

## Instructional Council Meeting Minutes

Date 12-11-25

Time 3:00 - 4:00 PM

Location Library

Facilitator name Olivia Oyinatumba

Time Keeper name Cara Heck

Recorder name Rachael Koenigsfeld

### 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  
☐ Linda MacMaster  
☐ Margita Martinez  
☐ Deborah Muldawer  
☐ Jessie Olson  
☐ Olivia Oyinatumba  
☐ Janet Reeder  
☐ Anna Rogge  
☐ Geoff Smith  
☐ Crystal Yamazaki  
☐ Parent representative (Marissa Lane)  
☐ Trevor Heck (student rep.)  
☐ Aditia Joshi (student rep.)

### Agenda Topic – Announcements

- Principals meeting update: APS is losing enrollment, which means losing money. So any student can go to any school they would like, but transportation is the parent's responsibility. The hope is that this will help our enrollment. Currently we have 577 students. Last year we scheduled for 623 students.
- A new 8th grade ELA class was created, Deuel will sell her prep and will be teaching it starting in Jan because we were flagged by PED for compliance for sections. 130 students is the max number of students an ELA teacher can have in a day. 160 for everyone else. Those numbers do not include advisory students.
- Register for the PD sessions on January 5
- Jan 6 will be an assembly schedule for the expectation assembly
- Remind students of the behavior expectations
- SWANK: District streaming service, use this instead of your personal streaming accounts. You can request movies to add, it can take up to 2 business days. You can share links to clips or full movies with students. It has an AI component that can help pick clips or movies for topics you teach. It can be found in the library folder of class link.
- Our marquee will be functional again soon
- District will not allow us to get turf because the trees will die, we will get a few pieces and rocks.
- The gym is getting new scoreboards and mats
- Cafeteria is getting quotes for new table

**Nov. 24 PTC Attendance and feedback (26 staff responses) -**

Continue the same structure for Spring? - YES! Refer to feedback

[November 24 PTC Attendance](#)

[November 24, 2025 Parent-Teacher Conference Feedback](#)

- Some parents only signed in on one place, so the numbers may be inaccurate
- Many parents did not have their child's schedule, this would be a good time to push the parent vue app
- Suggestion is to have one sign in sheet when parents enter
- Will revisit and try it again next semester

***Reminder - College Crew Wednesdays - 1st and 3rd Wednesday staff and students wear college gear***

Can we change it to every Wednesday?

***Assembly Schedule for December 19th Music Assemblies and future assemblies***

3 teachers volunteered to host students in a separate location - if the assembly is too much for some students, they can go to a different location.

3 options for students - Game rm - library, Quiet rm (D104 or C207), or attend assembly

Christin sent out a list to all small groups and self contained staff to add student names.

Only 5 students on the list for D104 quiet room at this time with Linda McMaster

**IC agenda items submitted on Google Form**

-Tardy sweeps (can we do more?) -Admin said they need to do more

-Info tech, Choir class ideas-

Could we ask who would like to teach info tech? Teachers were assigned to teach because they did not have enough sections. It is definitely on the table, but it is all about the budget.

-Choir teacher would like to be full time, maybe teaching drama too. The money comes from Arts so it is up to them.

-Mr. Sedillo's TIPS form - was clarified by emails this week. Can we add all that info to the admin google classroom?

[Pass to SSC](#)

***Upcoming Events***

Dec. 12 - Winter Ball 3:00 - 4:15 pm

Dec. 16 - Choir Concert 6 pm Cafeteria

Dec. 16 - Staff Meeting CANCELED!!!

Dec. 17 - College Crew Wednesday

Dec. 17 - 6th graders and WEB leaders White Elephant Gift Exchange in Gym - genius hr

Dec. 17 - Orchestra Concert 6 pm Gym

Dec. 18-19 Spirit Days (Dec. 18 Adam Sandler Day Dec. 19 Twin Day)

Dec. 18 Iron Chef 2nd, 5th, 6th

Dec. 18 - Band Concert 6 pm Gym

Dec. 19 Music Assemblies [Assembly Schedule](#)

Dec. 19 Staff Christmas Party Bosque Brewing Cottonwood Location 3:30 pm

**Next meeting – Thursday, January 8, 2026 @ 3:00 pm**

**Reminder:**

All IC agenda topics and information must be communicated to your constituents!!