

Jefferson MS Instructional Minute

(Wednesday) September 6, 2023, 8:05-8:50

Topic:

1. Parent Teacher Conference Format
2. Consensus on Finals Week?
3. Discussion of Master Schedule
4. Math department vacancy status/ steps
5. Timing of and procedures for testing/ assemblies/ career fair.

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) Trini Gallegos (Principal)
- Margaret Silva (ELA) Patricia Goke (Assistant Principal)
- Cat Maes (Math) Zachary Craig (Counseling)
- ~~Samantha Cordova (Science)~~ Katy Slota (Family Liaison)
- Deb Alberti (Social Studies) Shelli Williams (6th grade)
Lee Ramirez (7th grade)
Suzy Dunnum (8th grade)
- Clover George (Head Spec Ed) Sherie Pennebaker (Union Co-rep)
Clover George (22-23 Union Co-Rep)
- Heather Reeves (Cross-Cat) - Provided input for CC & Science.
- ~~Steven Kaestner (Gifted)~~
- ~~Ashley Griego (EA Rep)~~
- James Laws (parent)
- Fred Rivera (parent)
- ~~Mollie Baland~~

Facilitator:

Mark Hedman (IC Chair)

Notetaker:

Suzy Dunnum (Secretary)

Timekeeper:

Kate Siders (IC Vice-Chair)

Additional Participants:

Monika Unwin, Suzanne Shelton, Cristina Munro, Robert Munro

MEETING OBJECTIVE:

1. Determine Best Practices for Parent Teacher Conference Format

2. Arrive at Consensus on Finals Week Schedule
3. Discussion of Master Schedule and Feedback
4. Math department vacancy status/ steps
5. Timing of and procedures for testing/ assemblies/ career fair.

TO PREPARE FOR THIS MEETING, PLEASE:

- Review the 8/22 minutes sent 8/25
- Read through this agenda
- Come ready and prepared to discuss and share ideas

Decisions Made:

- Dr. White will visit with Jefferson students during an assembly. Administration is looking at the date & possibly pairing it with another activity if we use an extended advisory.
- Career Fair will run through ELA during the fall semester for all grades. A system will be developed for 1st & 7th period students.
- Student council elections will be run through advisory on 9/14
- Finals week will be held December 14th-20th (Th, F, M, Tu, W).
- MOY i-Ready dates:
 - Monday, December 4, Regular Advisory Schedule
 - Tuesday, Dec 5 (Reading), Extended Advisory Schedule
 - Wednesday, Dec 6 (Math), Extended Advisory Schedule
 - Thursday & Friday, Dec 7 & 8, Regular Bell Schedule (no Advisory)
- The Winter Assembly will be held on December 21st
- Consensus - Mr. Hedman will work with admin to organize parents and staff regarding the status of the vacant classes and provide next steps. Team will include: Ms. Maes & parents Mr. Laws, Mr. Munro and Ms. Wilbur

Conversations for Constituents:

- Finals Week - how do we structure those days?
- Master Schedule - Do a plus/delta with departments about this year's schedule. Bring back by December.

Schedule: minutes

TIME	MINUTES	ACTIVITY
1	Minute	Approve minutes from 8/22 and protocols. Approved
10	Minutes	<u>Gallegos- assembly with Dr. White</u> <ul style="list-style-type: none"> ● Gallegos - Last school year Dr. White asked if we'd like an assembly. It's an inspirational story. Professor of Tuba/Euphonium at UNM. He'd like to do one assembly with all the students. Waited for the beginning of the year. We would

		<p>use one period. Lasts about an hour</p> <ul style="list-style-type: none"> ● Parent - How many assemblies a year? ● Gallegos - Two to three ● Parent - Does this count as instructional time? Yes ● Maes - this does fall under the AVID umbrella ● Dunnun - Could we have some kind of assembly schedule or extended advisory possible? ● GallegosI can look into that ● Person - Maybe pair it up with another activity? <p>We're OK with the assembly. Looking at the date & possibly paired with another activity if we use an extended advisory.</p>
5	Minutes	<p>Discuss career fair and what class should be used to run students through the fair.</p> <ul style="list-style-type: none"> ● Silva - through the College & Career readiness group we wanted to bring in people to speak to students. 10-3:00. ELA is happy to use class time. Only problem is that 1st & 7th period students wouldn't receive the presentations. Would like to pair with another dept to support the 1st & 7th period issue. Passports students can write in to reflect on who they visited, which adds an academic point. We feel this is important. ● Gallegos - College & Career supports one of the 4 focus areas of SREB. We're making sure everything we're doing is aligning with one of those focus teams. ● Silva - there was the idea that maybe this focuses on 7th & 8th grade, with 6th grade focusing on general careers since they all have the AVID wheel. ● Jawson - would like to see all 3 grades. Some classes have all 3 grade levels in them. ● Parent - exposure to it all 3 years makes sense. 8th graders should see it this semester since they are deciding on their high school. ● Craig - this feeds into the Next Step plans for 8th grade. This could get 6th graders excited about possible futures. <p>Summary - This will run through ELA, this semester, & come up with a system for 1st & 7th period students</p> <ul style="list-style-type: none"> ● Craig - maybe we create a list of 1st & 7th students who could attend during those times if grades are good. ● Siders - Silva, I can help you with this.

1	Minute	<p>Consensus to allow for student council president and vp election to be run through advisory classes September 14th</p> <p>Consensus - run election through advisory on 9/14</p>
5	Minutes	<p>Finals Week- Department feedback and further thoughts.</p> <p>Hedman - would like to at least work toward dates. Let's hear from each dept.</p> <p><u>Dept feedback</u></p> <ul style="list-style-type: none"> ● SS - department is fine if it doesn't have to be a cumulative exam. Would prefer a few days rather than a full week. ● Math - would prefer earlier on the schedule vs later. Maybe around the 18th. Would like to give theirs on one of the 1st days. ● Electives - 14th, 15th, 18th, 19th, 20th - closed week preferred. Presentation finals would be on the calendar & sent out. Would appreciate others being placed on the calendar as well. ● ELA - fine with dates. Winter assembly on the last day. Pretty flexible. ● Early but not so early that we lose instructional days. ● Cross Cat - pretty flexible. Least destructive for students who need routine. ● Science (provided by Reeves) - No real consensus - pretty flexible. Not too early so we don't lose instructional days. ● Support - not many firm opinions other than not that last day before break. Maintaining routine & structure are important ● Admin - fine with whatever ● Parents - pass <p>Consensus - 14th-20th (Th,F,M,Tu,W)</p> <p>Take back to departments - how do we structure those days?</p> <ul style="list-style-type: none"> ● Gallegos - maybe consider the 20th to be a make-up day? ● Jawson - Thursday could also be a make-up day (assembly day)
3	Minutes	<p>iReady MOY Dates - Siders</p> <p>Monday, December 4 Regular Advisory Schedule</p> <p>Tuesday, December 5 (Reading) - Extended Advisory</p> <p>Wednesday, December 6 (Math) - Extended Advisory</p>

		<p>Thursday and Friday - Regular Bell Schedule (no Advisory)</p> <ul style="list-style-type: none"> • Siders - this is late enough to have maximum distance between BOY and MOY and gives enough time for make-ups • Unwin - could Monday be a regular day as well? We could notify those students the Thursday before. • Hedman - touching base the day before advisory also covers technical issues. • Craig - curious about having a different schedule for iReady through Math and ELA. I wasn't here during this discussion earlier. • Reeves - we ran that kind of schedule before but we lost around 2 weeks of instructional time in Math and ELA. • Siders - our completion percentages were great this time. We could bring this up for discussion but would like to continue using this for this year. • Jawson - having an advisory schedule on Monday prior to iready days supports the importance of maintaining routine & structure, <p>Consensus -</p> <p>Monday, December 4 Regular Advisory Schedule Tuesday, December 5 (Reading) - Extended Advisory Wednesday, December 6 (Math) - Extended Advisory Thursday and Friday - Regular Bell Schedule (no Advisory)</p>
5	Minutes	<p>Parent Teacher Conferences- Department feedback and further thoughts.</p> <ul style="list-style-type: none"> • Gallegos - if IEPs happen within 2 weeks within SLCs we can offer parents the opportunity for a conference, but they don't have to participate if they feel they don't need it. • Are you trying to schedule IEPs around that time? • Gallegos - Not necessarily. <p><u>Dept feedback:</u></p> <ul style="list-style-type: none"> • SS - would like the option of holding them over the phone, would like them to be student-led, using the slide show, give parents the option of how to meet (google meet, in person or phone). Concerned that it would have to be around a 10 min meeting in order to get them all in. • ELA - SLCs need to be interactive, especially since we don't teach all of our kids. Concerned about how much communicating there will have to be with sponsor teachers regarding IEPs so we'd like to learn more about how to understand Progress Towards Goals. Maybe a lunch & learn?

		<p>It's going to be a lot for sped teachers to communicate with everyone for their students.</p> <ul style="list-style-type: none"> • Electives - student led with slide show. Using the slide show should be school wide instead of optional. • Unwin - I'm happy to send that out again. It was developed in a committee • Support - a template should be used as a guide for the conversation because it puts responsibility on the student. Would also like everyone to attempt to reach families to present them the option of having a conference however they prefer - phone call, Google Meet or in person <p>Parents:</p> <ul style="list-style-type: none"> • Laws - 10 min is too short for a conference so I would like that to be discussed further. If only 10 min is allowed, maybe there could be additional ways for parents to follow up. • R. Munro - agree. 10 minutes may lead to parents not participating. • C. Munro - there are many parents who don't want or need 10 minutes. Perhaps offering some flexibility or include a note about how to have additional conversations. • Rivera - we like the opportunity to meet with teachers face-to-face. • Jawson - Mr. Kaestner had calculated that if each conference was 20 min, we could get them all in. • Siders - We do have a few advisories with more than 15. • Gallegos - prep periods could be used prior to conferences for calls. • Pennebaker - we work bell to bell so there's not enough time to call during prep. <p>Consensus - conferences will be student led, students will use the slide show, we will give parents a choice of in person, google meet or phone call.</p>
5	Minutes	<p>Discussion of current issues with master schedule and planning for 24-25 academic year.</p> <ul style="list-style-type: none"> • Gallegos - there have been some struggles with scheduling for this year. One of Patricia's main jobs is the master schedule & she's still learning. I would like everyone to take this discussion back to departments & do a plus/delta. We can then look at those & implement them once she's trained. Would like the plus/delta in December because training for the master schedule begins in January. There are tight & loose requirements from APS. • Are there specific questions you want us to ask our

		<p>department?</p> <ul style="list-style-type: none"> ● Gallegos - Positives, issues, etc. It is a big puzzle. Having a 6-period day is off the table. That is handed down by the district because we are a bilingual school. Spanish Language Arts uses up an elective period. ● Craig - talking about this earlier in the school year (maybe October) would be good. Counselors visit 5th graders in January ● Gallegos - yes. Talking about it in departments & coming back with a plus/delta is good. ● Unwin - nearly half our population is special ed. Part of the head teacher's role is working with admin & making sure our students receive services. Getting a spreadsheet of services should be created now. And, the head spec ed teacher should be part of that conversation. ● Gallegos - Ms. George was a part of it last year. She & Goke already have time set up for them to meet & discuss the schedule. <p>Do a plus/delta with departments about this year's schedule. Bring back by December.</p>
5	Minutes	<p>James Laws- Lack of Math Instruction: Time Sensitive.</p> <ul style="list-style-type: none"> ● Gallegos - we do have an applicant for the 7th/Honors Alg position. The 6th/7th position doesn't have any applicants yet. Working with Kelly services to get someone in there with a math background. Very aware that the math positions are an issue but we are limited if there aren't any applicants. ● Unwin - big shout out to our math department members who are supporting the subs! Ms. Maes & Ms. Penn. ● Gallegos - if you know of anyone who wants to apply, please encourage them to do so. ● Laws - This is an academic emergency. Shared a document titled: "09062023 IC Agenda Item Lack of Math Instruction--Time Sensitive" (see attached). I'm requesting a working group to assess the situation and make recommendations at the next meeting - appreciate the efforts made for temporary and permanent solutions - families are integral to the solution ● Parent - the lack of grades in 6th grade Accelerated Math is concerning ● Pennebaker - Uses math scores to help inform science instruction ● Laws - has spoken to AHS to inquire about attending AHS for math instruction. How many kids are without a math teacher? Can I get that number? ● Gallegos - yes

		<ul style="list-style-type: none"> • Laws - We appreciate the volunteering but there should be money attached to it - you're asking for unpaid work • Gallegos - Department Chairs do get compensated • Maes - Ms Penn has worked on this a lot • Gallegos - The discussion of compensation is private. • Maes - the printed job description of department chairs didn't include covering for vacancies • Laws - this warrants an additional conversation - it would be good to be able to follow up. Would IC agree to set up a group to obtain this information, help understand the limitations? • Maes - I'm here every day and available to talk • Hedman - We can broadcast the committee to families and staff • Parent 6th - ultimate question - are all the regular 6th grade math classes full? • Gallegos - they're not packed but it could become a scheduling issue • Parents and staff are forming a working group to bring back information to the next IC meeting. <p>Consensus - Mr. Hedman will work with admin to organize parents and staff regarding the status of the vacant classes and provide next steps. Team will include: Ms. Maes & parents Mr. Laws, Mr. Munro and Ms. Wilbur</p> <ul style="list-style-type: none"> • George - it needs to be added that if students with IEPs move from accelerated/general education it is not something that can quickly by undone when a teacher is hired
5	Minutes	<p>Winter assembly - are we interested in resuming the winter assembly tradition at Jefferson this year?</p> <ul style="list-style-type: none"> • Shelton - it shouldn't say "interested". This has been going on since 1942. December 21st is the date. <p>The Winter Assembly will be held on December 21st</p>
	Minutes	<p>Next Steps:</p> <ul style="list-style-type: none"> • Next IC meeting Sept 20th 8:05-8:50