

Instructional Council Meeting Minutes

Date 7-16-26

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
 Isabella Alves
 Sheila Barbour
 Valerie Bonilla
 Adrianna Deuel
 Teresa Fierro
 Cara Heck
 Christine Herrera
 Christin Johnson
 Rachael Koenigsfeld
 Raquel Leland
 Mario Marquez
 Linda MacMaster
 Margita Martinez
 Jessie Olson
 Olivia Oyinatumba
 Janet Reeder
 Ana Rogge
 Crystal Yamazaki
 Parent representative

Agenda Topic: Announcements

- Please make sure to take care of yourself and enjoy the rest of your summer!
- A few movements and changes will result in beginning the year with some long term subs.
 - We have a new Dean- Mario Marquez
 - We will need to hire for Science-Lauren Waddell will be leaving to stay home.
 - Jenna Myers is still out on maternity leave- looking for a long term substitute
 - Miles Harvey will be in an administration internship program- Denise Estrada will be covering for him
 - Diana Gonzalez will be moving to elementary school-that job will be posted today
 - We have a new SES teacher- John Little
 - We have a new choir director-Cheyenne Garcia
 - Christina Benavidez will also be on a leave of absence- looking for a long term substitute
 - Shalamar Padilla will be taking over Debbie Muldawer's position and will teach gifted
- Construction has been happening to upgrade the commons and the areas behind the cafeteria. That should be done by the start of the school year.
- The administration is focusing on improving culture at the school this year.
- The administration would like the focus to be on teaching with improvements in classroom management. This will be a goal for the 90 day plan team.

- There may be some requests to move classroom to better balance the school.
- Christine is working on the schedule. Advisory has a few special classes, WEB, Senate, and SES will be in their own groups. We will also have SE students with their sponsor teacher and some GE students as well. Looping is resetting this year, but it should be pretty similar to the Advisory groups you had last year with some changes. There should be no more than 15 in Advisory classes, so there will be some leveling needing to happen.
- Total students: 569
 - 6th- 190
 - 7th -191
 - 8th- 188
- Grant of \$5K for BSU and may be used for other things around the school. (Possibly a school-wide book by a black author)
- Locker expectations: all students should be using their lockers before and after lunch this year. Please help your advisory students pick a locker close to the classroom they go to after lunch. If a student struggles with locks due to IEP needs, please make sure that issue is addressed through accommodations.

Agenda Topic: Bell Schedules

There should be no changes on the bell schedules this year.

[2026-2027 Bell Schedule](#)

[Abbreviated Schedule](#) (Used for two-hour delay)

[Assembly Schedule](#) (Expectation assembly August 12th)

Agenda Topic: Goal Teams

- Staff Satisfaction, Student Incentives, Community Engagement, Alignment & Rigor
- Crisis Team- members may continue as long as they are trained. A new leader will need to take over.

Staff sign-up on google sheet on August 3 after orientation

[2026-2027 Goal Team Sign Up Sheet](#)

[Goal Teaming 2026.](#) (Information regarding teams)

[Goal team and department meeting dates times_2026-2027](#)

Agenda Topic: Master Schedule

- E-sports will be a club instead of a class. Media Literacy will take that place.
- Art II will be added
- Jessie asked for sewing to be 1st instead of 6th, she and Christine will look at this
- The school is looking to hire a .5 Social Studies teacher to lower those numbers.
- The math intervention class will no longer be hired for.
- Every core class at every grade level has at least one inclusion class. Inclusion teachers should already know who they are working with. There will be a few changes due to Diana's move and Christina's leave.
- The goal is to level classes before kids start. Christine is working on it. Classes will not be changed. There were a lot of electives where kids were thrown in, so some changes may happen there. Parent signature will be required for any schedule change. If teachers would like a student aide that will be honored for the first month, but the goal is not to change schedules in a huge way. If you have specific issues with schedules, talk to Christine.

Agenda Topic: Duty Schedule

[Duty Schedule](#)

Please contact Christine if you have more than four duties per week.

Agenda Topic: Crossroads Counselor

- What content area do we want to focus on for Crossroads?
 - Health
 - PE?
 - Science?

Agenda Topic: Orientation

[August PD Days Agenda](#)

[2025-2027 PD Days and Educator Preparation](#)

Agenda Topic: SE Staff Meeting

SE present on IEPs/ADHD/Autism majority of our SPED population- this will be early in the year. Most likely scheduled with Katelyn Cordova, so this will depend on her schedule. The majority of our SE students have these eligibilities, so it is important for ALL teachers to learn about these conditions.

Agenda Topic: End of Year Survey

Jigsaw of staff feedback from End of Year Survey:

Questions 1-2

Plus: staff contributions, organized events, inclusion, PTC set-up, cell phone policy

Delta:

- Consistent consequences needed: tardies, dress code, behavior in class
- Leadership training: communication, specific feedback, presence
- Collaborative problem solving
- Attendance

Feedback: Culture and Care. The goal is to improve communication. Admin needs more light on how the staff would like the collaboration to change. If you have ideas please come talk to the administration. They have an open door policy. How do groups work together to build a better community?

Discipline Matrix will be used this year. This will be distributed to the staff, so there is more consistency of consequences. This will address tardies and dress code. Administration will make a picture tutorial on how to follow-up with consequences.

Presence was discussed. The team would like the administration to be present and pop by more often. Leadership was discussed and supporting the staff with uncomfortable situations. Olivia promises that she will not throw any teachers under the bus. She will always approach teachers before she has any meetings with parents.

Discussion on belligerent parents. Do not have solo meetings with angry parents. Please make sure to call the administration. Also, security can be called if a parent is belligerent.

PLC, groups will be meeting by grade level. Within PLC groups can organize as they see fit.

Question 3 and General:

- **Culture and Climate Deltas**
 - More consistency with teachers and students

- More follow through
- Visibility
- Discipline questions
- More tardy sweeps
- Locker procedures clarified
- Teacher support with parent complaints

Feedback: Language: be cautious with how you speak to students because some parents are submitting “Let’s Talk” complaints. Olivia will email you when she gets any complaints from parents. Please feel free to stop by her office if you have any questions when you receive these emails.

Some staff members would like to have the one-on-one staff meetings again. Admin will work on this.

- Not many general comments were made that were different than the culture and climate details.

Question 4-5

Bell curve regarding school culture.

- Question 5 was about the district PLC meetings.
 - Some of the staff were trained in culture of care and it will not take over PLC’s, but there will be support.
 - Low number of responses to this survey and questions.

Question 6-7 Culture and Climate PLC Meetings

Plus:

- Reinforced existing practices
- emphasis on fostering positive school culture and climate
- Create an environment where students feel safe, respected and supported

Delta

- Limited impact
- repetitive
- lacked practical strategies

Agenda Topic: Activities for School Calendar

The IC discussed the upcoming dates for events. These will be added to the calendar ASAP and shared at orientation. Please make sure that any dances/fundraisers are approved by administration, so they can attend.

Agenda Topic: Supplies

[2026-2027 School Supply List](#)

Agenda Topic: RPC

There will be changes to RPC. A very specific outline for protocols and expectations will be distributed during orientation.

Agenda Topic: Parent Information and Observation Requests

Procedures for parents requesting to observe classrooms. Remember to always check educational rights before you release any information to a family member who does not have educational rights. Please refer these family members to the front office to be set up with rights.

Agenda Topic: Registration Day and 6th Grade Orientation/Jump Start Day

Parents may come on August 5th or 6th for assistance.

The Community Engagement Team will be having a parent orientation during the WEB orientation on the 6th.

Agenda Topic: Painting Parking Spots

- No assigned parking at JMMS.

- Olivia doesn't want to approve this at this time.
- Rachael suggested that we get a Teacher of the Month cone and then you can move the cone around to your spot. (Possible, will be discussed further in the future.)

Agenda Topic: Dress Down Days and Dress Code

- PJ Day at the end of the year
- We need to be more clear about the expectations for the dress-down/theme days.
- Dress Code will not change this year.

Agenda Topic: Cell Phone/Dress Code/Video Permission form

- [2026-2027 Cell Phone/Dress Code/Video Permission form](#)
- Smart watches can be worn, but should be disconnected. Please use discretion; if a kid is not "using" the watch during class then don't worry about it. HOWEVER, if the watch is a distraction and being used inappropriately please confiscate it as a phone.
- Meta/smart glasses are NOT allowed on campus at all.

Agenda Topic:

- Discipline matrix will be distributed which should guide the entire staff on how to handle certain behaviors including tardies and dress code.
- Can we turn on a robo-call for tardies? It seemed helpful to families. (Christine will see if there is anything we can do. Olivia believes it comes from APS?)
- RPC cannot be assigned for tardies, dress code, or nicotine use. Lunch detention can be used.
- We CAN send students to the nurse to get a dress code shirt.

Next Meeting: