet. Leaders would need to be decided, and there should be some type of stipend for that leadership position.

The IC members think that the focus teams were not as impactful. However, we could naturally blend a lot of these ideas into our goal teams. Staff will sign up for the goal team of their choice on August 1.

*family engagement/careers

*advisory

*student incentives/student engagement

*staff satisfaction

*alignment/rigor/data

**Crisis Team- members of the crisis team must have a two day NVCI training and then have a one day follow-up NVCI training each year. This team would only be for staff members who are willing to take the training and maintain the training.

Alignment: Perhaps discuss alignment in the AVID team? Are there things that better align as a school? For example, the same expectations for phones, agenda? Is there a communication tool that we could all use? (Some staff members suggested using an agenda in the survey.) Michelle would like to see something that teachers can be on board with, and that kids can expect. Wendy mentioned that the Alignment team was more focused on looking at root causes for our scores in reading/math. They focused on how we could make improvements, ex DEAR time and using math across content. This was the guidance of the SREB.

Decision: Move to goal teams. Christin needs a description of the goal teams. Please consider leading a goal team. Leaders will receive a stipend.

Agenda Topic: School Wide Synergy points as Incentives - discussion

Last year there was a discussion around using behavior points to help manage behavior. There were lots of possible issues because there may be some teachers who give more points, and some teachers who don't. Jessie suggested that some teachers may want to pilot this program. Is this something that teachers would like to do?

Joyce thought that this might be something that the student incentive goal team handles. Then incentives could be discussed, and piloted there. Michelle said we do have some money in the student money. **This is not something we will roll out schoolwide this year.**

Mandy suggested an incentive tied to bringing in supplies. (However, there would need to be something for students whose families cannot afford supplies.)

Jessie would like to see the incentive roll into students acknowledging students.

There was also a discussion around incentivising teachers as well.

Agenda Topic: End of Year Survey Review

Michelle and Olivia appreciate the information given through the survey. It is hard to improve if the administration doesn't know what is frustrating them. There are some issues where the administration's hands are tied. A lot of discipline issues are much more tricky than they seem. The administration will work on communicating their reasoning as best as they can. The code of conduct is published, and it is suggested that teachers read this, so you understand why behavior is handled the way they are. Don't forget to always contact parents and log it in Synergy if you need more behavior support.

1. What went well:
 - a. support from admin
 - b. collaboration
 - c. testing schedules
 - d. communication to staff
 - e. library
2. Improved:
 - a. PLC Groupings
 - b. staff consistency- everyone needs to get on board with things like advisory, DEAR Time, News etc.
 - c. Student consequences
3. Improvement suggestions:
 - a. more prep time with peers

- b. staff consistency: ex cell phone policy, dress code, etc.
- 4. Testing:
 - a. 4 days of testing (88% in favor)
 - b. Blocks were difficult
 - c. Is it possible to shorten science testing?
 - d. runners were good
 - e. punch cards might be good incentive
 - f. make sure students are familiar with the tools
- 5. Culture Improvement
 - a. 4 or 5 for culture
 - b. more leadership from staff
 - c. all teachers on board with school expectations
 - d. hold students to higher standards and hold them accountable
 - e. lots of great ideas, but hard to implement with fidelity
- 6. Team building
 - a. student council involved
 - b. have luncheons during PD so there is more time to talk to peers or at least bring back monthly lunch and encourage staff to stay and eat together
 - c. Paint PD- some time to make a craft with less restrictions
 - d. PD days collaborate with common student groups
 - e. Get together- social days
- 7. PD Topics
 - a. Synergy/technology
 - b. Clarifications on procedures: behavior contracts, duty station expectations, safe space training, discipline
 - c. project based learning
 - d. SPED: how to modify, read IEP's , access the IEP, using AI
 - e. AI
 - f. Discuss the Code of Conduct with the staff
- 8. Some teachers have volunteered to share out.
- 9. 60% of staff members would like a Full Day of work in classroom, but due to the schedule we will have to do two half days.
- 10. Extra comments.
 - a. Teacher accountability is still an issue
 - b. Lots of love to the deans
 - c. please make sure to use reply instead of reply all
 - d. Thanks to Christin and Admin

Agenda Topic: PD Days in August

Some of the information regarding the district requirements will be coming out next week when Michelle and Olivia go to a training.

Lots of discussion over times etc.

[PD Schedule](#) (Changes may still happen when we hear more from the district at principal trainings next week.)

Agenda Topic: Activities on Calendar

IC meetings will be 2nd and 4th Thursday of the month from 3:15-4:14 in the library

Staff meetings will be the 1st Wednesday of the month from 3:15-4:00 pm in the library

Math iReady testing will take place the week of 8/12-8/16

ELA i-Ready testing will take place the week of 8/19-8/23

[Calendar Proposed Dates/Activities](#)

Please review and let Christin know if there are any missing dates. We will work on putting all dates on the calendar for the entire year by the end of August.

Agenda Topic: Dresscode

Christine and Monica were looking into the dresscode. They propose making some changes. The proposed changes are below.

Michelle brought up the fact that if we lower the bar, it may mean that we are going to lower the bar even more. Michelle brought up the fact that the school has invested a lot of money into purchasing the James Monroe tee shirts, and nobody will buy them if they don't make a rule about them.

Michelle suggests that polos for 6-8th are good. However, maybe allow solid colored tee shirts for 8th grade only as a reward for getting older.

Lots of discussion about this. Once we let go of our dress code, we will be done with it forever.

Votes:

Option 1: tee shirts allowed or just JMMS tee shirts?

We decided to keep the rules for the shirts the same.

Decisions today: Shirt rules stay the same: Polos (any color or pattern, no graphics); JMMS tee shirts

Crocs can be worn in either mode

Pants/skirts/shorts may be any solid color with no rips or tears.

Proposed JAMES MONROE DRESS CODE 2024-2025 (Not Fully Approved)

	Approved	Not Approved
STUDENT IDs	ID needs to be in the student's possession during the school day (not necessarily around their neck).	No stickers, writing, covering of face, etc. Any defacing of the ID will require the student to purchase a new ID in the front office for \$5
SHIRTS	Any school appropriate t-shirt - (must be full length, no crop tops, no low cut) Sweaters that are full length (not crop or low cut) Polo shirt (no crop or low cut) JMMS T-Shirts may be worn any day. Here is the link to purchase: https://www.schoolpay.com/parent/mip/Me90	No tank tops, or flannels. No shirts with sheer material, fish net, or lace. Any shirt that is not appropriate for school is not approved.

PANTS	Pants that do not have rips or tears. They can be any solid color or pattern that repeats across the whole pant (ie camo)	Pants that have rips or tears, even if the tears are covered and do not show skin. Leggings/SweatPants/ Joggers/ Spandex/Jeggings are not permitted as standalone pants. Pants/shorts must not sag (must be worn at the waist). Underwear and athletic shorts should not be visible under pants.
SHORTS	Shorts that do not have rips or tears. All shorts must be at or beyond fingertip length when arms are held at side. They can be any solid color or pattern that repeats across the whole pant (ie camo)	Any shorts that are too tight, short, leggings, athletic/sport shorts , pantyhose under shorts.
SKIRTS & JUMPERS	Must be fingertip length or longer, Skirts that do not have rips or tears. They can be any solid color or pattern that repeats across the whole material.	No skirts that are too short or too tight. No fishnet or lace pantyhose, thigh high socks under skirts.
HOODIES SWEATERS SWEATSHIRTS	Hoodies, sweaters, sweatshirts that are school appropriate. JMMS Spirit Wear is acceptable and encouraged.	Any sweatshirts or hoodies with inappropriate logos or sayings. Flannel shirts over the polo. Hoods cannot be worn inside. Hoodies must be school appropriate and may not promote negative behavior or display drugs, alcohol, weapons or profanity.
COATS & JACKETS	Coats and jackets are encouraged in the cold weather. Bulky outerwear can be placed in lockers before school and students can wear hoodies and sweatshirts to class.	Outerwears must be school appropriate and may not promote negative behavior or display drugs, alcohol, weapons, or profanity.
OTHER	All articles of clothing should fit properly. Most jewelry is acceptable. Pierced ears and nose studs.	Tight or baggy clothing, sagging pants, transparent, sheer materials, lace or net, spandex, chains, dog collar necklaces, metal ball, studded or spiked jewelry, oversized rings or oversized facial jewelry.
DRESS DOWN DAYS	Occasionally throughout the year students will have the opportunity to wear APS dress code as a Spirit Day or other special occasion. All APS dress code rules apply on those days, including no bare midriffs, spaghetti straps, sagging and excessively tight or revealing clothing.	All APS dress code rules apply
FOOTWEAR	Students must wear any closed-toe footwear. Shoes must have a sole designed for outdoor use. Shoes that fit the student properly.	Flip flops, slippers, and sandals that do not cover the toes or secure the heel, shoes with heels. Slides
HATS	Beanies can be worn outside during cold weather.	Hats, baseball caps, hoods on hoodies and beanies

Next Meeting: August 8, 2024 @3:15 - 4:00 pm