

Instructional Council Meeting Minutes

Date 8-24-35

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 (maternity leave)
Adrianna Deuel (2nd semester)
Teresa Fierro
Cara Heck
Christine Herrera
Christin Johnson
Russ Jones
Rachael Koenigsfeld
Raquel Leland
Jenna Myers (1st semester)
Linda MacMaster
Margita Martinez
Deborah Muldawer
Jessie Olson
Olivia Oyinatumba
Anna Rogge
Janet Reeder
Geoff Smith
Crystal Yamazaki
Parent representative (Mrs. Mistalski)

Agenda Topic – Announcements

Genius Hour corrections. Christine is trying to get this organized. Please make sure your titles are correct by clicking the link below. The numbers aren't currently equitable in genius hour. So, admin. is working on that now because there were a lot of random assignments. [Genius Hour](#)

Where do we send kids who don't want to be in genius hour? Christine said that she wants us to send her any names of kids who want to change genius hour. Some of the small groups need to have more added. Things like e-sports, BSU, Peer Helpers are very small. Those will have more.

Numbers are high and the admin knows that the classes are not equitable. Olivia is pushing to try to get a .5 FTE, but the numbers right now may not support that. There are some really big ELA and Social Studies classes which are out of compliance. Admin really needs us to keep taking attendance. There may be another round of warm-body counts. Elizabeth has been calling the families of students who haven't come to school yet.

Admin appreciates everyone's flexibility as we are trying to get things organized.

Please use the attached form for any IC topic requests. [IC Topics Form](#)

Agenda Topic: Review of Bi-laws and Mission

Mission: We, the Instructional Council and leadership team of James Monroe Middle School, will *collaborate* and contribute to the group discussion in order to focus on school improvement, *share input* from teams, and *initiate reform/change* based on the objective of increasing the development of the whole child.

We vote to keep the same mission.

Bi-laws: [IC Bi-laws 2025](#)

The IC reviewed the Bi-laws for this year.

Agenda Topic: Student Handbook

Handbook has been updated. Please review.

Updates to Dress Code:

All APS shirts can be worn and students can wear button down shirts as well as polo shirts. Please check the dress code first and second just to make sure we catch anyone.

[2025-2026 Student Handbook](#)

Agenda Topic: Open House

September 4th 6-8pm

This will be one of our two evening events required by our contract. This will not be a paid evening.

[2025-2026 Open House Schedule](#)

The Family Engagement Goal Team would like to ensure that everyone on staff does actually attend their two evenings because last year there were issues with equity and being short staffed at events.

The FCCLA class would like to help support some after school activities this year as well.

Agenda Topic: Fundraising Calendar

A Google Doc would work where the “eat out” events are spread out more throughout the year. If you have a group that plans to hold fundraising events please make sure you communicate with Christin.

Agenda Topic: Schoolwide Fundraiser

Possibly a Turkey Trot or something similar. We should contact Run Fit to help us. Reach out to Mathew Chavez and Cara Heck.

Agenda Topic: Robo Calls

The admin is going to reduce the number of calls home to once per week on Monday. Please communicate any messages that need to be called home to Christine.

The administration is going to put together a staff newsletter once per week. The goal will also be to send home one email to parents. So, once again, please send your information that needs to go out on Mondays.

Agenda Topic: Honor Roll Assembly

Only honor roll students and possibly allow them to invite a few friends to watch? Olivia thinks we should just invite everyone, but we need to make sure that the staff is actually watching the students and really keep kids accountable for their behavior. These should be short assemblies of 15 to 20 minutes. If a kid misbehaves during the assembly, then they may lose the privilege of going next time.

Jessie suggested that we have a quick Advisory lesson the day before the assembly that reviews etiquette.

Agenda Topic: Talent Show

Is there anyone who is willing to help organize the talent show? Mandy offered to help run a digital talent show. Maybe a talent show genius hour?

Agenda Topic: Eligibility Requirements

There was too long of a period to make kids ineligible for activities. We can't "double dip" on any type of punishment. So, kids can't be punished for an extra day. If they get their three days of suspension, two days will be prior to the event, and the third day will be the day of the event.

[Eligible Student Requirements](#)**Agenda Topic: Staff Meeting on September 3rd**

There will be teachers who need to talk about programs they run (GSA, SES, MTSS, 504, BSU, Crossroads Counselor) Other groups? Library? Attendance?

Can we talk about the day of the staff meetings because Wednesdays are very difficult for our staff? Meetings will be the third Tuesday of each month.

Agenda Topic: Counselors

The district is changing their job description slightly. They will need to be in classes more often now.

Next Meeting: **Thursday, August 28, 2025 @ 3:10 pm**