

Jefferson Instructional Council Agenda
 Wednesday, October 18, 2023 at 8:05-8:50

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) Shelli Williams (6th grade)
- Deb Alberti (Social Studies) ~~Lee Ramirez (7th grade)~~ Suzy Dunnum (8th grade)
- ~~Clover George (Head Spec Ed)~~ Sherie Pennebaker (Union Co-rep)
- ~~Ashley Griego (EA Rep)~~ ~~Clover George (Union Co-Rep)~~

Facilitator:

Mark Hedman (IC Chair)

Notetaker:

Suzy Dunnum (Secretary)

Timekeeper:

Kate Siders (IC Vice-Chair)

MEETING OBJECTIVE:

1. Update on Math Vacancy
2. Plus Delta Master Schedule Reminder
3. Begin JetCard and Behavior Contract Discussion
4. Discussion of Upcoming PD Days

TO PREPARE FOR THIS MEETING, PLEASE:

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

Decisions made

- Oct 4th minutes approved
- Send something out to parents & students to get their feedback about electives - a survey will be developed by the administration. Departments will get plus/delta feedback about the master schedule from constituents.
- A Survey will be sent to staff in the weekly announcements regarding the structure of the November 6th PD

Take back

- Plus/Delta of Master Schedule
<https://docs.google.com/document/d/1hBz1GfJIGFzDSEcwfAQXGKctqnVnx-VVBw7rq9d8wZw/copy?usp=sharing> (optional template)
- Discuss having an agenda written on the board every day

- Discuss the issues of not having a Jet Card policy in the classroom so we can have a thorough discussion at the next IC meeting

TIME	MINUTES	ACTIVITY
8:05 - 8:07	2 Min	<p>Hedman: Approve Minutes from 10/4</p> <p>Minutes approved</p>
8:07 - 8:10	3 Min	<p>Gallegos: Math Vacancy Update</p> <ul style="list-style-type: none"> ● Gallegos - both math positions are staffed & here. Mr. Stone has met with the long-term sub so they were able to meet & they were in class together this past Monday. Broaddus is staying to pick up IEP sub jobs. ● Laws - was APS forthcoming with information about when Mr. Stone would show up? ● Gallegos - no, I wasn't told ● Laws - I'll add something into the notes about the need for better communication
8:10 - 8:15	5 Min	<p>Gallegos: Plus Delta For Master Schedule Reminder</p> <ul style="list-style-type: none"> ● Gallegos - please do the plus/delta for the master schedule ASAP. I'm going to be Ms. Goke's copilot since I've worked on a master schedule in the past. This is Goke's first time developing a master schedule so she needs support. Ms. Siders will be a backup person to help. Our schedule is very different from what I've worked on before because of the amount of electives. ● Cordova - Would like the electives to be student driven, not teacher driven. Perhaps we can send out a survey. I would also like to see multiple sections of electives rather than singletons. Singletons cause issues with the schedules leading to some classes being much larger than others. Some of the large classes contain a lot of special ed students. ● Gallegos - no problem sending a survey. They just need to understand the allocations depend on allocations ● Craig - could it be talked about at PTO meeting, plus the survey, plus communication through IC? ● Gallegos - a hard part is that we don't have our budget until March, which is after we build our master schedule. Yes, we can communicate all of this. Would like to get this done now rather than later ● Alberti - happy to see that this is being discussed now

		<ul style="list-style-type: none"> ● Jawson - would you like a document of the pluses & deltas? One from each dept? ● Gallegos - yes, thank you <p>Consensus - send something out to parents & students to get their feedback. A survey will be developed by the administration. Depts will get plus/delta feedback from constituents.</p>
8:15 - 8:25	10 Min	<p>Hedman: Positive JetCard discussion. How often is it being used? How can we increase signings to reinforce positive behavior?</p> <ul style="list-style-type: none"> ● Hedman - wondering how the use of the positive jet card is working? ● Gallegos - the agenda itself needs to be discussed ● Alberti - any time they need to leave the classroom I sign their agenda. They are blank - assignments need to be written in. ● Pennebaker - we used to have time set aside for agendas to be checked. Parents were expected to look at it. We've lost that culture. ● Alberti - if we had faculty & parent buy-in there would be more participation. ● Pennebaker - it was also a good way to communicate with parents. Parents can't see the notes in synergy. Using the agenda is part of AVID ● Alberti - correct. And, College & Career Readiness ● Jawson - could we say that on Mondays they fill it out for the week. The performance arts classes don't have the time to check every day. Maybe Thursday could be a check to see what they've filled out. ● Silva - in AVID we have students find study buddies - someone they can go to if they're absent, to help them get organized if they missed something, etc. We do emphasize to the students that it is ultimately their responsibility so there are supports within AVID for the electives. It's great if teachers can emphasize it but they need to get into the habit of doing it themselves. ● Jawson - maybe we can place things in Google Classroom? ● Munro - if something states 'needs parent signature' then I know I need to sign it. Otherwise, the student might say it's not necessary. Regarding my own son, it doesn't look like teachers have guided him as to what should be written down. ● Silva - many AVID students have stated that their teachers don't have anything written on the board. ● Munro - I like the consistency of the agenda but am not positive about what he's getting out of it.

		<ul style="list-style-type: none"> ● Williams - I put down important dates on the board. I expect students to write them down. I expect that it is done but don't always check it. ● Cordova - as a parent, knowing when big projects & tests are due are more important than small, daily tasks. Some projects don't need to be written each day because they are focusing on them for multiple days. Helpful if the teacher has a routine that is shared with parents. ● Gallegos - having consistency is important. Once they get into the habit of using the agenda, we can start modifying its use for projects. ● Cordova - I like using Mondays ● Laws - providing important dates on a 1 page syllabus would be very helpful ● Jawson - we could do something weekly so we can adjust as needed for interruptions. ● Alberti - the new schedule seems to be increasing absenteeism around the days off. ● Silva - as an AVID teacher, we need to at least have something written on the board as a first step. <p>Take Back - discuss having an agenda written on the board each day.</p>
8:25 - 8:35	10 Min	<p>Pennebaker: How is the new “no Jet card-classroom contract policy” going? In my class, many students are losing their agendas, so the agendas are not as much a priority as they were in the past. This happened less often when the Jet cards were in the agendas.</p> <ul style="list-style-type: none"> ● How are students organizing their assignments? ● How are classroom contracts working out? ● What percentage of teachers have classroom contracts? <p>Take Back - discuss the issues of not having a Jet Card policy in the classroom so we can have a thorough discussion at the next IC meeting.</p>
8:35 - 8:45	10 Min	<p>Gallegos: Upcoming District/Site-Based PD Days</p> <p>Oct 12: District (Dr Hollie) -</p> <ul style="list-style-type: none"> ● Gallegos - the district put together PD at the last minute. From here on out, the IC has a say on PD when site based. I'm in a principal's association. We have shared that we need the pd schedule a month in advance. Hopefully, they'll be more proactive. PD for site-based needs to be determined by IC.

		<ul style="list-style-type: none"> ● Cordova - feeling frustrated that it feels district focused rather than teacher. ● Silva - more collaboration time, work time is requested by my dept ● Gallegos - feels that working on established items is better than bringing in something new ● Jawson - more dept time & collaboration time. ● Siders - Nov 1 is the next IC. We need suggestions for Nov 6. ● Gallegos - half of that day is supposed to be PD and the other half collaboration. If we feel that if we need more time for collaboration, that is OK with admin ● Alberti - when is the expectation that we'll have something finalized for SREB? ● Gallegos - no set date - it's a work in progress. That could be part of PD or staff meetings. When Kyle is here, he touches base with focus leads, next steps, gets a feel for how it's going. ● Cordova - propose 1/3 focus group, 1/3 dept, 1/3 classroom for Nov. 6 ● Pennebaker - there may be teachers who would like a PD on planning for the newer teachers. ● Craig - it's important to get some feedback from everyone. There are a lot of preferences amongst staff. Ellen mentioned that we can send surveys in time crunch situations. Perhaps we need something with Dr Hollie to continue that process on Nov. 6?. ● Gallegos - Dr. Hollie is asking for 10 teachers who would do a deep dive to be thoroughly trained. His team will come to Jefferson &. those teachers would turn around and share what they learned to the larger group. ● Jawson - we could figure out Nov 6th now, then on Nov 1st we could figure out future days. ● Siders - would grade levels need time as well? ● Gallegos - it is important for everyone to attend grade level meetings in general ● Cordova - maybe fourths on November 6th, then we send out a survey for what those fourths look like. Grade level, dept, SREB & personal ● Silva - I would prefer not to send another survey because my dept has already received many from me. ● Alberti - maybe remove SREB since we work during staff meetings? ● Gallegos - they do need time to meet because its been a while ● Hedman - maybe we can use the bell schedule. Certain periods for certain focuses. ● Siders - we need a consensus on how Nov 6th will look.
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8:45 - 8:50	5 Minutes	<p>Next Steps:</p> <ul style="list-style-type: none"> Master Schedule for Plus/Delta Jet Card Conversation Finalize PD day