

**Instructional Council Minutes**  
 March 6 (Wednesday), 2024, 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) ~~Vacancy (Support Staff)~~
- 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)  
Clover George (Union Co-Rep)
- ~~Ashley Griego (EA Rep)~~ **Facilitator:**  
Mark Hedman (IC Chair)
- James Laws (parent) **Notetaker:**  
Suzy Dunnum (Secretary)
- ~~Fred Rivera (parent)~~ **Timekeeper:**  
Kate Siders (IC Vice-Chair)
- Robert Munro (parent)

Additional Attendees: Monica Vigil, Beth Jansen, Brian Wilkening, Monica Unwin, Jerry Thorne (Union)

**MEETING OBJECTIVE:**

1. 24-25 Budget
2. Next Step items (If Time Permits)

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

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

**Decisions Made:**

**Take Back to Constituents:**

TIME	MINUTES	ACTIVITY
8:05 - 8:10	5 Minutes	<b>Hedman</b> - Approve minutes from Emergency IC meeting February 28. Minutes approved
		<b>Hedman-</b>

		<ul style="list-style-type: none"> <li>● Would like to cover this quickly. Thank you Ms. Siders for bringing it to my attention. Support staff is currently without representation on IC. Nominations need to be solicited from the department for representation on IC. Zac Craig was the representative before</li> <li>● George - who is included in Support Staff?</li> <li>● Library, counseling, SLPs, SWs</li> <li>● Jerry - anyone certified who's not a teacher.</li> </ul>
8:10 - 8:15	5 Minutes	<p><b>Gallegos</b> - Updates on position vacancies.</p> <ul style="list-style-type: none"> <li>● Dr. Stone is on leave. Information has been sent to parents. Mr. Broaddus is in there until further notice.</li> <li>● Tina Koslowski has been hired as the counseling clerk. Should be a smooth transition due to her experience.</li> <li>● Four people have applied for counseling positions. One interview will take place on Friday. 1 person hasn't graduated yet so can't be hired. We're still waiting for clearance to interview the other 2.</li> <li>● 1-on-1 has been hired. Waiting on paperwork</li> <li>● Custodian - One individual has been requested. Another .5 position is open for a custodian. We will share them with Montezuma ES</li> <li>● Sped ELA position starts March 18.</li> <li>● Munro - regarding Dr. Stone - how long is Mr. Broaddus on contract? How will grades be done?</li> <li>● Gallegos - Broaddus will look at their work, he has access to the gradebook &amp; he's familiar with students from earlier in the year. He's on contract as a long term sub but is working to get his teaching license in NM (he has a teaching license from another state).</li> </ul>
8:15 - 8:45	30 Min	<p><b>Gallegos</b> - Budget Feedback from Departments</p> <ul style="list-style-type: none"> <li>● Alberti - SS - dept is fine with the budget. No concerns</li> <li>● Jawson - Electives - will there be an instructional supplies budget for each department &amp; where does that come from?</li> <li>● Gallegos - That comes from general supplies &amp; materials.</li> <li>● Jawson - How would the department decide on needed supplies &amp; materials?</li> <li>● Gallegos - You can discuss during meetings &amp; let Denise know. Since I arrived at Jefferson, there has always been a general pot of money for supplies.</li> <li>● Vigil - Was there money for each department before?</li> </ul>

		<ul style="list-style-type: none"><li>● Gallegos - There was, but there had to be fundraisers for it.</li><li>● Silva - That's my understanding as well.</li><li>● Pennebaker - Yes, it came from fundraising or parent donations.</li><li>● Vigil - How is the curriculum paid for?</li><li>● Gallegos - It comes from APS.</li><li>● Unwin - I recall each dept having a certain amount plus what we fundraised. That was from year to year so we didn't always have it. This was before Covid.</li><li>● Pennebaker - It was nice to have that money but we then relied on donations</li><li>● Gallegos - During COVID, schools got ESSER (Elementary and Secondary School Emergency Relief) funds. PTO has provided items as needed.</li><li>● Cordova - This is the first year Science was given money for non-consumable supplies through the district. Recommend the dept chair reaches out to see if money is available.</li><li>● George - Sped dept would like to request manipulatives to use - where does that request go or where do the funds come from?</li><li>● Gallegos - Just let me know what you need.</li><li>● Jawson - the change with duty - money was set aside for teacher duty stipends?</li><li>● Jerry - Next year, the school day is shrinking a bit so two days are being added onto the calendar. Money currently used for the duty stipends will be used to cover those additional days in next year's calendar.</li><li>● Gallegos - the 15 minutes will be either before or after school duty every day for the whole year.</li><li>● Jerry - IC can determine how the stations are divided up.</li><li>● Jawson - From the \$9500 set aside for teacher stipends - could that money be spent on helping the school?</li><li>● Gallegos - that money comes directly from the district to be used for stipends. It's either used or lost. There is \$6340 for lunch duty, which will cover 2 people &amp; is in a different section. Before/after school supervision is in the contract.</li><li>● Jawson - can we define how that is spent?</li></ul>
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		<p>shortage of bus drivers. Your contract days will go from 188-190. I'll note your concerns &amp; take it to the district.</p> <ul style="list-style-type: none"> <li>● Vigil - what does "at-risk" mean? Who does that cover?</li> <li>● Gallegos - Honestly, it's all students. The groups of students identified by our designation are Caucasian and Native American. There are also those affected by the Yazzie-Martinez settlement, Title I, etc.</li> <li>● Jawson - so can we as an IC, have more discussion on what the money is being used for? Could the items be prioritized through a form sent to staff? This would provide them the opportunity to communicate their needs.</li> <li>● Gallegos - when the budget was presented last year, I shared that AVID should be a multi-year commitment, giving it appropriate time to grow</li> <li>● Jawson - there could be more explanation on the budget so everyone is educated on what can &amp; cannot be discussed.</li> <li>● Gallegos - Yes. Title I is much more difficult due to the amount of rules attached to it.</li> <li>● Jawson - I guess we'd then ask for examples to make amounts clearer, along with disclaimers that these are partial lists.</li> <li>● Gallegos - explanations were included in the middle column of the budget that was sent out to staff.</li> <li>● Cordova - Mr. Jawson brings up a good point about the At-Risk money. As a parent, AVID is a good strategy for students. Perhaps Ashley could also attend the training so skills could be included within SSC.</li> <li>● Siders - where are we at with the binder study for CLR/Dr.Hollie? Could that be the group that aligns AVID, SSC, and CLR?</li> <li>● Gallegos - there weren't enough people to commit. We needed 7-10 people &amp; we only had 4.</li> <li>● Cordova - has the window closed on that?</li> <li>● Gallegos - yes</li> <li>● Jawson - I'm hearing people within AVID may need more money to support the program?</li> <li>● Gallegos - that's what the stipend money is for - working outside the duty day.</li> </ul>
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8:45 - 8:50	5 Minutes	<p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>● <b>Silva</b> - Jet Card Lunch 'n Learn Report out</li> <li>● <b>Hedman</b> - Student handbook edits before printing agenda</li> <li>● <b>Laws/ Munro</b> - Discussion of improving the public profile of JMS and increasing student enrollment.</li> <li>● <b>Hedman</b> - seek permission to add student incentive drawing at next whole assembly</li> <li>● <b>Hedman</b> - Cont. discussion of SEM model for ELA and Math</li> </ul>