

JMS IC Retreat Minutes

JMS IC Meeting Minutes
25th, May, 2023, 8:30am-11:30am
JMS Library

Topic: Planning and creating a solid foundation for the 2022-2023 school year.

Norms:

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

Attendees:

- Sami Cordova (Science chair), Zachary Craig (Counseling representative 23/24), Suzy Dunnum (Secretary), Trini Gallegos (Principal), Ashley Griego (EA Rep), Mark Hedman (Social Studies 22/23), Aaron Jawson (Elective Chair 23/24), Steven Kaestner (Gifted rep 22/23), James Laws (parent rep), Cat Maes (Math chair 23/24), Erin Peterson (Vice Principal), Heather Reeves (Cross-Cat Rep22/23), Kate Siders (IC Vice Facilitator 23/24 and timekeeper), Margaret Silva (ELA chair), Katy Slota (Family Liaison), Monica Vigil (IC Facilitator 22/23), Bo Wade (Union Co-rep 22/23), Sheli Williams (6th grade rep), Ellen Bernstein (ATF President)

Facilitator:

- Monica Vigil

Notetaker:

- Suzy Dunnum

Timekeeper:

- Kate Siders

MEETING OBJECTIVE:

1. IC will continue to talk about how to better support our Jefferson community and improve instruction for the 2022-2023 school year.
2. IC will start discussing the budget for the 2023-24 school year for Jefferson.

TO PREPARE FOR THIS MEETING, PLEASE:

- Read through this agenda
- Come ready and prepared to discuss and share ideas

Schedule: 45 minutes

TIME	Min	ACTIVITY
------	-----	----------

8:30-8:31	2 Min	Approve Minutes from the last meetings, 5/23/23- <i>Vigil</i>
8:31-9:26	53 Min	<p>Instructional Council Protocols - Determine the process when there is not an individual who wants to take on a leadership role</p> <p>Conversation about Special Education voting position.</p> <p>Whole Group</p> <p>Ellen Bernstein joined the IC retreat to help us align our bylaws with the Union’s recommended format & to model consensus building.</p> <p><u>Summary of today’s decisions about the protocols:</u></p> <p>Meeting days, times and location:</p> <ul style="list-style-type: none"> ● Tuesdays ● Every other week ● 8:15-9:00 ● Library <p>Facilitator:</p> <ul style="list-style-type: none"> ● Elected from staff at large ● Impartial - does not represent a constituency ● Sets agenda with principal ● Ensures equity of voice within the meeting ● Facilitates ● Distributes agenda by Friday before the IC meeting ● Monitors Google Form requests for IC topics ● Guides IC to form consensus <p>Recorder:</p> <ul style="list-style-type: none"> ● Public minute taking on a Google Doc ● Posts minutes to school website ● Minutes emailed to IC by end of Thursday (48 hours). IC reviews the notes and sends edits by end of day Friday (24 hours). ● Minutes emailed to staff at the end of the day Friday ● Minutes recorded on template ● Highlight decisions made ● Document action plans to move forward ● Paraphrase

- Running record of decisions made
- Elected at large - if no one steps up then fulfilled within IC

Agenda-setting procedure

- Google Form requests submitted 1 week before meeting
- cannot be anonymous
- emails sent responding to all submissions
- open to public
- agenda items should have a possible action plan
- issues vs topics

Decision Making

- If a decision impacts school or classroom practice use consensus
- Take time
- Brainstorm ideas
- Create Task forces
- Shared reading
- Use data
- Always engage constituents in decision making process
- Emergency meetings are OK or whole staff meeting is OK for time-sensitive decisions

Details Below

1) Meeting information - what room, how often, what time, what day.

Group feedback:

- Happy with the library, Tuesdays, yet to be determined before or after school because of the new schedule.
- Library, tuesdays but moving it to every 2 weeks instead of twice a month, not sure when to meet (prefers AM)
- Library, tuesdays, before school because we're getting out an hour later
- Tuesdays every two weeks, still in morning at 8:15-9:00
- Library, Tuesdays every other week, mornings, does a later start limit parents ability to participate.
- Library, tuesdays but maybe Mondays because there may be things brought up in IC that could be discussed

in leadership meetings (meet on Mondays), every two weeks

Round 2 - Monday vs Tuesday, start & end time

Group feedback:

- IC should not influence leadership - it's more about the nuts & bolts. Tuesday 8-9
- Tuesdays due to Mondays being off; 8:15-9:00
- Tuesdays - planning happens over the weekend & need to be implemented on Mondays 8:15-9:00
- Ask PTO what time would be best, Tuesdays
- Tuesdays to keep consistent & leadership can be moved if needed, 8:15-9:00 but open to PTO input
- Tuesdays; 7:45-8:30 would still allow for mini club time & open it up to parents

Round 3 - agree on a time for now. It can be changed later if it doesn't work.

Everyone weighs in as individuals. If you don't agree & thumb down, it's because you have a suggestion

- Vigil - 7:45-8:30 because we tend to run out of time. It would give us more time to finish discussions, notes, prepare for the day, etc.
- Silva - 7:30-8:30 - it always feel rushed so that extra 15 minutes can help
- Bernstein - we have 2 suggestions as well as 8:15. We'll go back to the group.

- 7:30 - 1,1,1,1,1,1,1,1,1
- 7:45 - 1,
- 8:15 - 1,1,1,1,1,1,1,1,1

Bernstein - recommends we try 8:15. If it doesn't work, we can revisit it.

1) Meeting days, times and location:

- Tuesdays
- Every other week
- 8:15-9:00
- Library

2) Facilitator/chair

- Some schools pick someone within IC to be the chair. But then they're doing double duty. They would have to be clear on which role they are filling.
- The facilitator needs to be impartial, helps with agenda setting, publishing the agenda, & do they have a responsibility for keeping the meeting going?

Round 1 - job description for the facilitator - what's their job & how are they selected

Group feedback:

- Use the language from current protocols - eliminate co-facilitator, meeting with principal, elect within IC, get additional differential
- Facilitator aspect only, not representation aspect, ensure equity of voice. Staff would choose from volunteers
- Someone who isn't in IC so that being a facilitator is their main focus. We acknowledge that if there's no one to do that we choose from IC. Set time agenda has to be set out & if something isn't on the agenda it isn't brought up. IC needs to have 1 contract day to review & discuss the agenda. Focus on time keeping & facilitating.
- Bernstein - if you go to staff, you are looking for someone impartial. Without a dog in the fight regarding how things turn out.
- Gallegos - every dept chair receives a differential. To be paid an additional differential they would be double dipping. School is limited in how many differentials can be given.
- Bernstein - you can make IC voluntary. We will address this in #6.
- Wade - there has been interest in the facilitator but not the co-facilitator.
- Gallegos - also having a vice facilitator
- Bernstein - we're just talking about the facilitator or chair?
- Wade - That needs to be determined
- Kaestner - is the facilitator a voting member?
- Bernstein - using consensus decision making. Not voting. The facilitator facilitates, forming consensus.

The facilitator can pitch in information that is important to the discussion.

- Kaestner - if there are other guests coming to the meeting, are they equally involved in the consensus making?
- Bernstein - if they come & they have information to add, their voice should be heard.
- Gallegos - our protocols say who is a voting member so that is leading us to confusion.
- Bernstein - how about you just decide. You can choose who is or is not part of the consensus making process. IC's can swell with a lot of people attending on some decisions then it falls back to the set IC on other topics.

Summary - from staff at large. What happens if that's not possible? Job - set agenda, ensure equity of voice, time keeper, facilitates, impartial, google form keeper, help forming consensus

Round 2 -

Group feedback:

- We agree with the job descriptions; must have a set time to meet with a team of facilitator, vice-facilitator, admin, secretary, etc. to set the agenda
- Agree with list
- Add the time keeper aspect - clarification on who does that. All the positions do depend on the amount of funding.
- Bernstein - lets focus on one position for the moment
- Nice for people from the outside to participate in consensus. But representatives are representing a group of people.
- Silva - is there anyone on IC who thinks they could handle the double duty. >No From my perspective - working with the vice-facilitator was incredibly helpful.
- Dunnum - it is a quiet position, working hard in the background. For example, there are two sets of eyes on the minutes, etc.
- Bernstein - keep in mind the future protocol topics. That will help us focus on what we're deciding on right now (facilitator)

- Gallegos - FYI - Mr. Hedman has applied for the Rock and Rhythm position. If he is hired then he will step down as the SS department head & is willing to step into the role of facilitator.

Round 3 - what should we do if we can't find someone from staff, vice-facilitator or come back to it later? Agenda timing?

Group feedback:

- Agenda sent out more than one day before meeting so people can reach out to constituents & vice versa. Week would be nice but more than one day.
- More than a day but can be a tall order. Vice-chair - we need to use common language defining what that is. That role does need to be clearly defined & what that position inherits if the facilitator position opens.
- Craig - I was nominated for facilitator. Would prefer to no longer hold my current position as counseling rep if I were to take that on. Fine if Hedman wants/can do it. Impartiality is important.
- 3 days ahead for the agenda - gives enough time to set the agenda, go to constituents; have an open meeting to set the agenda. Setting it a week ahead is a bit rushed.
- Bernstein - sounds like you have ever-changing agendas. Most schools set the agenda then representatives visit with constituents. Figure out how to limit & prioritize agendas is a big part of having meaningful meetings.
- If no one wants to be facilitator then it's a rotating position within IC; yes to having a vice-chair; agenda out at least one week prior
- Vice-chair who steps in until we have a chair; a week is nice but not necessary (maybe the Friday before the meeting?)
- If there is a vice-facilitator & facilitator then the agenda is set 1 week prior. If only a facilitator, then 3 days.

Bernstein - let's revisit the vice-chair after the other protocols. We're going to incorporate what works from current protocols today.

2) Facilitator:

- From staff at large
- Sets agenda with principal
- Ensures equity of voice within the meeting
- Facilitates
- Agenda is distributed by Friday before the IC meeting
- Watches over Google form that is used for topics
- Impartial
- Helps form consensus

- Laws - why are we looking at-large if we have individuals on IC who are willing to be Facilitator?
- Bernstein - they've stated that they would remove themselves from the current position if they take the position of Facilitator.

3) Recorder -

Some people like to have the minutes to be public during the meeting. Recommends strongly that decisions are highlighted. Keep a running record of Jefferson IC decisions. When meeting with constituents, talk from the minutes, rather than the memory. Minutes should be distributed in a timely fashion. Representational information & important decisions.

Round 1 - what is the job description of the recorder & how are minutes disseminated; use a predictable template?

Group feedback:

- Running script that eliminates assumptions so people can modify, currently posted to JMS website, deadline - 48 hrs draft goes to IC for 24 hr review period then sent to staff
- Same - highlight decisions made, action plans included to move forward, approval time can delay minutes getting sent to staff & they're being publicly shown while we're here, do we need more time.
- Not every word needs to be recorded
- Paraphrasing would be preferable. Template, posted to website, in timely manner, highlight decisions made,
- Bernstein - running record of decisions made
- Same - an at-large position, distributed to staff by Friday following the IC meeting. Give everyone a copy of the doc during the meeting.
- Laws - not everyone has a laptop so one will have to be provided

- Some sort of approval before being sent out to everyone. Share out with IC members. Important to make it easy to double check.
- Kaestner - Personally - likes the idea of having a day of approval before sending to staff.
- Is there an opportunity for something to be said off the record? Sometimes minutes are said without names - there can be advantages & disadvantages.
- Laws - if people are editing themselves because they are uncomfortable with a topic they may not share. Anything said is public. Not all conversations are taking place within IC even though they're happening outside of IC (elephants in the room).
- Bernstein - elephants in the room need to be figured out. If it's a personal or a personnel thing, it doesn't belong here. People need to be honest. Do you want to have something allowing you to be off the record? And, again, the down thumb means "I have more information." Blocking can't happen.
- Cordova - it is important to be on the record. It's important for my dept to see it.
- Bernstein - a group this large can lead to a long process if people share out individually.
- Add in easy process for approval - no comment=approval
- Names provide transparency which is important.

Round 2 - approve, names are OK or not

Individual feedback:

- Jawson - Everything on the record & tied to a name. Silence = approval
- Silva - Need to build our community within IC so we're comfortable with what is being said.
- Bernstein - managing conflict is important for the facilitator. Create a structure

3) Recorder

- Public minute taking on a google doc
- Posted to website
- Emailed to IC by end of Thursday. 24 48 hours for approval. Sent to staff by the end of Friday.
- Template used
- Highlight decisions made

- Action plans to move forward
- Paraphrase
- Running record of decisions made
- At large - if no one steps up then within IC

4) Agenda-setting procedure - by when? Sorting process. How to ensure trust & communication

Group feedback:

- Current Google form has: name, name of agenda item, plan for agenda item, please explain how the agenda item affects instruction.
- Vigil - Recommends the date is included.
- Bernstein - recommends they are called topics. Issues are taken care of outside of IC

4) Agenda-setting procedure

- Google form submitted 1 week before meeting
- cannot be anonymous
- emails sent responding to all submissions
- open to public
- agenda items should have a possible action plan
- issues vs topics

5) Decision Making - Recommendation - If a decision impacts the school or classroom practice use consensus.

Consensus should not be fast unless it is a simple topic. Think “accordion” Communication & Trust are inseparable

Options: take time, brainstorm ideas, form a task force, share reading, all helps us reach consensus

Big topics should be presented as a question. For example - should Jefferson have assemblies? Discuss with constituents then come back, brainstorm, reach consensus

Round 1 -

Group feedback:

- An inclusion of qualitative vs quantitative data would help us reach decisions. Only 13% of our decisions were based on data this year
- Take time, brainstorm ideas, task force, shared reading, use data (qual/quant)
- Jawson - what happens if something comes up at the last minute what do we do?

- Gallegos - for example, the budget had to be a quick decision this year
- Bernstein - it'd be good to come up with a system for those time sensitive decisions.
- Peterson - the budget affected our instructional minutes so the bell schedule was a quick decision.
- Bernstein - some options are to hold emergency meetings - IC, departments, staff meetings. People need to have a say.
- Jawson - Can we develop a protocol for next year?
- Gallegos - hesitate to put a time on the items that aren't predictable.
- Bernstein - Always engage constituents in the decision making process. By not doing that, you can create animosity
- Perhaps conversations can be had with the whole staff via a meeting or email.

5) Decision Making

- If a decision impacts school or classroom practice use consensus.
 - Take time
 - Brainstorm ideas
 - Create Task forces
 - Shared reading
 - Use data
 - Always engage constituents in decision making process
 - Emergency meetings are OK or whole staff meeting is OK
-
- Cordova - we have a large, diverse student body. We all represent different perspectives & it's become a hot topic.
 - Laws - this would help me understand as well!
 - George - the Special Ed dept chair doesn't have a seat on the IC so there is a rep for Cross Cat, Gifted & non-voting member for VI.
 - Craig - we all have the same interests & we all bring different things together.
 - George - we have representatives for each dept, grade levels, etc. There's been a lot of "creativity"
 - Bernstein - IC is an open committee. It's all about representation. Most schools have departments: ELA, Science, SS, Math, Electives, Special Ed, PTO, EA (EA's

& Secretaries), Union, Support (counseling, library, nurse, family liaison, CSA), At Large - Chair, Secretary

- George - custodians?
- Bernstein - I've never seen a school with a custodian included but it'd be OK.
- Kaestner - this list doesn't match our current protocols. Right now we have a Cross Cat rep & a gifted Rep.
- Bernstein - we're representing a department, not a child. What happened?
- Vigil - for a while we didn't have 1 Head SpEd. We had one for Cross Cat & one for Gifted. Now we have one person who does all the IEPs.
- Bernstein - You don't have to automatically make the dept head the IC rep. In some schools there are two people - each one doing something different.
- George - the Head SpEd goes to the Head SpEd meetings & needs to share out that information.
- Bernstein - those can be shared with the department. On IC, that person can represent both sides
- Anderson - we have a large special ed population & each group has different needs. Wants a process in place so all the information can be shared with the person who represents us.

This will be picked up later.

- Bernstein - we can have inclusive representation if communication is strong. That's why it's important for us to go back to our constituents & make sure they have a voice.
- Griego - clarification - everyone needs to be elected to these positions?
- Bernstein - correct.
- Gallegos - Tanya Campos has asked about Dr. Hawley training. Would be on Sept. 5th. It's a 6 hour training. Is this OK? Yes
- Slota - would love for Bernstein to come back & help us with the rest of the protocols.
- Griego - when will the Special Ed roles be established?

		<ul style="list-style-type: none"> ● Vigil - are we just moving forward with one person or do we decide as a dept to have 2 representatives? ● Bernstein - IC is about representing & going back & forth. Ex - SS is representing all grade levels. Have a conversation within the department about their needs ● George - another question is if one dept is up to be split then should all departments? ● Bernstein - that would result in IC being run through staff meetings.
9:26-10:26	60 Min	Culture/Climate - How to improve and review page 41 of the Negotiated agreement: "Instructional Councils: Considerations for a Successful Collaborative Structure." <i>Whole Group</i>
10:26-11:26	60 Min	Brainstorming and voting for beginning of the year PD Dates on the Calendar for next school year: Testing Dates, Expectation Assemblies, Recognition Assemblies, etc... - <i>Whole Group</i>
11:26-11:30	3 Min	Next Steps: July 28th in the afternoon - a continuation of this retreat.