



## Jefferson Middle School 2024/25

<b>Instructional Council</b> <b>August 8, 2024 @ 7:00 in the Jefferson Library</b>			
<b>Norms:</b> 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	<b>Attendees:</b> Monica Vigil (Electives) <del>Margaret Silva (ELA)</del> Cat Maes (Math) Greg Hyzy (Math) Sami Cordova (Science) <del>Deb Alberti (Social Studies)</del> (Head Spec Ed) <del>Ashley Griego (EA Rep)</del> (parent) Tanya Hopkins (parent) <del>Robert Munro (parent)</del>	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) Katy Slota (Support Staff)  (6th grade) <del>Ryan Dukart (7th grade)</del> Suzy Dunnum (8th grade)  Heather Reeves (Union)  <b>Facilitator:</b> Mark Hedman (IC Chair) <b>Notetaker:</b> Suzy Dunnum (Secretary) <b>Timekeeper:</b> Kate Siders (IC Vice-Chair)	
Meeting Objective: Develop a schedule for Finals Week			
To prepare for this meeting, please: Read through this agenda <ul style="list-style-type: none"> <li>● Come ready and prepared to discuss and share ideas</li> </ul>			
<b>Decisions Made:</b> <ul style="list-style-type: none"> <li>● Minutes from IC retreat approved</li> <li>● Finals schedule will be determined at the next IC meeting</li> </ul>			
<b>Next Steps:</b> <ul style="list-style-type: none"> <li>● Discuss finals schedule with constituents: length of final, 2 or 3 days, block, type of final</li> </ul>			
Time:	Min:	Who:	Content
7:00 - 7:10	10 min	Hedman	Welcome Back! - Review Norms - Review Consensus - Welcome New Members - Introductions  ● Check, Check, Check & Check
7:10 - 7:22	2 min	Hedman	Approve minutes from IC Retreat  Consensus to approve minutes

7:22 - 7:27	5 min	Gallegos	<p>Update on position vacancies.</p> <ul style="list-style-type: none"> <li>● Sped Head Teacher, Super Science/7th Acc Sci, Bilingual SS are all vacant.</li> </ul>
7:27 - 7:42	15 min	Hedman	<p>Develop a schedule for finals week (both semesters) for departmental approval</p> <ul style="list-style-type: none"> <li>● Siders - in the past, we've discussed the idea of using AHS's schedule. Heather, do you remember if it was based on periods?</li> <li>● Reeves - I believe it was 3 finals a day.</li> <li>● Siders - an issue brought up is that our classes aren't long enough. Maybe we could use a block schedule?</li> <li>● Hedman - a positive of using the same schedule as the high schools is to mimic the school we feed into.</li> <li>● Cordova - maybe reach out to Highland as well as AHS &amp; ask what their schedule is going to be? I'd really like to see us all on the same page for the last few days so students can participate in something that supports their curriculum. Hands-on, interesting, etc.</li> <li>● Gallegos - I can reach out to the curriculum assistant at both schools.</li> <li>● Cordova - maybe we ask our dept about 2 days vs 3 days &amp; whether we use a block schedule or not</li> <li>● Siders - maybe brainstorm ideas. One idea is to have advisory on each day (= 8 classes). But, that means students would have 4 tests on 1 day. Also, maybe ask your departments about the structure of their finals - are they on paper, a project, a presentation, etc.</li> <li>● Reeves - keep in mind, we are only allowed a certain amt of extended advisories</li> <li>● Siders - last year, we found that only counts if they are instructive. It could be used as a study hall.</li> <li>● Gallegos - also talk about how long students will need. Maybe we don't need any extended time.</li> <li>● Goke - we would need a makeup day as well. Maybe that's what the 3rd day could be used for?</li> <li>● Cordova - did we discuss the timing of turning in computers?</li> </ul>

			<ul style="list-style-type: none"> <li>● Siders - it's scheduled for May 23rd so no computers after that.</li> <li>● Hedman - Finals are May 19-21, then make ups on 22nd?</li> <li>● Siders - Ms. Gallegos, could you please check with AHS on when their graduation walk will take place? Last year, some finals were being given at that time.</li> <li>● Cordova - Another thing to discuss with our departments is what activities will teachers run that last week of the semester. Maybe the dept heads can support them with materials, etc. When are December finals?</li> <li>● Siders - Dec 16-19</li> <li>● Gallegos - the winter assembly was the make-up day last year, right?</li> <li>● Siders - yes</li> <li>● Cordova - would winter finals be on a block too?</li> <li>● Siders - I think that whatever we decide should apply to both semesters.</li> <li>● Hedman - here's a summary - <ul style="list-style-type: none"> <li>○ Ms. Gallegos will reach out to our feeder high schools &amp; find out what they're doing so we can mirror it if possible.</li> <li>○ Dept heads will get feedback from their constituents: test length, ideas to make the last few days meaningful, number of days for finals, type of final, time taken to complete final.</li> </ul> </li> <li>● Siders - can we come to consensus that we will finalize this next meeting</li> </ul> <p>Consensus met</p> <ul style="list-style-type: none"> <li>● Hopkins - would like to encourage project based finals. 4 finals in a day is a lot for some students</li> </ul>
			<ul style="list-style-type: none"> <li>● Cordova - can we do the science meeting during our preps since we all have the same prep?</li> <li>● Reeves - I would need to look at the negotiated agreement.</li> <li>● Gallegos - it needs to be held outside of the day. Technically, there are only 14 min available for "collaboration" during prep. An additional day has already been set outside for collaboration with pay because of CSI (Comprehensive Support &amp; Improvement) money. Plus, since there are so many elective teachers we can't give them all the</li> </ul>

			same prep so they'll have to meet outside of the school day.
7:42 - 7:45	3 min	Hedman	<b>Next Steps:</b> <ul style="list-style-type: none"><li>● discuss the finals schedule with departments</li></ul>