

## Meeting Agenda Planner

**Purpose of the Meeting:** Instructional Council Meeting

**Date:** 9-24-26

**Facilitator** – Christin Johnson

**Note Taker** – Mandy Allred

**Time Keeper** – Cara Heck

**Starting Time:** 3:10 pm

**Ending Time:** 4:00 pm

**Location:** Library

**Expected Outcomes/Objectives:** Review and discuss all agenda items listed below.

**Instructional Council Mission Statement:**

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.

**Instructional Council Norms:**

- Attend meetings regularly
- One person speaks at a time (raise your hand if you want to contribute)
- Be receptive to/responsible for communication with constituents
- Be willing to commit to the collaborative process
- Keep to the times listed in the agenda for each topic (or trade out times with another topic and table for the next meeting)

|                                                                               |                                                                 |                                                                                                                                      |                                                                   |                          |                      |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------|----------------------|
|                                                                               | <b>Announcements</b>                                            |                                                                                                                                      |                                                                   | Olivia/Christine         | 5 min.               |
|                                                                               | <b>Items</b>                                                    | <b><i>Guiding Questions for the decision to be made (Indicate if this a <u>discussion topic</u> or an <u>approval item</u>?)</i></b> | <b><i>Data needed to support the decision</i></b>                 | <b>Owner+Report back</b> | <b>TIME REQUIRED</b> |
| Item 1                                                                        | <b><i>Presentation on Instructional Council by district</i></b> | <b><u>Discussion item</u></b>                                                                                                        |                                                                   | Valerie Hoose            | 45 min.              |
| <b>Items may have to be tabled to the Oct. 22 meeting due to IC trainings</b> |                                                                 |                                                                                                                                      |                                                                   |                          |                      |
| Item 2                                                                        | <b><i>Long Advisory days for Next Step Plans</i></b>            | <b><u>Reminder of dates</u></b>                                                                                                      | Wed 10/14 for Q1<br>Wed 12/2 for Q2<br>Wed 3/10 Q3<br>Wed 5/5 EOY | NA                       | NA                   |
| Item 3                                                                        | <b><i>Discipline matrix</i></b> - clarifications                | <b><u>Discussion item</u></b> - table this to next meeting                                                                           | <a href="#">JMMS Discipline Matrix &amp; Resources</a> -          | Monica                   | 3 min.               |

|        |                                                                                                           |                                                     |                                                                                                                                                                                                                                                                                                  |          |        |
|--------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| Item 4 | <b><i>Diversity Day and Talent Show</i></b>                                                               | <b><u>Approval item - table to next meeting</u></b> | <a href="#">Diversity Day Proposal</a>                                                                                                                                                                                                                                                           | Olivia   | 2 min. |
| Item 5 | <b><i>Visibility during passing periods - affecting students late to class and losing instruction</i></b> | <b><u>Discussion item</u></b>                       | Tardy sweep data                                                                                                                                                                                                                                                                                 | Jessie   | 3 min. |
| Item 6 | <b><i>Tardies 1st period (consequences, follow through, wandering halls and lagging)</i></b>              | <b><u>Discussion item - has been addressed</u></b>  | <p>547 total tardies 1st period<br/>103 have 2+ tardies 1st period<br/>71 have 3+ tardies 1st period</p> <p>Attendance team is addressing this - calling all students who have 4+ tardies. Yellow passes will be given to students who are eating breakfast in the cafeteria and late to 1st</p> | Alves    | 3 min. |
| Item 7 | <b><i>90-day plan reflection data</i></b>                                                                 | <b><u>Discussion item</u></b>                       | <p>30-day reflection summary<br/><a href="#">Fall 2026 30-day Reflection Summary ELA</a><br/><br/><a href="#">Fall 2026 30-day Reflection Summary MATH</a></p>                                                                                                                                   | Christin | 5 min. |

**Next meeting – Thursday, October 1, 2026 @ 3:10 pm (Kelly Boersma - middle school redesign)**

**Reminder:**

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

**Minutes from meeting (See Next Page)**



## Minutes from meeting

### **Members Present**

\_\_\_ Amanda Allred  
\_\_\_ Isabella Alves  
\_\_\_ Sheila Barbour  
\_\_\_ Roxy Fetty  
\_\_\_ Cara Heck  
\_\_\_ Christine Herrera  
\_\_\_ Christin Johnson  
\_\_\_ Raquel Leland  
\_\_\_ Linda MacMaster  
\_\_\_ Jessie Olson  
\_\_\_ Olivia Oyinatumba  
\_\_\_ Geoff Smith  
\_\_\_ Anna Rogge  
\_\_\_ Parent representative  
\_\_\_ Valerie Hoose (HR)  
\_\_\_ Sara Hager (AFT President)

### **Agenda Topic – Announcements**

We submitted the long advisory dates for the next step plans. Christine goes to curriculum board next week, and then we will know more about the expectations of those dates. The administration is making a plan for an assembly for 6th and 7th graders for those dates.

Wed 10/14 for Q1

Wed 12/2 for Q2

Wed 3/10 Q3

Wed 5/5 EOY

***Tardy Sweep Data:*** Monica is planning to do tarty sweeps once per week. Last tardy sweep only had 4 kids. There were 547 total tardies to first period alone. The attendance team has been assigned 10 students each from these frequent flyers and pulling them in and asking why they are late. These have already begun to improve. If they do not improve, students will go on a tardy contract and parents will be contacted.



**Lunch:** Christine said that somebody will be on duty to help kids get to lunch faster because there are kids just leaving their bags on the floor. Duty at lunch is usually covered by EA's, counselors, and administration. Kids are loitering around the halls ahead of lunch. We are looking into ordering locks because many students do not have them.

The IC decided to table the discussion on the behavior matrix. The third period PLC felt that there is a lot of onus on the teachers to handle several contacts before consequences can happen. There are also issues with the length of the Google Form, and this is taking away from the instructional time. The Google Form can be filled out after sending a kid to Dave, but a call MUST be made to Dave before sending a kid down.

Diversity Day Proposal is tabled for 10/22.

**Agenda Topic: Presentation on Instructional Council by district**  
**Presentation : Valerie Hoose (HR) and Sarah Hager (ATF President)**

**IC Representation**

- Instructional Councils are established to improve and support the teaching and learning process at schools.
- Representatives should be elected by their constituency. (Our department chairs are currently elected when there is more than one person applying for the position.)
- A TLC can not be a voting member of the IC unless elected to lead a constituency group.
- Admin needs to be present at IC meetings.
- ATF should have a representative, but that person does not necessarily have to be the fed rep.
- We should have members representing other bargaining units. (We have a member representing EA's.)
- It is encouraged to have a parent representative.
- Members who are elected (department chairs, EA representatives, union representatives) should serve to represent their constituents and vote in line with that group.

**Agenda Topic: Budget at IC**

- The budget is an open document.
- The IC is responsible for discretionary not operational funds.
- Discretionary is more than just "At Risk" money. We don't have Title I funds, so we mostly have only "At Risk" money under discretionary monies.
- Operational budget can be looked at, but it is not determined by the IC. It is determined by district.
- Christine brought up that we typically see a slideshow with the pieces the IC has control over. We also present the pieces of the budget that are operational (FTE / Custodial Funds etc)



- It was suggested that we begin discussing where people would like the money spent earlier; that way we will have more understanding of needs ahead of “budget season.”
- The principal must make the final decision if consensus can’t be reached on time sensitive issues.

#### **Agenda Topic: Appropriate Topics for IC**

- Instructional improvement
- Professional development
- Use of Instructional Time
- School Improvement Planning (90 Day Plans)- (We have a 90 Day Plan sub-committee. We will review/discuss the work of that team.)
- School Climate and Learning Environment
- Discretionary Funds

#### **Agenda Topic: Decision Making Authority**

- The IC Wellness Checklist was shared with the IC members. There are eleven items on this checklist. The IC reviewed the items and found two areas of strength are:
  - Elected representatives by constituents
  - IC members viewed as equals
- Two areas of difficulty:
  - Communication to all constituents
  - Making positions desirable
- The IC is moving from school structures to transformative instructional practices
  - IC topics should be determined by a small group of members ahead of time because some items may/may not be an IC issue
  - We want teaching and learning to take the majority of the meeting.
- Consensus Decision Making
  - The group reaches consensus when it finally agrees upon a single alternative; and each group member can honestly say:
    - I believe you understand my point of view
    - I believe I understand your point of view.
    - Whether or not I prefer the decision, I support it because it was arrived at openly and fairly; and it is the best solution for us at this time.
  - Consensus will not happen during one meeting most of the time. We need to make sure to have multiple points of view represented.
    - IC members need to make sure to discuss with their constituency group prior to any consensus making happening at IC and represent the ideas of their constituents accurately during discussions.
    - See a win-win situation



### **Agenda Topic: Scheduling**

- Questions arose around scheduling and next year's constituency groups.
  - There have been issues this year with limited times to meet as constituency groups.
  - The master schedule is developed by principals, but the IC can give a "wish list" or suggestions for the schedule.
  - Core Content Department chairs will go to Hoover MS to visit and see in person how the middle school redesign looks in action on Oct. 6
  - Kelly Boersma will be here on Oct. 1 to share how the middle school redesign looks at other schools
  - Hoover MS and middle school redesign presentation notes will be shared at IC so we can begin making a decision for next year.

### **Agenda Topic: IC Protocols**

- Well functioning IC's have protocols around things like when they meet, how they are facilitated, how minutes are recorded and disseminated. It is important to have protocols to submit items to IC for the agenda.
  - Our IC follows the recommended protocols. [JMMS by-laws 2026-2027](#)
    - Meetings happen on Thursday's after school at 3pm (usually 2nd and 4th of the month)
    - Christin Johnson is our facilitator
    - Mandy Allred is the minute recorder
    - Minutes will be downloaded as a PDF and distributed within 24 hours of the meeting.
    - Agenda items may be submitted through the [JMMS Instructional Council Feedback](#) Google form provided by your constituency leader. (Linked above). These items are reviewed and approved by Principal, assistant principal, and IC facilitator before they are added to the agenda. The constituency leader also gets a copy of the submitted Google form.

### **Agenda Topic: 90-day plan reflection data**

30-day reflection meeting summary

[Fall 2026 30-day Reflection Summary ELA](#)

[Fall 2026 30-day Reflection Summary MATH](#)

**Next Meeting: October 1, 2026 3:10 - 4:00 pm Kelly Boersma here to do a presentation on Middle School Redesign. Any staff member is welcome to attend.**