

# Instructional Council Meeting Minutes

Date 3-12-26

Time 3:00 - 4:00 PM

Location A124

Facilitator name Christin Johnson

Time Keeper name Rachael Koenigsfeld

Recorder name Mandy Allred

## Members Present

- Amanda Allred
- Sheila Barbour
- Lauren Waddell - maternity leave
- Adrianna Deuel
- Teresa Fierro
- Cara Heck
- Christine Herrera
- Christin Johnson
- Russ Jones
- Rachael Koenigsfeld
- Raquel Leland
- Jenna Myers - maternity leave
- Linda MacMaster
- Margita Martinez
- Deborah Muldawer
- Jessie Olson
- Olivia Oyinatumba
- Janet Reeder
- Anna Rogge
- Geoff Smith
- Crystal Yamazaki
- Parent representative (Marissa Lane)

## Agenda Topic – Announcements

**Quality of Ed:** We need to make sure that we get more parents involved in completing this survey. This can help affect our designation. Our goal is 95% participation.

**Cheers:** We are getting recognized by the district at the board meeting for our iReady growth from fall to winter for our Yazzie Martinez group.

**Duty:** Our IC has determined that we can have four days of duty each week either before or after school. Please communicate with IC if you have more days of **assigned** duty than four days of 10 minutes each day. Please remember to be on duty as close to the start time as possible. Look at the duty stations and make sure there are enough people at each station. Some stations need more people than others. *Do not leave your class early to get to duty, but head out as close to the bell as possible.* There can be safety issues when staff members leave duty right on time. For example, the crosswalk may need more time than the ten minutes. What do we do in this case? (We definitely need to get kids out of the building faster.)

**Teacher Contract Day:** 7 hours (6.5 hours of paid time)

Duty Free Lunch: .5 hours (30 minutes)  
Duty Assignments .25 hours (15 minutes)  
Instructional Day 6.25 (6 hours and 15 minutes)

**Agenda Topic: Run for the Zoo**

Challenge getting people to register. May we have a phone blast reminding people to register? Maybe two blasts. Send an email with the blast.

**Agenda Topic: Tardy Sweeps**

- We caught 8-10 kids in the last tardy sweep.
- Russ said that there is a disagreement about keeping tardy sweeps a “secret” from students. Do we want to discipline kids or do we want them to get to class? Either way, we will continue tardy sweeps once/week
- Kids were acting like they knew about the second tardy sweep. We caught 8-10 kids in the last tardy sweep.
- If teachers want to keep it secret, Russ will do that.
- There were 24 kids pulled during the first sweep.
- After B-Lunch is the worst.
- There are issues with teachers keeping kid’s backpacks in their classes who don’t have them for 5th period. Please don’t allow students to leave backpacks in your room if they are not in your class after lunch.


**Agenda Topic: Teacher Leaders**

Please vote for leaders or let admin know if you are interested in a position

 **2026-2027 Teacher Leaders**

**Agenda Topic: Educational Programs**

There will be adjustments to the educational programs. This will help with the budget.

 **2025-2026 Educational Program Quotes and Usage**

**Agenda Topic: Proposed WEB dates**

*Proposed WEB dates for this year & next year:*

March 17 Staff meeting - WEB intro to teachers

***May 21 Spring Play Day w/ WEB leaders:*** during the school day

***August 3rd and 5th WEB Leader Training:*** 8:30 am – 1:30 pm

***August 6 - 6th Grade Orientation:*** 7:00 am – 12:30 pm

***August 7 First Day of School***

**Agenda Topic: Bell Schedule**

***Remains the same and will include DEAR time next year***

Purchase schoolwide book for the next three years - non consumable to save \$

Whoever is on prep will push in to support DEAR time.

**Agenda Topic: Budget**

We will definitely have a dean of students next year. We need to look at the exact role of the dean and make it more proactive than reactive. This has been discussed at the union.

We do need to look at our math and reading intervention. We should have enough money to hire a .5 interventionist for math. Our goal is to grow our students’ proficiency by 10% over the next five years.

**Agenda Topic: SE Advisory** SE would like to have their caseloads in Advisory. IC approves. SE teachers will loop with these students unless they are teaching WEB or Senate during Advisory.

***Upcoming Events***

March 13 End of Q1

March 17 Mandatory test training during preps A124

March 17 Staff Meeting

March 25 pizza sales at lunch (cheer/senate)

March 26-27 Parent Teacher Conferences (March 26 Open house style in gym March 27 individual if needed)

March 30-April 1 Spring Break

Next Meeting: April 9