

Instructional Council Minutes
 March 7 (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)
- ~~● 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)
- James Laws (parent)
- Fred Rivera (parent)
- ~~● Robert Munro (parent)~~

Facilitator:

Mark Hedman (IC Chair)

Notetaker:

Suzy Dunnum (Secretary)

Timekeeper:

Kate Siders (IC Vice-Chair)

Additional Attendees:
 Brian Wilkening, Monika Unwin

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
8:15 - 8:50	30 Min	<p>Continued Budget Discussion</p> <ul style="list-style-type: none"> ● Gallegos - I feel like I've been transparent since arriving at Jefferson. I'm frustrated & confused with the discussion about this year's budget & hearing that there have been discussions

about changing positions. Those positions haven't been vacated so they cannot be modified. I'm following the rules & it feels like there are circular discussions about the budget but decisions need to be made. This budget belongs to the school, not admin. Thought was put into needs based on what was being said in various meetings & the budget is designed to meet those needs. Last year, we agreed on one path for AVID but now there's talk about not supporting it. Ms Goke & I don't have to go to the national conference but it helps the program grow. The funds come from At-Risk and AVID is a support for At-Risk students. Decisions were based on the needs of students - not the adults.

- Hedman - looking at the following year's budget, perhaps there could be another meeting for dept chairs explaining how the funds are allocated, how they can be broken up, etc.
- Silva - would like to clarify the AVID piece brought up yesterday - Lazar & Christine Ragsdale (district AVID support) - when it comes to AVID training for admin, they are required & need to be attended at least every two years. Since we have a new administrator, it is recommended that they attend together. As we get new administrators, they should go to training as well. The Pathway Training is coming up this summer. That information will be sent out to everyone so they can go if they like. Aligning AVID with Dr. Hollie - Didi & Christine are working on a presentation to share with staff.
- Pennebaker - AVID training made me a much better teacher & I really support Jefferson being an AVID school.
- Gallegos - it does take time - 3-4 years to get to that point.

Gallegos -

- Wanted to clarify non-salary operational - it supports the school with supplies & materials. If you need anything please just come ask. I feel like I've done a good job with that.
- We've just about exhausted this year's sub money.
- Still working on shredders, which could free up some money.
- Bilingual - still no concrete answer about the district's funding. Mr. Smith really likes being here & wants to stay. He wants to be the bilingual coordinator.

		<ul style="list-style-type: none">● At Risk - The Dean could fill out a timesheet instead of getting a .2. But the Dean now does 45 min in the morning, both lunches, supervises some night events, usually staying until 5:00-6:00. Technically, he is an admin but doesn't do observations or oversee personnel. Using timesheets would use around the same amount of money as the .2.● SSC EA - this 1.3 cannot be broken apart because that is the pay of that position.● Family Liaison - the 1.3 is also their pay & cannot be pulled apart.● Tech coordinator - Ms Dunham is willing to do that next year if no one else wants to do it. This year has gone well. The position is responsible for distributing/collecting chrome books, passwords, problems logging in, supporting staff & students. We have to put a ticket in with APS if there's something we can't fix. Jawson utilized the GenYes elective students but we no longer have that. The pay is a .2 because it's beyond the duty day.● Resource Teacher/EWS - Title I is used to pay for the EWS coordinator. This position has always been funded through Title 1 & At-Risk. The only thing that has changed is supporting students through EWS, working closely with staff, & providing resources. SAT - This position is up for grabs if someone else wants it but the .1 helps create the 1.0. This person does SAT & is the Testing Coordinator so technically their position should be a 1.3 but they agreed for the SAT to be part of the 1.0 since it's closely related to EWS. This freed up .1 to be allocated elsewhere.● AVID conference - we're planning on going again since we have a new administrator. We are able to take 6 people this year instead of 5. Goke & I can wait to attend next year instead making this money up for discussion● Teacher Stipends - This is used to compensate teachers beyond the duty day. It's difficult to list specific stipends because there is such a variety of things teachers do.
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time on is getting coverage for teachers. A lot of teachers aren't calling in for subs in enough time to get coverage. Emergencies do arise but this is happening more often than that. Some teachers aren't even calling in, & some have left without coverage. There are students being sent to the office asking for copies to be made for their teacher. We understand that there are some things that happen in the classroom when a student needs to be sent out but she's already responsible for the aides that are in the office. It would greatly help her if we could work together to eliminate these things.

- Ashley - by contract, she's not supposed to watch kids unless they are aides. Teachers can send students to me. If we are really concerned about her, let's reduce what we as staff are asking her to do?
- Pennebaker - This is really a personnel issue, right?
- Goke - Correct, but I wanted to address this because supporting her was brought up yesterday.
- Williams - there are a lot of times we call the front office about probs, like the bathrooms. Is there someone else to call?
- Gallegos - It's fine to call her. She gets the message to us right away. I believe the work order form is in the staff handbook but emailing is also fine in emergencies.
- George - Special Ed had recruited two subs to cover IEPs. Any time students are sent into the library that's because one of our subs was used to cover a classroom. Please know this is not the Special Ed department's fault.
- Unwin - is there a way for her to be compensated for doing two jobs. She works so hard up there. Having 3 secretaries is vital - the front office pulls them in a hundred directions, working on the budget, etc. We've been trying to find a way to have 3 secretaries for that. I would like us to not always just have two.
- Gallegos - She is. She turns in a timesheet. The district sets the funding, which is for 2 secretaries. Please let the district know. They need to hear the need for it.
- George - Is it possible to run out of stipend money?
- Gallegos - Yes, it is. Taking the Dean's .2 & having them turn in a time sheet instead, would boost it up to 20,000.

		<ul style="list-style-type: none"> ● Hedman- can we conclude this discussion in one more meeting? ● George - it takes a while to hash things out so I'd like to advocate for extra time. ● Cordova - I get that this takes time, but any time that I'm here extra is time that I'm not able to prep and grade. Meeting so frequently makes it difficult for me to want to continue to be in this position. ● Laws - in a nutshell, what do we need to decide? ● Gallegos - If people are ok with the budget as is or if we are making changes. ● Rivera - Can we make a decision now? ● Hedman - We are over time, so we can't do it now. We will need to meet on the 13th. ● Laws - Can the staff be sent a list of things to discuss? ● Silva - With respect, no - it would just make the discussion last longer. ● Hedman - I'll phrase it in the email that we will be making a decision that day. ● George - it is better to have a finite time.
8:45 - 8:50	5 Min	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> ● Silva - Jet Card Lunch 'n Learn Report out ● Hedman - Student handbook edits before printing agenda ● Laws/ Munro - Discussion of improving the public profile of JMS and increasing student enrollment. ● Hedman - seek permission to add student incentive drawing at next whole assembly ● Hedman - Cont. discussion of SEM model for ELA and Math