

Jefferson MS Instructional Minutes

August 8, 2023, 8:05-8:50

Topic: Protocols (cont.)

Norms:

1. Assume positive intentions
2. Take an inquiry stance
3. Ground statements in evidence
4. Stick to protocol
5. Start and end on time
6. Be here now

Attendees:

Aaron Jawson (Electives)
Margaret Silva (ELA)
Cat Maes (Math)
Samantha Cordova (Science)
Deb Alberti (Social Studies)
~~Clover George (Head Spec Ed)~~
Heather Reeves (Cross-Cat)
Steven Kaestner (Gifted)

Ashley Griego (EA Rep)

James Laws (parent)
Fred Rivera (parent)

Mollie Baland

Trini Gallegos (Principal)
~~Patricia Goke (Assistant Principal)~~
Zachary Craig (Counseling)
Katy Slota (Family Liaison)

Shelli Williams (6th grade)
~~Lee Ramirez (7th grade)~~
Suzy Dunnum (8th grade)

Sherie Pennebaker (Union Co-rep)
~~Clover George (22-23 Union Co-Rep)~~

Facilitator:

Mark Hedman (IC Chair)

Notetaker:

Suzy Dunnum (Secretary)

Timekeeper:

Kate Siders (IC Vice-Chair)

MEETING OBJECTIVE:

1. Complete IC Protocols for the 2023/24 school year.
2. Approve iReady EOY testing dates.
3. Establish Next Steps for August 22, 2023 IC meeting.

TO PREPARE FOR THIS MEETING, PLEASE:

- Review Draft Minutes (sent July 31)
- Read through this agenda
- Come ready and prepared to discuss and share ideas

Decisions Made

- Vice Facilitator responsibilities: Maintains the google form, develops agenda with facilitator and principal, helps with the list of decisions made, time keeper, covers for absent facilitator or secretary, assists with communication, helps with transition of new facilitator & secretary because of the staggered years of elections, co-facilitate the meeting.
- Protocol #7 Communication procedures with constituent groups: Department meetings are listed in Jefferson Calendar, constituents receive a reminder 48 hours prior to meeting, constituents are expected to read the IC minutes & come prepared with questions to the department meetings, Dept. meeting notes & agendas should be placed in the Jefferson Resource Classroom

- Protocol #8 Communication procedure with community: Robocalls will include announcements of IC meetings & a reminder of where to find the minutes, minutes will be on Jefferson’s website, PTO will communicate with parents at the meeting

Constituent Conversations:

- Jefferson IC Constituents & Representatives (found in Jefferson Resources Classroom) - constituents need to look at the list. Those teachers who teach in multiple departments can let Kate know if they’d like to be moved under a different representative
- Discuss proposed schedule for finals week
 - Possible dates: Dec. 18th - Math/Non Music Electives Dec. 19th ELA/Music Electives Dec 20th Social Studies/PE Dec 21st Science/Other electives missed
- Dr. Hollie Reminder (discussed at 2022/23 Staff Meeting and IC Decision) - September 5 and October 12

TIME	MINUTES	ACTIVITY
	5 Minutes	<p>Aug 8 - Hedman: Approve minutes:</p> <ul style="list-style-type: none"> ● IC Retreat May 25, 2023 ● IC Retreat July 28, 2023 <p>Approved</p>
	5 minutes	<p>Siders:</p> <p>Review protocol for IC draft minutes</p> <ul style="list-style-type: none"> ● Siders - reminder - IC minutes will stay in draft mode for 48 hours then sent to IC members. There will be 24 hours for changes to be made then sent out to staff <p>Review new protocol for summarized IC decisions</p> <ul style="list-style-type: none"> ● Siders - any decisions made during the meeting will be listed in the green box <p>Clarify representatives and constituents (found in 2023/24 Jefferson Resources Classroom)</p> <ul style="list-style-type: none"> ● Siders - I’ve created a list of representatives & constituents. Every class taught has been placed under a representative. An asterisk means that that class could fall under more than one dept. ● Kaestner - how are teachers like me represented? ● Siders - It was based on funding but that can be up for discussion ● Craig - Ellen mentioned we could choose? ● Reeves - we can choose but this is for “voting” ● Jawson - there are so many constituents in electives. I let them know they can send in input & not attend the meetings ● Siders - this is important so people know who they can go to.

		<ul style="list-style-type: none"> ● Cordova - important for teacher voice to be shared in one category ● Craig - IC is an open meeting. Perspectives can be shared through both reps & attending meetings. This is important for who will receive emails & communication. ● Pennebaker - right. We're looking for everyone's input in consensus. It's different from voting. ● Siders - Can we use this & then change after discussions with constituents? ● Yes <p>Review Google Form Submissions and Responses</p> <ul style="list-style-type: none"> ● Siders - This can be found in the IC section of the 2023/24 Jefferson Resources. The goal is for this to be more transparent. ● Hedman - constituents can also share thoughts with representatives.
	5 Minutes	<p>Hedman (item from Dukart): Begin the discussion of the schedule for finals week and how it should go back to departments for further discussion.</p> <ul style="list-style-type: none"> ● Dukart's recommended dates: Dec. 18th - Math/Non Music Electives Dec. 19th ELA/Music Electives Dec 20th Social Studies/PE Dec 21st Science/Any other elective that I forgot about because my brain is small and does not work good. ● Hedman - does this sound like a good plan? ● Jawson - full or half days? ● Full days ● Pennebaker - the union filed a grievance about the new grading changes, so I'll bring back more information. ● Siders - I think that was about the finals. ● Gallegos - also about the percentage of the finals. Mr. Dukart also needs to know this for scheduling mock trials. ● Alberti - would there be any harm in setting aside these days? I don't see any but it is early in the year. ● Cordova - not sure we have to take this back to constituents since we may need to run finals anyway ● Gallegos - only worry is having finals on the 21st. Perhaps we could begin finals during the previous week so no one has finals on that day. ● Craig - there is value in getting the input of everyone. Plus, we have time. ● Jawson - I'm sure some people wouldn't want it on that last day. ● Craig - it'd be great to add another box in the minutes that lists items for us to take to constituents.

	5 minutes	<p>Hedman: Define responsibilities for Vice Chair (facilitator) position</p> <ul style="list-style-type: none"> ● Siders - Vice Facilitator serves as a backstop for the facilitator & secretary - Maintains the google form, helps with the list of decisions made, time keeper, developing agenda, cover for absent facilitator or secretary, assists with communication, helps with transition of new facilitator & secretary because of the staggered years of elections, co-facilitate the meeting ● Siders - Note - should not automatically take over the facilitator position. If that position becomes vacant, an election should take place. ● Slota - how long are these positions held? ● Siders - current protocols state 3 years but that's up for discussion. ● Jawson - it's an at-large position & 3 years. We need to make sure it's in the protocols. ● Kaestner - is a 3 year term warranted? ● Siders - it's staggered for continuity. ● Craig - in other councils there's a past president, president, president-elect. They support each other. 3 years seems long ● Slota - agree. Reducing it to 2 might get more people interested. ● Siders - wondering if knowing they'll become facilitator will affect whether someone would want to be vice-facilitator. ● Craig - they'd have one year of taking notes & learning ● Gallegos - that's more people - 3 vs. 2 ● Reeves - past=secretary, current=facilitator, future=vice-facilitator ● Gallegos - remember that more people ● Cordova - vice-chair/secretary could be elected at the same time, followed by chair. They'd still be staggered in 2 year positions. ● Hedman - should we give this more thought & come back to it? ● Craig - keep it the same this year & think about next year? ● Hedman - any additional responsibilities? (none) <p>Vice Facilitator responsibilities: Maintains the google form, develops agenda with facilitator and principal, helps with the list of decisions made, time keeper, covers for absent facilitator or secretary, assists with communication, helps with transition of new facilitator & secretary because of the staggered years of elections, co-facilitate the meeting.</p>
	15 minutes	<p>Hedman: Protocol #7 Communication procedures with constituent groups</p> <ul style="list-style-type: none"> ● Hedman - Constituents read through IC minutes, talk about minutes if needed

- Cordova - everyone needs to list their meetings in the Jefferson calendar. My constituents request to be reminded a specific amount of time before the meeting (notification set for 48 hours)
- Williams - Dept. meeting notes & agendas should be placed in the classroom
- Craig - there isn't a meeting for support staff. Could emails be used?
- Hedman - dedicate a few minutes to IC discussions
- Jawson - I use "IC Debrief"
- Cordova - it'd be good to have standardized questions for us to ask our constituents.

Department meetings are listed in Jefferson Calendar, constituents receive a reminder 48 hours prior to meeting, constituents are expected to read the IC minutes & come prepared with questions to the department meetings, Dept. meeting notes & agendas should be placed in the Jefferson Resource Classroom

Hedman: #8 Communication procedure with community

- IC meetings can be announced in robocall
- Minutes in website
- PTO communicates with parents
- Hedman -could we add a reminder on any robocall referencing the IC meeting & that the IC minutes are on the website
- Rivera - we update parents at the meeting & Ms. Gallegos has time as well.
- Craig - can we track the number of views we receive?
- Gallegos - not sure. Right now, Carlos doesn't have access to modify the site?

Robocalls will include announcements of IC meetings & a reminder of where to find the minutes, minutes will be on Jefferson's website, PTO will communicate with parents at the meeting

Aug 22 - Hedman: #9 Publication and distribution of group protocols

Aug 22 - Hedman: #10 Publication of all decisions made

Aug 22 - Hedman: #11 Procedure to revisit protocols routinely (date each review/revision)

Aug 22 - Hedman: #12 Orientation for new IC members

	5 minutes	<p>Gallegos: September 5th PD discussion</p> <ul style="list-style-type: none"> Gallegos - Reminder - This was discussed at a staff meeting last year. Tanya Campos asked if we'd like to do an all day training with Dr. Holly. This would be on Sept 5th, with another half-day in October. This is different from what we've already participated in. It's probably not on-site, possibly at Highland HS. This is a lot of time to commit but we don't want to drop something we've started. September: 8:00-11:00 would be foundations; 12:00-on would cover classroom strategies. October would cover the other half of the foundations. It is possible to continue PD with Dr. Holly's staff, who could come to observe classrooms. Williams - last time was a zoom Cordova - Dr. Holly gives valuable strategies to use in the classroom.
	5 minutes	<p>Aug 22 - Gallegos: Student Recognition Assemblies</p>
	5 minutes	<p>Next Steps: Hedman Facilitator, Vice-facilitator & secretary - 2 year terms? Kaestner- Discuss best practices for parent-teacher conferences. Next IC meeting is August 22 from 8:05 - 8:50 in the Jefferson Library.</p>