

Instructional Council Meeting

Date and Time: 8/17/26 from 2:35pm-3:35pm

Location: Angela's room, B109

<i>Voting:</i> Gr PreK/K/1: Victoria Chan Gr 2/3: Shannyn Spiess Gr 4/5: Elizabeth Knight Gr K-5 Sped: Gr 6-8: MD Lobato Gr 6-8 Sped: Christine Torres K-8 Specials/Electives: Nikolai Rasinski Union: Aubry Ruple Community Impact Coordinator: Willa Correia Kuehn Educational Assistant: Parent:	<i>Non-Voting:</i> Chairperson: Amy Ford Co-Chairperson: Angela Boltman <i>Also Present:</i> Principal: Felicia Mondragon Assistant Principal: Aimee Sewell Guest staff members: Sierra Ryan, Zach Craig
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Agenda Item	Issue	Actions
<i>Check-ins</i>	temperature check? fist of 5	Some 3, Mostly 4's
<i>Structured Literacy Grant and Coach</i> Briauna Sierra (K-8) Full time, Room 109 bsierra@crecnm.com 20 min	Introductory information	-PED materials are to be used in the classroom -Foundations: supported by Briauna, state will fund the HQIM that we want, can request the new version, hoping it supports FunHub, not sure about getting intervention materials/ Briauna will look into it -3-cueing ban, early diags, parental intervention, targeted coaching -Teacher Coach Partnership Agreement: non evaluative, fully confidential, coaching cycles, professional learning, literacy support (K-8 gen ed and sped), -Needs to document 4 interactions per month with each teacher (could be quick checkins or longer meetings) -All content area teachers will eventually participate in observation rounds and can request modeled lessons to support structured literacy instruction, as literacy is part of every subject.
<i>IC membership changes,</i>	MLSS, Attendance, and 90 should all be discussed and reviewed by IC regularly. These are the top three	Go back to grade levels and vote for your IC member. Members, please enter that feedback into the IC

<i>protocol update</i>	instructional practices and issues that should guide our work	Chat. Admin attended training on best IC practices IC focus= MLSS, 90 day, attendance: Instructional Council is shifting focus toward MLSS data and the 90-Day Plan. 90 Day will not be a separate team due to it being an unpaid position. As our staff grows, and we eventually designate department chairs, chairs will be required to join IC as part of their role. *We need a parent on IC that does not have children that attend our school. Considering IC meetings being streamed via Google Meet. Angela will look into the technology. Need to update our by-laws
<i>MS EOY End of semester 2 exams</i>	Conflict with Field Day scheduling in best way to support student focus on continuing instruction and final exams	Final exams are tentatively scheduled for the week of May 17th. Field Day will be moved to the final week of school to protect instructional time, and Admin has approved. MS to discuss specific exam dates and the 8th-grade promotion schedule at our next meeting. Submit date preferences to Fish, Aimee and Angela.
<i>4 duties</i>	Excessive number of duties for staff members	Why? -We have 5 staff members this year that are shared with other schools and because of the pairing, their contracts have shifted and they cannot do duties. -Because of our growing population and the size of our campus, we discovered the safety holes that presented themselves throughout the year last year. These were holes that needed to be filled. Therefore we have a more duty stations and fewer staff. Note: recess is considered instructional time. Let admin know if you notice someone is not at their duty station. After 3 emails from Admin due to being late to a duty or missing it entirely, there will be a conversion

		about a summary memo. Sick days are not part of this. Be fluid on duty. Don't clump; move around.
<i>1st - 5th grade</i> <i>Grab and Go</i>	Accurate breakfast counts are a continuing issue.	Cafeteria proposal: Set up two grab and go stations on the basketball court/MS outside. As classes head out, the classes will grab sack breakfast and go to class. We are moving to "grab and go" breakfasts. This begins Wed 8/19 [date added later]. It's all about the correct count for Food Services. For MS: That's the only place MS students can get their food: For gr8: This creates new leadership opportunities to assist younger students. For gr1-5: 'grab and go' when students line up and take breakfast to classroom <i>PreK-K will still be in the classroom.</i>
Other	Attendance concerns	Use Attendance Tracker, student no show, talk to Latoya to get student dropped in the system
<i>Next IC</i> <i>meeting date</i>		8/24/26 2:30-up to 4:00pm