

Jefferson MS Instructional Minutes

(Wednesday) September 20, 2023, 8:05-8:50

Topic:

1. Math working group-feedback from community

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)
- ~~(Gifted)~~
- ~~Ashley Griego (EA Rep)~~
- James Laws (parent)
- ~~Fred Rivera (parent)~~
- Robert Munro (parent)
- ~~Mollie Baland~~

Facilitator:

Mark Hedman (IC Chair)

Notetaker:

Suzy Dunnum (Secretary)

Timekeeper:

Kate Siders (IC Vice-Chair)

MEETING OBJECTIVE:

1. Share information from

TO PREPARE FOR THIS MEETING, PLEASE:

- Review the 9/6 minutes and additional document sent 9/11
- Read through this agenda
- Come ready and prepared to discuss and share ideas

Decisions Made:

- Minutes Approved
- Consensus - IC agrees the Math vacancies are an emergency & Jefferson needs support. The working group will develop a message to APS. Mr. Laws will lead the group and collaborate with administration.
- Consensus - we move forward with Ms George as Special Education Representative.

Conversations with Constituents:

- Department chairs will remind departments about the function of consensus and how their voice will be heard if they join an IC meeting.

TIME	MINUTES	ACTIVITY
8:05-8:10	5 Min.	Approve minutes from 9/6. Minutes approved
8:10-8:35	25 Min.	James Laws- Share information gathered from the 9/12 meeting of the Math Working Group organized after the last IC meeting to address concerns and brainstorm solutions regarding the math department vacancies. Discussion of current status of instruction and feedback. *See attached document <ul style="list-style-type: none"> • Laws - Wants to thank everyone who contributed to this process. Came in not understanding the process & admin stepped up to fill parents in. I have brought in the document shared last week with some answers to the questions. I also have some proposals to present to IC & perhaps take them to APS. • Gallegos - Since our last meeting we now have someone hired for the 7th Gifted, 7th Acc & Honors Alg. He is being processed but we are not sure of how long it will be until he arrives. We also have a sub in the classroom with a Math background. Someone has applied for the other position & he has been requested. • Laws - There are 156 students directly affected, plus other students indirectly affected due to other math teachers supporting the sub. If these hires don't come through, there are some things we could do: letting APS know about the situation so they provide resources to Jefferson & the math teachers who are helping out, & APS could make it easier for jobs to be discovered within APS. • Cordova - Illustrative math is difficult for a regular math teacher but isn't it very difficult for a sub? • Maes - yes, it's very difficult for an experienced teacher. Skills build, it is focused on graphics until an algorithm is built. The lesson summaries are good & short (the meat & potatoes) for students to look at. I've offered more than 20 lessons to the 6th/7th grade sub but it's not clear if they've been addressed. The subs are now more settled so it should improve. The school also now has Delta Math, which provides good support. There are videos inside Illustrative Math curriculum that are accessible through Google Classroom.

- Cordova - was it difficult to provide plans due to Accelerated/Gifted students?
- Maes - I was accelerating the curriculum myself until the workbooks for Accelerated Math came in (last year's Accelerated/Gifted Math teachers didn't order the curriculum). When they arrived, students were at a different place in the curriculum. It's better now. Ms. Penn has helped with the Algebra students & Mr. Escandon has worked hard.
- Cordova - there needs to be feedback to APS regarding how the curriculum is changed when there is a sub. We appreciate you!
- Munro - if the 6th grade position isn't hired or we lose the long-term sub, we may have to deal with short-term subs again. It'd be good to have a detailed syllabus that provides information to the subs & families. We do need a long-term strategy if this were to happen again.
- Gallegos - the sub is in place until October. The job can be extended if he's willing.
- Maes - now that we have Google Classroom, Illustrative Math workbooks & Delta Math in place, the curriculum is more set. The units of study can be placed into a syllabus.
- Gallegos - I recommend waiting for the new hire for 7th/H.Alg - he is at the tail end of the hiring process & can create his own syllabus when he starts.
- Laws - it'd be great to have a central place for assignments, how the grades are affected, etc. Clarity. Google Classroom would be a good location for this.
- Cordova - As a parent, it'd be nice if the syllabus had hyperlinks, is the teacher following the curriculum or building your own, work policies (late work), contact info, appointments, etc.
- Laws - agreed. When we go to APS, it'd be good to have resources, showing what Maes is doing, etc.
- Gallegos - a syllabus can be placed on the website
- Maes - Delta Math will be used for grading in 7th grade.
- Hedman - we can continue this discussion in the future if needed, perhaps developing a plan in case this happens again.
- Laws - thanks to everyone for pitching in & spending time on this. I would like for us to acknowledge that this is a crisis in our school, would like to open the door for direct contact with APS to deal with problems like this. Finally, ask them to fix their website.
- Craig - is there an update on the Small Group ELD/ELA?
- Gallegos - he is also at the tail-end of the process

Consensus - IC agrees this is an emergency & we need support

		<ul style="list-style-type: none"> ● Gallegos - please be aware that APS might not respond since we've requested teachers for both positions. ● Laws - we want APS to step up their responses to support. ● Gallegos - Please know that this is not only affecting Jefferson. Many schools in the district have Math vacancies. ● Laws - the job listings need to be updated/modified so they are easily seen. ● Alberti - absolutely agree. Job postings are very difficult to navigate ● Siders - we need an action item so we can work on the other items <p>Laws - proposes that the working group will develop a message to APS. Laws will lead the group and collaborate with administration.</p> <p>Consensus</p>
8:35-8:40	5 Min	<p>Revisit Special Ed department representation due to current Gifted chair vacancy</p> <ul style="list-style-type: none"> ● Hedman - Mr. Kaestner has stepped down so we need to discuss representation for special ed. ● George - the dept hasn't been surveyed. My personal opinion is that every dept head is the IC rep. I have information that not all the sponsor teachers are aware of - district mandates, legalities, etc. & IC decisions could conflict with those. ● Reeves - Cross Cat is fine with there being one representative. Not sure about the Gifted ● George - Gifted is maybe concerned about not being sufficiently represented. ● Cordova - since we are using a consensus model, anyone can come to the IC meeting. We can ensure they know when items affecting gifted students are on the schedule so they can show up. ● Jawson - the yellow & green sections on the minutes provide information about what was covered. ● Laws - Previously, Mr. Kaestner made a presentation about why a gifted representative is needed. I am dismayed that he has decided to leave. He referenced the amount of gifted students, scale of gifted needs, that the gifted pool could get larger, etc. Having somebody focused on that would be good. ● Cordova - According to the laws in our state, Gifted & CC are under the Special Ed umbrella. ● George - the responsibility for Special Ed services lands on my head so I'd like to have that voice in IC meetings.

		<ul style="list-style-type: none">● Dunnum - as a gifted department, Kaestner notified us he was stepping down, but no one has stepped up to take that on. Personally, I feel like George would represent us well. Based on no other responses, I can only assume the gifted teachers feel the same. Clover has info we don't have. For example, I could only represent what I know in the classroom, but Clover will have more info about what is coming down the pipeline.● George - For example, the change in the bell schedule affected IEP minutes. There are things that need to be addressed systemically from the head of the special education department. As the head of this department, I need to be allowed to do my job.● Craig - In terms of voice, I feel like Clover would be able to represent all. It's not just gifted and disability - there are many other students whose programs Clover represents and advocates for.● Laws - I would like to address what Mr Kaestner is concerned about.● George - I do not understand his concerns specifically. Only he can really represent his feelings.● Cordova - I don't think the data present that our gifted and accelerated are not being served. My counterpart and I compared our Advisory students' growth on iReady last year. My students had growth, his did not. Gifted students get what they need as far as curriculum is concerned. This is part of Ms. Dunnum's support.● Silva - I have been working with the small group ELD and ELA position. I have worked with Admin, Head Sped, other teachers to get those students the support they need. The parents are not as vocal but we are working very hard to support those students. It has been an APS issue to get this new hire in place.● Maes - Jefferson offers far more to our gifted and accelerated students than most other schools. We excel on that.● Hedman - In the interest of time, what do we need to do?● Gallegos - The paperwork is overdue, we need to make a decision.● Jawson - Dunnum stated that no one stepped up - we have a situation in place that is working (George) - we have a functioning decision. If someone does want to step up later it can be an IC discussion, but there would be budget meetings.● Alberti - IC meetings are open, it doesn't have to be the department chair to bring ideas or issues to IC. They can show up.
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8:40-8:45	5 Min	Finals Week- Department feedback and further thoughts - no time
8:45-8:50	5 Min	<p>Next Steps:</p> <ul style="list-style-type: none"> ● Shelton- Discuss Winter Assembly details and schedule. ● Move items that were not able to be discussed to the very top of the next agenda.