

Instructional Council Agenda

1/24/24 (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)
- Samantha Cordova (Science) Shelli Williams (6th grade)
Margaret Silva (7th grade)
Suzy Dunnum (8th grade)
- Deb Alberti (Social Studies) Sherie Pennebaker (Union Co-rep)
Clover George (Union Co-Rep)
- Clover George (Head Spec Ed)
- 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. Continue sharing department Plus/Delta from Departments
2. Continue Jet Card Discussion

TO PREPARE FOR THIS MEETING, PLEASE:

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

Decisions Made:


Minutes approved

Take Back to Constituents:

Behavior Points - Continue the conversation with departments & bring back feedback. Continue discussion about effectively using the Jet Card, integrating it with the agenda and further design input.

TIME	MINUTES	ACTIVITY
8:05 - 8:07	2 Minutes	<p>Hedman - Positive message to share out. Cathy Kroll share a positive message on the IC Agenda Item form: <u>Proposed Topic/Issue:</u> Gratitude <u>Explain how this topic or issue impacts instruction:</u> I just want whoever</p>

		is reading this to know I am grateful to have such a dynamic staff at JMS. <u>What is your proposed solution?</u> Keep up the good work. I appreciate IC.
8:07 - 8:10	3 Minutes	Hedman - Approve minutes from 1/10 IC meeting. Minutes approved
8:10 - 8:15	5 Minutes	<p>Gallegos - Updates on position vacancies.</p> <ul style="list-style-type: none"> ● Goke - counseling is still open. Someone has been recommended for small group ELA ● Laws - are we supposed to have 3 counselors? ● Goke - 2: 1 for 6th, 1 for 8th & 7th is split ● Jawson - how about the EA? ● Goke - not yet. ● George - it's no longer offered as a short term so hopefully, that will make it more attractive. ● Hedman - regarding the counseling vacancy, we need to have enough support if there is an acute counseling crisis our counseling dept is severely understaffed. If anyone wants to submit a question to the superintendent candidates about this kind of situation, please talk to me or Mr. Laws. <p>Submit your Question for Superintendent Candidates</p> <ul style="list-style-type: none"> ● Alberti - would like to help draft a letter. ● Laws - I think we can all submit questions ● Siders - it'd be good to remind your dept members to bring up questions for the superintendent forum (January 30th). ● Laws - there will be live answers, but not live questions. Those need to be submitted. ● Pennebaker - Our students have a lot of mental health needs that need support; especially since covid. ● Hedman - our family is visiting a variety of schools to see what the options are for high school. We have focused on the counselor/student ratio & it is much lower at high schools outside of APS. It'd be good for APS to see this & try to increase their number of counselors. ● Laws - there are crises that need immediate attention & need more hands on deck.
8:15 - 8:25	10 Minutes	<p>Gallegos - Review Master Schedule plus/delta responses from admin.</p> <p>📄 Master Schedule Plus/Delta All Departments</p> <ul style="list-style-type: none"> ● Goke - Gallegos & I went through & wrote in comments into the plus/delta (see spreadsheet). Are all high schools on the same schedule?

		<ul style="list-style-type: none"> ● Siders - I'll look into that. Update: Highland teachers see all classes every day. ● Goke - Regarding common preps/PLC teams & the negotiated agreement - we are limited by the available minutes during prep for meetings. . ● Siders - We have approximately 20 minutes of time to have meetings during a 5-day week. ● Pennebaker - when we were on a 6 period day, the minutes worked out. ● Siders - we had a lot of 4 day weeks this year, which prevents any meetings during preps. ● Pennebaker - we've had voluntary meetings in the past ● Goke - does that limit the amount of time for meetings outside the duty day? ● George - No, we have around 120 minutes every 30 days. 220 minutes per week of prep time. Please check my math ● Goke - regarding the timing of classes, students being tracked isn't something we like to see but it also depends on student needs. It may be hard to get away from. Regarding "other" - we can't start the schedule until cards are done. The first phase of scheduling is starting in late Jan/Feb. ● Hedman - counselors have a big role with incoming 5th graders? ● Goke - yes ● Hedman - any questions? ● No
8:25 - 8:30	5 Minutes	<p>Hedman - Feedback from grade level and department chairs on using behavior points in 24-25 in lieu of or in addition to Jet Card.</p> <p> Jefferson Behavior Points List</p> <ul style="list-style-type: none"> ● Hedman - we need to start focusing on best practices to prepare for the printing of the agenda. ● Maes - a constituent prefers Synergy because it can be shared with parents. Personally prefers negative points in the Jet Card in case it needs to be signed while subbing, hallway, etc. ● Alberti - Agrees with having the negative points in the agenda. Also likes using the behavior points but there's so many options


		<ul style="list-style-type: none">● Siders - right but we can reduce them, add new ones, reword some, etc. We can also change the point value - not everything has to be one point. Regarding the color coding on the spreadsheet - Green=feels like they work, Yellow = possible, Red = repetitive, possibly not necessary, possibly should be a referral, etc.● George - could a hard copy be provided for subs & EA's because they would need access too.● Yes● Hedman - Personally, I may need to put it on paper first then enter it into the program● Silva - this will be talked about at our next meeting. If we go digital, without paper copy, when do consequences start? That will need to be determined.● Siders - points are documented per teacher.● Alberti - we will need PD & guidance for using the positives.● Williams - in the past, we've done this for individual students but teachers weren't consistent. A guideline for how to assign points would be useful. PD would definitely be in order.● Jawson - Elective dept is in favor of doing both. Behavior points are faster than notes, & parents can see points. Right now, there's not much information for staff until a referral is entered. This would allow parents to see what's going on sooner. The dept would like the jet card to stay in the agenda as well.● Siders - points are visible to all teachers.● Laws - Right now, we are struggling about some of the details of what should have points & what shouldn't. We should have a universal system. When my son first came to Jefferson, school was about the Jet Values. If we're trying to make something more memorable, perhaps we could tie them to those values. Organizing points around them could be beneficial.● Pennebaker - I found I only used a couple of categories. Also asked students to have their parents check the points. Kids were more engaged this week so perhaps some of their parents were watching the points.
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- Siders - maybe play around with it this semester. Maybe we can find some of the holes.
- Cordova - we could do a better job of focusing on the strengths of students. Some students need to move around & talk a lot, & some students get in trouble for it. Are teachers providing opportunities for movement and talking for those students? Are teachers being positive? Teachers set the tone & need to be culturally responsive to students. Students cannot learn when they have adults not being adults in the classroom. I have concerns about some classrooms. I would like to see the training included so we're all on the same page.
- Jawson - the behavior points force teachers to see the positive as well as the negative. Comparing it to what we have now, this will create opportunities to see positives.
- Silva - I agree with Sami. Our trainings need to be tied into this. Would also like to see these streamlined. We have a lot of systems for the same thing.
- Laws - we need that additional counselor
- Goke - does admin have access to the behavior points?
- Siders - I will look into how admin does points.

Hedman - Recap - it was shared that members are in favor of streamlining & keeping paper copies in the agenda, support points for communication, we discussed providing training on how to incorporate points, & the culture of the school.

Next steps - continue this conversation. Bring this to depts for feedback.

- Silva - when is the deadline?
- Hedman - not sure.
- Alberti - we need something concrete no matter what. I'll present it to my dept next week.
- Siders - when guiding the conversation, first ask - do you want to do behavior points or not? The specifics can come after.
- Pennebaker - things need to be aligned with our values. I've been convinced that the point system is better because it doesn't call a kid out in front of the classroom.
- Alberti - This aligns with our CPI training
- Siders - keep in mind - specific notes can be added to further explain points that have been given or deducted

		<ul style="list-style-type: none"> ● Jawson - One of the focus teams is working on a store where students could purchase items with points. Could we contact someone working on that grant? ● Hedman - Right now it's for positive signatures. We could align it with the points for next year. As far as the store, it will depend on the grant. We did get feedback on the survey from students. We'll look at that. ● Jawson - This could affect a teacher's support of the system that they choose - behavior points vs positive signatures. ● Hedman - we'd like to have the store available so they can turn in their points.
8:30 - 8:40	10 Minutes	<p>Gallegos/Goke - Review student handbook in order to ready it for inclusion in next year's student agendas.</p> <p> JEFFERSON Student Handbook 2023-2024.docx (1).pdf</p> <ul style="list-style-type: none"> ● Hedman - is there a way admin could mark off the sections that are required by the district? ● Goke - yes ● Goke/Gallegos - we need to order the agenda soon. We'll need feedback within the month to include it. ● Jawson - can we say end of Feb? ● Yes
8:40 - 8:45	5 Minutes	<p>Hedman- Continue discussion about effectively using the Jet Card, integrating it with the Agenda and further design input.</p>
8:45 - 8:50	5 Minutes	<p>Next Steps:</p> <ul style="list-style-type: none"> ● Cordova - stacked classrooms, differentiated instruction and parent information ● Continued Behavior Points conversation ● Siders - the next IC meeting is on the 7th but the library is being used for NAEP. Another location could be Dukart's room. I'll let everyone know if it changes from the library. ● Cordova - the jet card signatures are working well within my classroom. Also like word of the week - it's working well! ● Alberti - I completed the CPI training & am applying what I learned. Negatives don't fit in with the Classroom Culture training. I've seen a change in the kids! ● Rivera - PTO would like to know the status of the prizes - especially if they are running low

		<ul style="list-style-type: none">● Hedman - I'm planning on bringing data on the prizes to the next PTO meeting.● Rivera - Please let us know soon so we can order what is needed.
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