

## Jefferson MS Instructional Minutes

August 22, 2023, 8:05-8:50

**Topic:** 1. Protocols (cont.)  
2. Best Practices for Parent-Teacher Conference

**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. Discuss Best Practices For Parent/Teacher Conferences.
3. Establish Next Steps for September 5, 2023 IC meeting.

**TO PREPARE FOR THIS MEETING, PLEASE:**

- Review Draft Minutes (sent August 15)
- Read through this agenda
- Come ready and prepared to discuss and share ideas

**Decisions Made:**

- IC meetings are being moved to Wednesdays. Next meeting on Sept 6
- Consensus decisions will be summarized for clarification before moving on to the next topic.
- Protocol #9: Protocols will be reviewed at the retreat, posted on website & classroom, & revisited as needed.

- Protocol #10: The decisions made by IC will be highlighted by the secretary & included in the minutes, & a separate document will be sent to staff, posted on the Jefferson website & Jefferson Resource Classroom.
- Protocol #11: The goal is to revisit & publish by the beginning of each academic year.
- Protocol #12: The last IC meeting in April will be the review of protocols & the orientation for new IC members.

**Conversation for Constituents:**

- Finals week decision
- SLC options decision:
  - Mode of meeting with parents
  - Scheduled length of individual SLC meetings
  - Teacher-facilitated or Student-led?
  - How do we get feedback on students we don't teach?
- Finalize:
  - Positive Jet Card = Advisory with PTO
  - Assembly day for first quarter grades Oct. 20, 2nd assembly day in Jan. (Date TBD).

TIME	MINUTES	ACTIVITY
	5 Minutes	<p><b>Hedman:</b> Approve minutes:</p> <ul style="list-style-type: none"> <li>● IC Meeting August 8, 2023</li> </ul> <p>Approved</p>
		<p><b>Gallegos (proposal to switch IC meetings):</b></p> <ul style="list-style-type: none"> <li>● Gallegos - there is a district training that principals are supposed to participate in. There are book studies that are occurring on the same day as our IC meetings. Could we modify the Tuesdays we meet?</li> <li>● Siders - For now it would impact the 7th grade meeting. I can work with Ramirez and any other meetings that conflict with the new IC schedule.</li> <li>● Cordova - could we move it to Wednesdays instead?</li> </ul> <p>We are moving IC to Wednesdays. Next meeting on Sept 6</p>
	5 minutes	<p><b>Hedman (item from Dukart):</b></p> <p>Any updates on the discussion of the schedule for finals week after it went back to departments for further discussion?</p>

		<ul style="list-style-type: none"> <li>● Silva - responses from my department are that they do not want to go to an extended advisory schedule for finals. Would prefer 2 days in the middle of the week, with the last couple of days for make-ups. That would also be less of a conflict with mock trials.</li> <li>● Jawson - The elective meeting is tomorrow.</li> <li>● Kaestner - There was a concern that if the finals occur too early, there would be more down time. Also, once we commit to a finals schedule, we stay with it.</li> <li>● Craig - I have heard from parents wanting the schedule to be set asap. Also, one day ELA/SS, one day Ma/Sci, one day Electives - M, Tu, W - avoiding the last day</li> <li>● Maes - dept appeared fine - no feedback.</li> <li>● Reeves - small group will roll with whatever is decided.</li> </ul> <p>We will continue this discussion at the next meeting since SS, Sci &amp; Electives have meetings coming up.</p>
	5 minutes	<p><b>Hedman:</b> Discuss format for acknowledging current consensus closing an item in consensus process.</p> <ul style="list-style-type: none"> <li>● Hedman - We want to make sure we have a procedure for ending a conversation. For example, "If there are no further suggestions, can we move onto the next item."</li> <li>● Cordova - A suggestion is to include "consensus."</li> <li>● Dunnum - I would appreciate a verbal summary of what we just decided on.</li> </ul> <p>We have consensus on consensus.</p>
	10 minutes	<p><b>Hedman:</b> #9 <i>Publication and distribution of group protocols</i></p> <ul style="list-style-type: none"> <li>● Hedman - We do have a yearly review in place.</li> <li>● Siders - The protocols are posted on the website.</li> <li>● Craig - Are they published on the Jefferson website or Jefferson Resource Classroom?</li> <li>● Siders - both</li> </ul>

Consensus - Protocols will be reviewed at the retreat, posted on Jefferson's website & the Jefferson Resource classroom, & revisited as needed.

**Hedman: #10** Publication of all decisions made

- Hedman - The decisions IC makes are highlighted by the secretary & included in the minutes, which are sent to staff, then posted on the Jefferson website & Jefferson Resource Classroom. This is a separate document. Any others?

Consensus: The decisions made by the IC will be highlighted by the secretary in the IC minutes. They will be written in a separate document that will be sent to staff, posted on the Jefferson website & in the Jefferson Resource Classroom.

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

- Hedman - we review protocols yearly
- Siders - We also established that items can be revisited as needed. Should a date for revision be included?

Consensus: The goal is to revisit & publish by the beginning of each academic year.

**Hedman: #12** Orientation for new IC members

- Hedman - The IC Retreat is at the end of the school year & continues to the beginning of the following school year if needed. Training with the union & APS is possible if needed.
- Cordova - Could it happen earlier in the year so protocols can be done before the end of the school year? Although, it could become faster in the future with our new understanding of consensus?
- Gallegos - If so, new members would have to be determined earlier.
- Jawson - Then elections would need to be in April. New & old members attend the retreat.
- Hedman - should the last IC meeting in April include the training?
- Jawson - If they are elected in April, 3 IC meetings would follow. Could a retreat be scheduled if needed?

		<ul style="list-style-type: none"> <li>● Gallegos - It'd be good to know ASAP so the Union and APS can be invited</li> </ul> <p>Consensus - The last IC meeting in April will be the review of protocols &amp; the orientation for new IC members.</p>
	10 minutes	<p><b>Kaestner-</b> Discussion of best practices for parent-teacher conferences/ SLC's.</p> <ul style="list-style-type: none"> <li>● Kaestner - I was surprised to see SLC days went from 2 to 1. Two days made it easier to accommodate special situations. What's the best use of time since we only have one day? Shorter meetings, only meet with highest need conferences, etc?</li> <li>● Laws - do parents have the option to not have the student there?</li> <li>● Kaestner - the student should be there. Traditionally, they've been the facilitator.</li> <li>● Pennebaker - there's not enough time in the day to fit everyone in.</li> <li>● Kaestner - 20 min conferences, 5 min in between with a 30 minute lunch, they can barely fit.</li> <li>● Silva - I'd like it to be flexible between holding the meeting virtually &amp; in person. If the student has straight A's without behavior issues, can they be optional? Also, I always have my students complete the SLC Google Slide presentation. Some students could share those at home.</li> <li>● Ramirez - In that case, could an email be sent home with an overview of how the student is doing?</li> <li>● Silva - also, I don't know my advisory students as well since I don't teach them all.</li> <li>● Cordova - It'd be nice to have an option for calling home.</li> <li>● Alberti - If they've had an IEP that semester, do they need an SLC as well?</li> <li>● Laws - Yes, they need a conference.</li> <li>● Reeves - It'd be good to have that option. There are cases where an IEP occurred the week before.</li> <li>● Ramirez - that's when a phone call comes in handy.</li> <li>● Slota - many of our families would appreciate the option of a phone call. It's difficult to get off of work.</li> <li>● Kaestner - we want to be accommodating but not coercive</li> <li>● Jawson - maybe include this discussion in grade level meetings. What should we focus on at each level?</li> </ul>

		<p>Offer options for parents so they can conveniently communicate, in person, online, phone call, SLC slides when possible so student is engaging, Sherie will talk to Union to advocate for two days.</p> <ul style="list-style-type: none"> <li>● Pennebaker - I think there is trouble with this not being student led.</li> <li>● Hedman - let's continue this conversation at the next meeting so we have more department feedback.</li> <li>● Cordova - we need consensus as a school about how to get feedback about students we don't teach.</li> </ul> <p>Consensus - To be continued...</p>
	<p>5 minutes</p>	<p><b>Gallegos:</b> Student Recognition Assemblies</p> <ul style="list-style-type: none"> <li>● Gallegos - Will these assemblies be about grades, positive jet cards, etc. I would like these dates set aside. Quarter? Semester? I would like more of a plan.</li> <li>● Cordova - Would like kids to be brought into this so they are student led/driven. The last assembly was entertaining.</li> <li>● Gallegos - Should they be separate days? Should we keep them together?</li> <li>● Cordova - Could it be the last day after finals?</li> <li>● Rivera - PTO would love to provide something for the kids if we are allowed.</li> <li>● Resounding "YES!!!"</li> <li>● Gallegos - Should advisory be used for jet card positives &amp; the assemblies be used for grades? Should the grades be recognized each quarter or semester?</li> <li>● Alberti - quarter. Increases the chance to get it.</li> <li>● Hedman - The Student Incentive SREB team could focus on this &amp; provide feedback. We can coordinate with PTO.</li> <li>● Siders - However, grades won't be final until after winter break.</li> <li>● Alberti - The 1st assembly will be in October &amp; the 2nd in January?</li> <li>● Siders - we could use one of the odd days in November? Between SLC &amp; Thanksgiving?</li> </ul>

		<p>1) Positive Jet Card = Advisory with PTO.  2) Assembly day for first quarter grades October 20, 2nd assembly day in January (Date will be updated)</p> <p>Finalize at the next meeting.</p>
	<p>5 minutes</p>	<p><b>Next Steps: Hedman</b>  September 6th- from Katy Slota- Discuss career fair and what class should be used to run students through the fair.</p> <p>September 6th- from Margaret Silva- Discussion of current issues with master schedule and planning for 24-25 academic year.</p> <p>Student recognition assemblies  SLC's</p> <p>Next IC meeting is September 6, from 8:05 - 8:50 in the Jefferson Library.</p>