

Instructional Council Meeting Minutes

Date 2/13/25

Time _3:10 - 4:00 PM____

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

___ JD Harding

___ Cara Heck

___ Christin Johnson

___ Rachael Koenigsfeld

___ Ashley Keilbarth

___ Linda MacMaster

___ Lillian Manfredi

___ Margita Martinez

___ Deborah Muldawer

___ Jessie Olson

___ Olivia Oyinatumba

___ Anna Rogge

___ Geoff Smith

___ Crystal Yamazaki

___ Parent representative

Agenda Topic – Announcements

Ashley is at a budget meeting. We will be talking about that next week. There will most likely be changes coming down.

Scheduling has started. Phase one starts tomorrow. Olivia said there will be course requests online this year. She will get more information and let us know as soon as she can.

Discussion about the course cards. How are we going to fill in a student who is going for an application class? There is a lot of work that needs to be done and figured out. 😊

Agenda Topic: Parent Communication Expectations Regarding Grades

6th Grade Social Studies has students do a grade check every Wednesday. Some feel that Parent Vue should be enough. There are some families that don't check/care.

- *Ashley is asking that teachers send something to families prior to report cards going out. What is manageable?*
- Many members of the IC feel that the responsibilities should be on the students.
- There is an attendance team, but is there a team who looks for under achievers? Not a team - Christin is the EWS (early warning systems) resource teacher but this can't fall on one person. Teachers have detailed information about why the student is failing

- What is the purpose of the communication? Parents have asked why their child was doing well and is now failing when no communication was made by the teacher. Do we feel that parents don't have access? Are we trying to find the underachieving students?
- ***Can Synergy flag low grades and send a robocall?***
- Teachers are feeling swamped right now, and this feels like extra.
- Maybe we as a school could provide information about how to get into ParentVue to get into Synergy. We would like to put the onus back on the parents. We could send a call/email home on how to access this information.
- We could put this information to be on the website. Also, include information about what happens when a student turns in something in Google Classroom, but then has a zero in the gradebook.
- Please take this back to your constituent groups and we will table for the next meeting to make a decision about what teachers can realistically be asked to do - could be a quick blanket email that is copy/paste with resources (Paper, etc.) provided.

Agenda Topic: Student Incentives

- Blookit Challenge and Choice Board activities are now going in the schoolwide Google Classroom.
- If completed, dress down day 3/14/25.
- All challenges need to be completed by 3/3/25.
- The group is asking for the Admin to possibly be a guest reader for the students. (Dress as the Raptor maybe?)
- It is possible to make a playlist of guest readers.

Agenda Topic: New Date for Q3 Honor Roll

New date for Q3 Honor Roll - April 11 due to spring break and # of tasks to complete

VOTE - [Proposed NEW Honor Roll Assembly Schedule](#) for April 11 assembly. ***Date change needed regardless of assembly schedule***

Parent traffic may be a concern with assemblies so close together

Lunches so close together is very difficult for EAs and cafeteria staff

Voted No: We will not be using the proposed schedule. We will have a schedule come out from Christin.

Agenda Topic: EA Expectations and Duties

- There have been some discussions around some EA's feeling like they may be being taken advantage of by subs or other members of the staff who are unclear about the jobs of EA's.
- The principal is the supervisor of the EA's in the school. Linda, as the IC representative for the EA's, has spoken to the new EA's to speak to the Administration when they feel that they are being asked to do things beyond their negotiated agreement.
- Olivia has tried to clarify some expectations in the classroom when she created the schedule.
- The issues have been more around EA's being asked to do things beyond their contract, not the other way around.
- The EA negotiated agreement is on the APS website.

Agenda Topic: Dress Down Date Change

- Change May 2nd attendance dress down to May 9th.

Agenda Topic: e-hall pass

- How does staff feel about continuing to pay for e-hall pass.
- There are issues with inaccurate data. Especially now that teachers can't override. However, teachers aren't ending passes, so the data is a bigger issue too.
- The office has been catching more kids with vapes because they are all going to the same bathroom
- There are some suggestions to use a colored pass system. Where some teachers are assigned to certain bathrooms.
- Maybe shorten the time limit on e-hall passes before they time out in the system.
- Perhaps a Google Form to track.
- Maybe stickers for hall passes.

Agenda Topic: Possible Bell Schedules for Testing

NM-MSSA and NM-ASR Testing Calendar and Bell Schedule

[NM-MSSA Testing Calendar 2025](#)

[2025 Testing Bell Schedule April 7-10](#)

Science will be tested the week before on the normal schedule. Special education will be assigned into small groups, so there may be some changes to your Advisory groups to accommodate those students.

Agenda Topic: Alternative Sub Plan Cover Sheet

Thank you, Lilly! This is just another idea - not a whole new document! You do not have to redo your cover sheet, but this is a possibility for next year.

[Sub Cover Letter Template](#)

Agenda Topic: Upcoming Calendar Days

February 14 Valentine's Dance 3:00 - 4:15 pm

February 26 -2025-2026 elective PPT and course cards to students during advisory

February 27-28 state FCCLA group (high schoolers) on campus

February 28 - 7th grade field trip Outsiders - Heart Strings theater company

February 28- AVID Applications due - UPDATED DUE DATE!!!

February 28 - 7th grade online registration in the library through science classes

February 28- Journalism Application Due

February 28 - Student Aide Applications Due

March 3 - 6th grade online registration in the library through science classes

March 31 - Incoming 6th grade parent night 6-7pm

Next Meeting: Feb 27, 2025