

Instructional Council Meeting Minutes

Date 9/12/24

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

___ Christine Herrera

___ Cara Heck

___ Christin Johnson

___ Rachael Koenigsfeld

___ Linda MacMaster

___ Margita Martinez

___ Deborah Muldawer

___ Jessie Olson

___ Olivia Oyinatumba

___ Anna Rogge

___ Geoff Smith

___ Wendy Skeets

___ Michelle Vela

___ Crystal Yamazaki

Agenda Topic – Announcements

Walk-throughs have begun. PDP self-reflection needs to be completed ASAP. PDP is due 9/27/24.

Agenda Topic: Calendar Date Suggestions - these were approved

Staff vs. Student Volleyball game Oct. 8

Staff vs Student Kickball game March 14

These are usually during 5th and 6th period.

Agenda Topic: RPC (aka TIPS)

There have been some questions regarding which students are in RPC. It is suggested that a daily email goes out to the staff letting them know who is supposed to be in RPC/TIPS. Wendy suggested that perhaps we have a Google Calendar that everyone has access to with names listed.

More members would like to have a daily email sent in the morning listing which students are in RPC.

Olivia mentioned that they can make sure that the attendance record is updated right away, so we can see who is in TIPS.

****Decision. an email will be sent daily and attendance will be updated. Please make sure that you are putting assignments in Google Classroom so that students in RPC and/or who are absent can find their work.****

Agenda Topic: Student Aides

Some teachers feel that some student aides are not really performing at the expected level. Michelle said that some students need those positions for different reasons. That is part of why the student aide positions are now a semester instead of a year. Michelle brought up that it also gives students something to reach for.

Send an email to Olivia, Christine, and the counselor if you would like to keep an aide for the full year instead of just one semester.

If a student is removed from an aide position they will be placed in a different elective which can be difficult for the elective teachers.

Perhaps student aides could also have a grade/behavior check.

****Decision-** all student aides should have bi-weekly grade checks and a list of aides will go out.

Agenda Topic: Conferences

Conference planning. Do we want to do high-needs conferences? Who will plan those?

Teresa has suggested we nail down one day for high-needs conferences, so we can plan around those. We decided on October 9.

Mandy suggested that we continue to schedule before/after school through counseling.

The majority of the IC feel that people are more likely to show up to high-needs conferences on one of the two conference days.

The administration is willing to send out the request to have Advisory teachers schedule the high needs conferences, and they will follow up with those teachers.

Christin will send out a Google Form to see interest level in high needs conferences. This will be due by Sept. 20, 2024.

Next Meeting: September 24, 2024