

**Instructional Council Minutes**  
11/1 (Wednesday), 2023, 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~~ Suzy Dunnum (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)  
~~Clover George (Union Co-Rep)~~
- ~~Ashley Griego (EA Rep)~~
- James Laws (parent)
- Fred Rivera (parent)
- Robert Munro (parent)

**Facilitator:**

Mark Hedman (IC Chair)

**Notetaker:**

Suzy Dunnum (Secretary)

**Timekeeper:**

Kate Siders (IC Vice-Chair)

**MEETING OBJECTIVE:**

1. Site-based PD discussion
2. Advisory at the end of semester
3. End of school year planning
4. Panorama Student Survey
5. Continue JetCard and agenda discussion

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

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

**Schedule:** 45 minutes

**Decision Made:**

- Minutes approved
- November 6th PD - Per the survey responses:
  - Grade Level will focus on Behavior & Team Building
  - Departments will focus on Vertical Articulation & i-Ready/CER
- Functioning decision to not have Advisory on 12/14, 12/18 or 12/21
- The Panorama Survey will be given to students through Advisory on November 13th. Advisory will be extended approximately 20 min to provide students with enough time to complete it.

**Take back to constituents:**

- Spring Finals Schedule:
  - 5/21-5/24 Finals following a similar schedule to the Fall schedule
    - Tuesday-Elective/Make-ups, Wednesday-Electives/Make-ups, Thursday-Math/Social Studies, Friday-ELA/Science
  - Monday 5/27 = Memorial Day
  - Tuesday 5/28 = Make-ups
  - Wednesday 5/29 = Activity Day (8th grade at the park)
  - Thursday 5/30 = ?? (promotion time TBD)
  - Friday May 31 = Last Day

TIME	MINUTES	ACTIVITY
8:05 - 8:07	2 Minutes	<b>Hedman</b> - Approve minutes from 10/18 IC meeting. Minutes approved
8:07 - 8:12	5 Minutes	<p><b>Gallegos</b> - Results from staff survey regarding 11/6 site-based PD. Also, any input gathered from department meetings?</p> <ul style="list-style-type: none"> <li>● Gallegos - 28 responses for the Nov 6 site based PD.               <ul style="list-style-type: none"> <li>○ Grade level Results: Behavior - 71.4%, Team Building (field trips, end-of-year-activities, etc) - 57.1%, Student Grades - 35.7%, Attendance - 21.4%.</li> <li>○ Dept time - Vertical Articulation - 53.6%, i-Ready CER - 42%, 90-Day Plan &amp; Common Rubrics - 35.7% each.</li> <li>○ Guidance will be sent out today for how to structure that time.</li> </ul> </li> <li>● Schedule for the day (1 hr each with a 30 min lunch): Staff meeting, SREB Focus Teams, EWS, Teacher prep, Grade Level, Dept. Level</li> <li>● Jawson - the electives dept would like to create a sustainable student-showcase structure.</li> <li>● Gallegos - that would fall under Vertical Articulation</li> </ul> <p>Per the survey responses:</p> <ul style="list-style-type: none"> <li>● Grade Level will focus on behavior &amp; team building</li> <li>● Department will focus on vertical articulation &amp; i-Ready/CER</li> </ul>
8:12 - 8:17	5 Minutes	<p><b>Siders (on behalf of Grade Level and Dept. Chairs)</b> - Advisory during Finals and Winter Assembly</p> <p>Proposal: No advisory on Thursday, 12/14, Monday, 12/18, Thursday, 12/21</p>

		<ul style="list-style-type: none"> <li>• Siders - this came up through conversations during the Dept &amp; Grade Level Chair meeting to maximize class time during finals.</li> </ul> <p>Consensus - functioning decision to not have Advisory on 12/14, 12/18 or 12/21.</p>
<p>8:17 - 8:22</p>	<p>5 Minutes</p>	<p><b>Siders (on behalf of Grade Level and Dept. Chairs) - Spring Finals Schedule</b></p> <p>Tuesday, 5/21 - 5/24 Finals following a similar schedule to the Fall (Tuesday-Electives/Make-ups, Wednesday-Electives/Make-ups, Thursday-Math/Social Studies, Friday-ELA/Science).  Monday 5/27 = Memorial Day  Tuesday, May 28 = Make-ups  Wednesday, May 29 = Activity Day (8th grade at the park)  Thursday, May 30 = ?? (promotion time TBD)  Friday, May 31 = Last Day</p> <ul style="list-style-type: none"> <li>• Siders - would like to set this now so there isn't a scramble later. Finals will be from 5/21-5/24 due to the last week containing field days, promotion, etc.</li> <li>• Jawson - maybe May 30th could be a student showcase - maybe similar to winter assembly.</li> <li>• Promotion is during school</li> </ul> <p>Take back to Depts to discuss</p>
<p>8:22 - 8:30</p>	<p>8 Minutes</p>	<p><b>Gallegos - Panorama Student Surveys (Goal 4)</b></p> <ul style="list-style-type: none"> <li>• Gallegos - Panorama is a platform for a district survey used to get feedback from students that supports Goal 4 - Skills, Habits &amp; Mindsets. Parents can opt out (info for that will go out this week). The window for completion is from 11/1-11/17. A time needs to be decided on when to do the survey.</li> <li>• Jawson - how long would the survey take to fill out?</li> <li>• Gallegos - 30 min max.</li> <li>• Pennebaker - if parents can opt out, is the district really going to get a good picture?</li> <li>• Munro - wasn't there another survey done recently?</li> <li>• Gallegos - that was the Youth Risk &amp; Resiliency Survey (YRRS). It only occurred in 19 classrooms &amp; is from NM. This survey is from the district.</li> <li>• Siders - could we just lengthen advisory a bit &amp; shorten the classes a bit?</li> </ul>

		<ul style="list-style-type: none"> <li>● Jawson - it's best for teachers to keep their instructional time.</li> <li>● Hedman - any objections to increasing advisory so all classes can still meet?</li> <li>● None</li> <li>● Jawson - 11/13 &amp; 11/16 are Advisory days. Recommends we use Monday 13th.</li> <li>● Siders - I can work on that schedule.</li> </ul> <p>Consensus - The Panorama Survey will be given to students through Advisory on November 13th. Advisory will be extended approximately 20 min to provide students with enough time to complete it.</p>
<p>8:30 - 8:45</p>	<p>15 Minutes</p>	<p><b>Hedman-</b> Feedback from departments regarding JetCard (how to increase positive signings and effectively leverage the tool for classroom management?)</p> <ul style="list-style-type: none"> <li>● Jawson - Electives - instead of something being written every day in the agenda, maybe incorporate symbols representing big items; teachers have students write in dates for big items; they liked how we used to have positives canceling negatives. Having some kind of structure is good - The raffle has excited students. Is there data supporting the idea that writing in the agenda leads to higher grades?</li> <li>● Hedman - one point was also made about the need for a larger agenda due to some students struggling to write in the small space.</li> <li>● Maes - Math - Encouraged the dept to write on their board daily or weekly then the students could write that down &amp; keep it on their desk, which makes it easier for teachers to write in. I don't sign a bathroom pass if they haven't written down the agenda. This implements AVID strategies. No real feedback from the dept. though.</li> <li>● Siders - SS - it was shared that Cat doesn't sign restroom pass &amp; they liked that.</li> <li>● Cat - I also add extra credit to their notebook checks if the full week of the agenda is filled out. Dept didn't seem open to implementing that strategy because it's not aligned to a math standard.</li> <li>● Dunnum - Science - Science collaborated electronically - the threat of signing the agenda worked as an intervention BUT students also got strict discipline for minor infractions; agendas didn't get lost as often because the Jet Card was in there; size was brought up as an issue as well; does the JC align with current discipline?</li> <li>● Alberti - SS (reading from Mr. Smith's meeting notes) best when the card was in the agenda; morning announcements could remind everyone to sign it; there could be a reminder of policies</li> </ul>

		<p>(a lot of new teachers right now); the tardy policy needs to be reiterated as well; q2 advisory lessons would be helpful for jet card behavior, focus on catching them being good.</p> <ul style="list-style-type: none"><li>● Silva - ELA - the biggest concern is with communication, lack of writing things in the agenda. No real feedback on the positive jet card. Concerns about agendas breaking, students not having them. Need something sturdier. Also fosters communication between teachers &amp; parents for things that don't really need a phone call. Also, we're not set up in teams so the agenda was useful to support communication.</li><li>● Siders - at another school there was a weekly/monthly focus for teachers to look for a specific, positive behavior in students, such as, opening the door, picking up trash, etc.</li><li>● Pennebaker - would like to reiterate the value of parent communication that is in the Jet Card.</li><li>● Maes - the Jet Card also encourages accountability for the student - having to show it to their parent, they have a discussion about the behavior, etc.</li><li>● Alberti - in the past, the Jet Card was monitored by the advisory teacher.</li><li>● Pennebaker - notes on synergy are for teachers. I can put behavior notes in there but I'm not sure what parents have heard regarding the incident.</li><li>● Alberti - if something was happening in a hallway &amp; we don't know the student, we could have signed their card.</li><li>● Gallegos - phone calls need to happen, rather than writing a note.</li><li>● Alberti - that was step 2 or 3 on the Jet Card.</li><li>● Pennebaker - even writing a little positive note is nice.</li><li>● Siders - if you don't know the student, go ahead and call the front office.</li><li>● Hedman - a comment brought up in Electives is to boost the signal &amp; reduce noise. In other words, be sure we are emphasizing the important items - due dates, communication with parents.</li><li>● Maes - maybe we hold Jet Card meetings during staff meetings or dept meetings. The Jet Card committee is voluntary &amp; most teachers don't participate.</li><li>● Munro - sounds like it's a consistency issue on all parts. There should be some sort of methodology for staff and students to understand the why and the progressive discipline.</li><li>● Gallegos - regarding the current behavior agreements - there are classroom agreements that have 3 school-aligned expectations, and teachers had the opportunity to add class-agreed upon expectations</li><li>● Silva - my department shared they are not using the behavior agreements and do not understand how to use them.</li></ul>
--	--	---

		<ul style="list-style-type: none"> <li>● Gallegos - there needs to be consistency.</li> <li>● Hedman - maybe future agendas could have information about agreements</li> <li>● Alberti - we had vacancies at the beginning of the year and maybe they don't know how to use the agreements. We need to ask staff what system they are most likely to use.</li> <li>● Gallegos - new staff members do get support</li> <li>● Pennebaker - when we first had the Jet Card, it was used across the board and we had time at the beginning of the day.</li> <li>● Gallegos - review will happen on Nov. 6. Part of the consistency is holding adults accountable for using the systems that are in place.</li> <li>● Munro - will part of the Nov. 6 review talk about bringing back the Jet Card?</li> <li>● Gallegos - the discussion will be regarding the use of the agreements, the tardy policy, the staff handbook, and the positive Jet Card signings, which are already in place. We recognize that the agenda needs to be larger and that's what we will plan on for next year. It is the same company we used previously so not sure why the quality changed.</li> <li>● Jawson - probably supply chain issues.</li> </ul>
8:45 - 8:50	5 Minutes	<p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>● Discussion on the proposed finals schedule for the Spring semester: Tuesday, 5/21 - 5/24 following a similar schedule to the Fall semester (Tuesday Electives/Make-ups, Wednesday Electives/Make-ups, Thursday Math/Social Studies, Friday, ELA/Science).</li> <li>●</li> </ul>