

Instructional Council Meeting Minutes

Date 7/21/25 (IC Retreat)

Time 9:00 - 12:00 pm

Location Library

Facilitator name Christin Johnson

Time Keeper name Cara Heck

Recorder name Mandy Allred

Members Present

Amanda Allred

Sheila Barbour

Lauren Condon

Adrianna Deuel

Teresa Fierro

Cara Heck

Christine Herrera

Christin Johnson

Russ Jones

Rachael Koenigsfeld

Raquel Leland

Linda MacMaster

Margita Martinez

Jenna Meyers

Deborah Muldawer

Jessie Olson

Olivia Oyinatumba

Anna Rogge

Geoff Smith

Crystal Yamazaki

Parent representative (Mrs. Mistalski)

Agenda Topic – Announcements

****Administration Changes:** Olivia Oyinatumba- Principal; Christine Herrera- Assistant Principal; Russ Jones- Dean of Students; Raquel Leland- Head Special Education Teacher******

Olivia has been at school all summer working on her transition from VP to Principal.

Our school was told that we were .5 over on FTE, so schedules are still in flux without that .5 FTE. Olivia did her best to get the money to cover the .5. The cut came from social studies because all of the other sections are too full. There is now a .5 math position available, Samantha Warren has indicated that she may be interested in coming back at that .5, so the school is working on getting her on board. Rachael Koenigsfeld will now be teaching a section of careers in order to help support the school and schedule. Christine is currently working on the schedule and doing her best to get things organized. There will be a lot of moves and changes.

The district is working to fix the issues with Advisory. The district schedules Advisory classes, and we recently found out that the district did not schedule the students to loop with their previous Advisory teachers. So, it has been brought to the attention of the district and the looping should be fixed.

We will not have a CSA guaranteed next year. So, teachers MUST be on duty during the passing period.

Agenda Topic: Bell Schedule

BELL SCHEDULES 2025-2026

Christin has already posted the schedule to the website.

Students have been scheduled in Genius hour. It isn't scheduled through Synergy. Everyone has a Genius hour right now. Attendance for Genius hour is currently being worked on.

Abbreviated Day Bell Schedule-2024-2025

Does this schedule still work? The IC agrees that this works for this year, and we don't need to make changes.

2025-2026 Assembly Bell Schedule

The names of which teachers would attend each assembly will need to be fixed once Advisory classes are settled. However, the times will not change.

Agenda Topic: Goal Teams

Crisis Team- Could this be a team that works on classroom management and possibly working with staff on presentations regarding things like supporting students with Autism etc.? Should this team be volunteer or invitation? The administration feels that working to strategically select members for this team is a good idea.

Agenda Topic: August PD

August 2025 PD Days Agenda

Please review the schedule. Wednesday, August 6th will be a flex day, so the duty day will shift by 15 minutes. If this is a big issue for your schedule, please reach out to administration.

 PD Memo 2025-2027 from district.pdf

 _District-determined Professional Development Day on August 4, 2025 .pdf

Agenda Topic: End of Year Survey

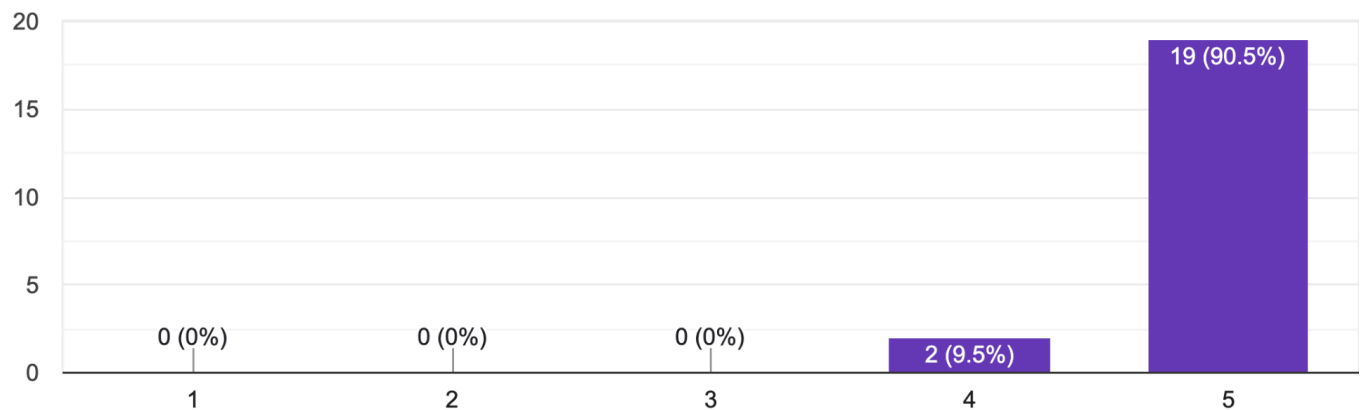
Green Group - Questions 1,4,5

1. WHAT are some things that went really well this year? Be specific!

- a. Some PLCs (Science) felt really strong.
- b. Communication with admin
- c. State testing went really well
- d. Support in the hallways - E-Hallway specifically
- e. Discipline - I feel that most of the time, students received consequences for their actions
- f. I loved it when Ashley came into her position and some of our rules were really brought to the forefront of discipline expectations. I think that upholding the "small" rules helps teachers enforce the "bigger" rules more easily.

4. How would you rate how state testing went this year? (please consider schedule, training, test administration, etc.)

21 responses



5. What suggestions do you have to make testing run more smoothly next year?

Majority of people like the random groupings instead of advisory

Longer time in the morning for passing period/restroom break before testing gets started

Purple Group/ Questions 6-7

6. Rate school culture 1-5, average 4

7. What could be done to improve school culture?

- accountability
- web program looks promising
- more collaboration
- more acknowledgement and recognition for staff
- create a culture of pride for students
- we are adults and should solve our own problems unless it is a HR level issue

Blue Group/ Questions 8-10

- Team Building: people do not like planned ice breakers/games in meetings. However, staff are interested in planned social events outside of school time, especially to get to know members from other departments
- PD Topics: discipline/ behavior management mentioned a lot, more planning time. Majority of staff not interested in presenting PD. People want to work in Departments.

Red Group: What could be improved and how?

Issues

- Attendance was an issue (clarification on who is responsible for reporting attendance issues, communicating with parents, etc.)
- New programs were difficult to work through
- Staff morale
- Assemblies
- Administration visibility was an issue during classtime
- Cell phone issues

- Hallway Discipline
- Adherence to the calendar

Improvements

- Classroom Management Goal Team supporting teacher classroom behaviors.
- Administration working on follow-through and visibility. Please pop into classes regularly. (Perhaps look at the videos of Mr. Lamb the Administrator who uses a cart as his “office.” Maybe split the school into hallways and each administrator is in charge of an area of the school.)
- Clarity of communication: perhaps a weekly email to staff and then one to parents. Streamline the parental communication. It would be nice to have one call per week to families because many families aren’t listening to all the calls.
- Reduce the number of PLC meetings or perhaps restructure so they are more effective.
- Cell phone policy needs clarification and consistency
- Attendance flow-chart is difficult to follow. The attendance team pulls a list. This year perhaps the counselors will be in charge of this. (That is unclear at this time.)

Agenda Topic: Calendar

Activities to Put on Calendar for 2025-2026 School Year

Advisory and Genius Hour will begin on August 13th

Agenda Topic: Cell Phones and Lockers

Procedural Directive Technology

- The district says that students may bring devices to school, but may not use them during class for any reason other than educational purposes.
- Phones will not be allowed during lunch!
 - The issue is that kids bring bags to lunch. So perhaps, make lockers mandatory and students must put their things in their locker before lunch. Assign the lockers during the advisory class and guide students to pick a locker based on their 4th period for A lunch and 5th period for B lunch.
 - Locker check-out will be on August 8th during the assembly schedule.
- We are allowed to say no phones allowed from bell to bell. So, please monitor students and make sure no phones are being used during class time.
- Lockers will only be accessed before school, before lunch, after lunch, and after school.
- No locker visits during class.
- Teachers must create a system in their room and then make sure to confiscate phones EVERYTIME you see it. You may give back the phone at the end of class the first time you take it. The second time phones will need to be confiscated and picked up by parents.
- Phones must be turned off during class, and each teacher should remind/check on students phones off at the beginning of each class. It should be treated like testing.
- Teachers need to call parents every time a phone goes to the office.
- Take any phones you see during the passing period and send them to the office. The office will call on any of these students.

Agenda Topic: Supplies

-  **James Monroe General Supply List for 2025-2026 school year**
- Clear backpack will be used on a case by case basis.

Agenda Topic: Registration

Online registration is required. There will be a date for parents who need help with online registration to come in and Elizabeth and Miranda will help with online registration. This will be on either August 5th or 6th. So, teachers won’t be responsible for registration this year.

Agenda Topic: Student Success Center and RPC Procedures

- The TIPS room will now be the SES program. This used to be the SES room.
- TIPS room will now be called the Student Success Center and it will be in E-104.
 - There will be procedures for Student Success Center, and those are getting worked on.
 - Remember three before the dean is still required. (You must contact the parents three times before sending a student to the dean/writing a referral.)
 - Some teachers have said that they need a place to send students who are chronically disruptive. Teachers will have an ability to call Dave and check-in to see if a student can be sent down with work. There must be three parent contacts before students can go to the Student Success Center. This should be an immediate way to support teachers and students. There is an exact procedure being worked out.
 - It will also be the RPC room. That will still be the in school suspension.
 - There are issues where students with an IEP can only receive 10 days of suspension. However, there are three to four periods where a SE teacher will be providing Smart ISS. This will allow the school to still give discipline for students with disabilities. This will keep us in compliance.
 - All teachers will be required to provide work and this will be documented because it is illegal to not provide work to students. You can open Google Meets for students (NOT REQUIRED) who are in RPC.
 - You can also share Google Classrooms with Dave. Then he can see what is there.
 - High needs conferences should be scheduled earlier. We should not be waiting until parent teacher conferences to schedule these.

Next Meeting: