

# Instructional Council Meeting Minutes

Date 8/8/24

Time 3:15 - 4:05 PM

Location Library

Facilitator name Christin Johnson

Time Keeper name Cara Heck

Recorder name Mandy Allred

## Members Present

Amanda Allred  
 Sheila Barbour  
 Lauren Condon  
 Joyce Comer  
 Teresa Fierro  
 Cara Heck  
 Christin Johnson  
 Linda MacMaster  
 Margita Martinez  
 Nolan Mulroy  
 Jessie Olson  
 Olivia Oyinatumba  
 Anna Rogge  
 Geoff Smith  
 Wendy Skeets  
 Michelle Vela

## Agenda Topic – Announcements

Michelle has asked that the staff prepare for the Meet/Greet/Eat. There have been a lot of schedule changes. The “need” changes will happen first. The “want” changes will happen later. We will cut off schedule changes later. The administration is really trying not to change too many core classes unless they need leveled.

HVAC is an issue across APS. Michelle has been talking to the superintendents about this. Michelle has put together a document with all of the work orders for the HVAC units. Please put the work order in through the work-order form.

[IC Topics Form](#) is available for your constituent groups. Please have them fill it out if they would like something to be discussed

We need a 6th grade team leader at James Monroe this year. Please consider taking this position, and let Michelle know.

## Agenda Topic: Open House/Meet Greet Eat: September 5th

Staff will be paid one hour of prep time and two hours for the evening of September 5th from 5:30-7:30 for the Meet/Greet Open House. Once again, you need to make sure that we include 90-Day Plan information in our

presentations. Make sure you tell families how you are addressing these goals. You may update last year's slides. Most topics are similar to last year, but there are science goals now as well. You need to be present on this day. EA's will be paid their hourly rate if they sign a time-sheet with Miranda ahead of the evening and attend.

### **Agenda Topic: IC Mission Statement and By-Laws**

IC agreed to keep the same mission statement.

#### **JMMS by-laws 2024**

The IC voted to keep the by-laws the same as last year. Christin went over the by-laws attached above with the team.

The standardized test scores are currently embargoed, so we don't have that data at this time.

We made sure to have the correct members of IC. Anyone is allowed to attend. So, please feel free to attend IC anytime you'd like to be a part of the discussion.

### **Agenda Topic: SAT Chair**

SAT Chair is an elected position. Only GE teachers can be SAT chair. It is now paid at a .2. Roxy would like to continue as the SAT chair, but with this new increase in pay, it is important that everyone who is interested in the position has the opportunity to apply. If you are interested, please let Michelle know ASAP (by 8/19/24) because Roxy has already started working on it.

### **Agenda Topic: Calendar**

We are working on creating a list of activities, so that everything can be on the calendar ASAP. This is an incomplete list. Please look and let your IC members know if this needs to be changed.

#### **Activities to Put on Calendar for 2024-2025 School Year**

### **Agenda Topic: Academic Integrity**

Please review the two attached documents about AI and Academic Integrity. Talk to the constituent groups and see what people think. Would they like to combine/edit/create a new policy?

#### **2024 Prompt Cheat Sheet - Classroom Ai Policy**

#### **Academic Integrity Policy.pdf**

### **Agenda Topic:**

Next Meeting: 8/22/24