

Jefferson MS Instructional Council Agenda

July 28, 2023, 2:00 pm - 4:00 pm

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Topic: IC Retreat (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

Valerie Hoose
Ellen Bernstein

Trini Gallegos (Principal)
~~_____ (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)
Kate Siders

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 8, 2023 IC meeting.

TO PREPARE FOR THIS MEETING, PLEASE:

- Review Draft Minutes (sent May 29)
- Read through this agenda
- Come ready and prepared to discuss and share ideas

Decisions Made:

- iReady (BOY) will be held on August 22 & 23
- IC Membership: Dept, Support Staff, EA's, Gifted, Disabilities/VI (PTO, Union, & Admin are written into the negotiated agreement)
- Phone Policy:
 - Phones will remain in backpacks in each class.
 - Backpacks will be placed away from students on one side of the room.

- Students are not allowed to access their backpacks to go to the restroom.
- August 11st - Expectation Assembly. Extended Advisory schedule will be run that day.
- Regular Advisory schedule will run on 8/3 & 8/4

TIME	MINUTES	ACTIVITY
2:00 - 2:10	10 Minutes	Welcome Back Discussion (and Cushion For Meeting Issues) <ul style="list-style-type: none"> ● Bernstein - would like to run through the protocols we decided on at the last meeting. ● Reviewed protocols ● Siders - since our agenda is so full I thought we could save protocol #6 to the end so we cover the rest ● Kaestner - I would like to discuss #6 so we can determine membership before moving on. Would that be OK? ● Agreed
2:10 - 2:20	10 Minutes	Aug 8 - Siders: Approve minutes from last meeting. - next time <ul style="list-style-type: none"> ● IC Chair updates
2:20 - 2:30	10 Minutes	Aug 8 - Bernstein/Hoose/Gallegos: #7 Communication procedures with constituent groups
2:30 - 2:35	5 Minutes	Aug 8 - Bernstein/Hoose/Gallegos/Siders: #8 Communication procedure with community
2:35 - 2:40	5 Minutes	Aug 8 - Bernstein/Hoose/Siders: #9 Publication and distribution of group protocols
2:40 - 2:50	10 Minutes	Aug 8 - Bernstein/Hoose/Siders: #10 Publication of all decisions made
2:50 - 2:55	5 Minutes	Aug 8 - Bernstein/Hoose/Siders: #11 Procedure to revisit protocols routinely (date each review/revision)
2:55 - 3:00	5 Minutes	Aug 8 - Bernstein/Hoose/Siders: #12 Orientation for new IC members
3:00 - 3:25	25 Minutes	Bernstein/Hoose/Siders: #6 Membership configuration: Include a list of IC representatives, names of the constituency groups, when and where constituency groups meet and the

election cycles and length of terms. (Continued discussion from May 25th)

Kaestner read a statement he prepared regarding the importance of having both a Gifted & Cross Cat representative rather than one special ed representative:

The need for gifted IC representation is clearly needed. Here are some reasons.

1. We have an outsized number of gifted students along with 7 teachers of the gifted (similar in size to some departments). The scale and impact of the gifted program at JMS shows the need for a gifted representative on our IC.

2. The rules are changing. The NMPED is broadening its definition of who is gifted to include arts and leadership (in addition to intellectual ability, critical thinking, creativity, and academic performance). Furthermore, the cutoff scores are being lowered from 97.5% to 95%. As the NMPED broadens its definition of giftedness and lowers the cutoff scores, we should anticipate an increase in the number of gifted students and teachers at Jefferson. With these significant changes on the horizon, having a dedicated gifted representative on the IC is crucial to navigating these shifts effectively.

3. At a recent IC meeting, it was stated that the recent change to having both a disability rep and a gifted rep on IC was tied to pandemic related challenges. However, when I review the minutes, for example from August 2, 2021, they indicate to me that the reason was due to each group needing adequate IC representation. Having one special education representative on IC was seen to be inadequate. Having both disability and gifted representatives on IC was something that was fought for and was ultimately supported by this council. I do not see what has changed that would make us want to revise this recent amendment to our protocols (and reduce teacher representation on the council).

4. I believe Jefferson's gifted students are underserved. We've witnessed the significant conflict when teachers of the gifted offered to teach electives to help meet the needs of their students. While I respect the push at Jefferson to dismantle ability grouping (it may indeed help many students), I also believe that the "least restrictive environment" for special education gifted students is with their intellectual peers for part of their day. I understand that different students and their teachers have different needs, and that these needs may conflict. This further shows the need for both gifted and disability representation on our IC. Having both these positions will increase important two-way communication both within and outside IC.

In conclusion, the presence of both a gifted and a disability representative on our instructional council is vital to ensure that the unique needs and interests of these special education student populations, along with their dedicated teachers, are adequately addressed.

Maintaining separate representatives will foster an inclusive and supportive learning environment that serves all students and educators effectively. As we face new challenges and changes in the educational landscape, it is crucial to uphold the principles that led to the inclusion of both disability and gifted representatives on the IC in the first place. Thank you for considering my perspective.

Bernstein - Discuss how IC should be structured in small groups
Round 1:

- By department
- By department, Gifted, Cross Cat/Disability
- By department & support staff (family liaison, nurse, library, counseling). Support staff - could rotate who represents in IC
- By department, family liaison, support staff (nurse, library, counseling, resource teacher)
- Support staff (same as 3rd bullet), special ed has 1 representative since consensus building allows others to be present & have their voices heard.

Bernstein - we suggest there isn't voting because it leads to people feeling marginalized & it doesn't feel like there's been a chance for trust to be developed. Consensus needs to happen over time, speaking with constituents and representing them

Round 2:

- By department, Mr. Laws would like there to be more input about SpEd representation before a decision is made. Cross Cat feels comfortable having Clover represent them.
- By department, if the SpEd department is split then Electives should be as well, ancillary services (staff that we share with other schools) should also be represented, EA's. Who is the representative for those who are in more than one dept?
- Bernstein - they would choose
- Slota - we need to talk about parent representation. I want them to be included.
- Bernstein - their participation is written into the negotiated agreement
- Laws - could the entire staff show up to IC & participate?
- Hoose - yes. This should not work in secrecy but, rather, be open to everyone.
- Laws - not everyone has been trained. How do we know who is a paid representative?
- Hoose - if someone shows a thumbs down then we ask them why. They will be heard
- Bernstein - decisions shouldn't be rushed so that everyone feels heard. The IC can develop a process that engages the entire staff if needed. If someone is at the table participating in the conversation, they can be a part of the decision-making process.
- Siders - previously, we focused on the % of teachers on the council, wanting to make sure they were represented.
- Bernstein - a thumbs down means the same as "I have a better suggestion"
- Hoose - FYI - IC cannot violate state law, negotiated agreement, board policies, etc.
- Jawson - could we take this discussion to our constituents?

- Bernstein - I'm going to suggest we make a decision. Recap of consensus: Remember, a thumb pointed to the side means "I believe that you understand my point of view; I believe that I understand your point of view; whether or not I prefer the decision, I support it."

Round 2 - what structure on IC would best maintain trust?

- Dept, Support Staff, EA's, Gifted, Cross Cat/Disabilities,
- Dept, Support staff, Ancillary staff (positions shared with other schools), one SpEd rep
- Jawson - not able to come up with a concrete idea for the membership structure. Would like the opportunity to bring ti up with the electives department
- Dept, Support Staff, EA's, Gifted, Disabilities,
- Dept, Support Staff, EA's, Gifted, Disabilities,
- Dept, Support Staff, EA's, Gifted, Disabilities, VI
- Dept, Support Staff, EA/Secretary, Family Liaison, on SpEd rep

- Bernstein - recommend you use the following for now, take it to constituents & come back

- Dept, Support Staff, EA's, Gifted, Disabilities/VI (PTO, Union & Admin are written into the negotiated agreement)

- Craig - we need to decide on the vice-facilitator role
- Silva - having someone to work with when I was chair was invaluable. Helped in many ways - responses to emails, agendas, etc.
- Siders - the bylaws state that the vice-chair can cover the secretary or chair in their absence.
- Gallegos - the position was established before I got here so this does need to be decided.
- Craig - would just like to see a list of responsibilities.
- Siders - could we possibly delay that so Ms. Gallegos can cover her items?
- Cordova - we also need to clarify the stipend.
- Siders - it is a paid
- Bernstein - this counsel needs to clarify representatives with constituents. Come back to decide on the vice-chair & the rest of the protocols.

		<ul style="list-style-type: none"> Gallegos - want to remind everyone we do have a new chair so the vice-chair will be able to support that individual
3:25 - 3:30	5 Minutes	<p>Gallegos: Proposal for Advisory Bell Schedule Friday 8/4</p> <ul style="list-style-type: none"> Gallegos - We would run an advisory schedule on both 8/3 & 8/4. Pennebaker - would like to see sexual harassment addressed in advisory this year. Gallegos - yes, it was covered last year & we'll continue it this year. <p>Assembly schedule will be run on 8/3 & 8/4</p>
3:30 - 3:35	5 Minutes	<p>Gallegos: 2023/24 Phone Policy</p> <ul style="list-style-type: none"> Gallegos - would like students to keep their phones in their backpacks, & keep the backpacks on one side of the room. They cannot enter their backpack before going to the restroom. This will take the responsibility off of teachers having to keep the phones in their rooms all day. Also, a parent shared that they can track their child if the phone stays with them. Pennebaker - what about passing periods? Gallegos - phones will be taken away. If they don't give them to a teacher, then send them to admin. Also, there are new policies regarding phones from the district. Jawson - can constituents visit this & come up with ideas through the IC google form? Gallegos - Yes, but I've been told that this needs to go out to parents now. George - if we don't use the backpack plan, what's the alternative? Gallegos - teachers could use the phone pockets in their classroom Siders - there were more elaborate plans brought up at the end of last year but a decision wasn't made. George - so we could technically come back to this Cordova - maybe we try this for a semester then come back to discuss this for the second semester. We do need clear notification of any 504 exceptions. Rivera - how will the kids know the new rules?

		<ul style="list-style-type: none"> ● Gallegos - expectation assemblies. Would like these to be more student driven so I will work with Ms. Slota. They will be on August 11th during 1st (6th grade), 2nd (7th grade) & 3rd (8th grade) & January 12th 5th (6th), 6th (7th) & 7th (8th) ● Kaestner - we are actually with students for less days than last year. Could we have an assembly schedule? ● Gallegos - we can look into that. ● Cordova - problem with an assembly schedule is that we don't have enough space for everyone to be there at the same time. We've discussed this before. Is there a better suggestion? ● Siders - how much time is needed for the assembly? Could we run an extended advisory schedule? Is 2 hrs 20 min enough time to rotate all the students through? ● Kaestner - could we run 2 at a time in 2 different locations? ● Gallegos - no, because I'm partnering with student council ● George - maybe show the information on video? ● Rivera - or on the intercom? ● Gallegos - maybe for the January assembly. ● Silva - we could place them all in an extended advisory on the 11th. ● Gallegos - let's go ahead and run that on the 11th. <p>Student expectation assembly on August 11th; run an extended advisory schedule</p>
3:35 - 3:40	5 Minutes	Aug 8 - Gallegos: Student Recognition Assemblies
3:40 - 3:45 2:05 - 2:10	5 Minutes	Siders: Proposed BOY and MOY iReady testing dates: <ul style="list-style-type: none"> ● BOY August 23rd and 24th August 22nd and 23rd (pending technology) ● MOY December 5th and 6th <ul style="list-style-type: none"> ● Siders - the draft of the testing calendar will be released Monday by the district. ● Dunnum - I requested the change from August 23/24 to August 22/23 due to Lobo Science taking field trips during 7th period on Thursdays

		<ul style="list-style-type: none"> • Siders - August 22nd & 23rd will be Math (22nd), then Reading (23rd); December 5th & 6th will be Reading (5th), then Math (6th). Classes will be about 31 minutes per period with an extended advisory schedule. Would like to get the BOY on the calendar now. The MOY days can be discussed at a later time. <p>Reeves - move to hold iready on August 22 & 23. Silva Motion passes.</p>
3:45 - 4:00	15 Minutes	<p>Siders: Next Steps</p> <ul style="list-style-type: none"> • Review protocol for IC draft minutes • Review new protocol for summarized IC decisions • Review Google Form Submissions and Responses <p>Added during 7/28 Retreat:</p> <ul style="list-style-type: none"> • Vice Chair Role and Responsibility • Clarify representatives and constituents • Complete remainder of protocols • Student Recognition Assembly <p>Next IC meeting is August 8 from 8:05 - 8:50 in the Jefferson Library.</p>