



## Jefferson Middle School 2024/25

<b>Jefferson Instructional Council</b> <b>Thursday 9/19 @ 7:00 - 7:45</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> <del>Monica Vigil (Electives)</del> Margaret Silva (ELA) Cat Maes (Math) Greg Hyzy (Math) Samantha Cordova (Science) Deb Alberti (Social Studies)  Christine Ibarra (Head Spec Ed)  Ashley Griego (EA Rep)  Casey Mason (parent) Robert Munro (parent) Tania Hopkins (parent) Justin Armstrong (parent)	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) <i>Vacancy</i> (Support Staff)  Sherie Pennebaker (6th grade) Ryan Dukart (7th grade) Beth Jansen (8th grade)  Heather Reeves (Union)  <b>Facilitator:</b> Mark Hedman (IC Chair) <b>Notetaker:</b> Kate Siders (Secretary - Vacancy) <b>Timekeeper:</b> Kate Siders (IC Vice-Chair)	
Quorum requires the following attendees: 7 members, 4 teachers, 1 admin, and 1 parent			
Meeting Objective: To come to a consensus on bell schedules for finals weeks.			
To prepare for this meeting, please: Read the minutes from the 9/5 IC meeting.			
<b>Consensus:</b> <ul style="list-style-type: none"> <li>- Minutes Approved (September 5)</li> <li>- Finals will be done within a regular schedule</li> </ul>			
<b>Action Steps:</b> <ul style="list-style-type: none"> <li>- Silva will send out AVID binder info and agenda info (as it pertains to AVID)</li> <li>- EWS/SSS will work on process for replacing agendas.</li> </ul>			
<b>Time:</b>	<b>Min</b>	<b>Who:</b>	<b>Content</b>
7:00	2	<b>Hedman</b>	Introductions/ Norms and Approve minutes from the last meeting.  <span style="background-color: #d9ead3; padding: 2px;">Consensus: Approved</span>
7:02	3	<b>Gallegos</b>	<b>Update on position vacancies.</b> Gallegos:

			<p><i>Super Science</i>: request for super science position, she has an endorsement in science, trying to get into a program to get gifted endorsement. CNM is the most affordable, but what she needs isn't offered until summer/fall. She needs to be enrolled in a program to be hired - APS is working on it.</p> <p><i>Bil SS</i> - Still waiting on LCE. Someone did reach out for an interview.</p> <p><i>EA Vacancy</i></p> <p><i>1:1</i> - going through the paperwork process</p> <p><i>Custodian</i> - night custodian took a position closer to home</p> <p><i>Leave of Absence Custodian</i> - (short term) is hard to fill</p>
7:05	10	Hedman	<p><b>Feedback from departments on Finals Weeks bell schedules. Find consensus on Finals Weeks bell schedules.</b></p> <ul style="list-style-type: none"> <li>- Monica Vigil (Electives) - "Elective feedback was for Proposal 3: Just go with what we did last year."</li> <li>- Alberti (Social Studies) - No preference</li> <li>- Silva (ELA) - Stay with normal schedule</li> <li>- Hyzy (Math) - Stay with normal schedule</li> <li>- Cordova (Science) - Stay with normal schedule</li> </ul> <p>Consensus - Stay with normal bell schedule</p>
7:15	5	Hedman	<p><b>From E. Moses: Possibility of running a 3-ring binder check through a department/ Advisory to ensure students have binders.</b></p> <p>Hedman - random survey of my students, it's clear we aren't quite there yet</p> <p>Reeves - I don't think it was rolled out to students who aren't in AVID</p> <p>Silva - I can send that info out to all staff, we can also make sure that our College and Career focus team is fully trained</p> <p>Gallegos - It has gone out through the weekly calls to families and staff</p> <p>Hopkins - while you're doing that, I wonder if you could align what goes into the agenda?</p> <p>Silva - I can get information out quickly to share out next Thursday (checklist of what is needed) to check in Advisory. We also have extra binders, and I have dividers</p> <p>Gallegos - Ms Slota has supplies, but make sure the kids who are going there are kids who truly need them.</p> <p>Siders - St. John collects binders and dividers at the end of the year - this could be a good way to stockpile supplies</p>

			<p>Siders - What action items do we want to have about aligning the agenda?</p> <p>Silva - I feel like we need to take that back to departments. I have students write down homework, but I know that isn't what all teachers do. Do we have time in the staff meeting?</p> <p>Gallegos - No, the agenda for the staff meeting is packed.</p> <p>Cordova - I'd like to point out that writing in it at all is progress. The onus needs to be on the student. I don't know that we need to be on the same page as far as what is put in the agenda.</p> <p>Mason - having the communication home is important and helpful. Any type of process you could teach them on how to use the tool is good.</p> <p>Hopkins - As an AVID school, can we just say we are using the agenda?</p> <p>Silva - I can look at the specific answer for agenda use when I'm looking at the AVID binder info.</p>
7:20	10	<b>Hedman</b>	<p><b>From E. Moses: Develop a unified policy in the event of missing/ lost student agendas.</b></p> <p>Reeves - They get the temp pass but at what point do they just get a new agenda?</p> <p>Gallegos - There aren't a lot left. We're saving some for 2nd semester (new students). About \$4000 is spent on agendas. I have told parents that they can purchase an agenda from the store and we could copy the front pages.</p> <p>Alberti - as we move toward fully being an AVID school, they should be keeping the agendas in their binder.</p> <p>Silva - it helps that they don't take it to the bathroom. Lazar and I have worked on a "home-made copy". This is a quick fix. Our focus is on keeping kids organized.</p> <p>Cordova - Agendas left in classrooms need to be returned to students. Leaving them in the classroom is tricky because other students can take them. I put that information in the Student Notes so other teachers know the agenda is missing.</p> <p>Siders - Please put names in on all available pages and quickly get them back to students</p> <p>Griego - If anything is added, it should go back to the committee so that we don't add it to Denise's plate.</p> <p>Siders - Is there a committee?</p> <p>Silva - Same as last year (it's me! lol); I need the template</p> <p>Siders - I will send the template to you.</p>

			<p>Gallegos - That is something for the grade-level / EWS(SSS) group to work on.  Siders - Yes, good idea  Hedman - We should reach out to their Advisory teacher so we can have that feedback loop.  Silva - We need to hold kids accountable for having an agenda or temp card.  Cordova - This is the most I have ever seen them use their agendas. There are fewer agendas lost and more of them being returned.  Silva - I've told my kids to tell you (Sami), I like the stamps you are using!  Reeves - I check too, I just don't use stamps.  Goke - I have stamps! lol  Dukart - I will help with discussing the process.  Silva - yes, you will... you're on EWS/SSS lol</p> <p>Hedman - Action items: We will look at replacement pages and system for replacing agendas (EWS grade levels) - The communication will go to staff before the next IC meeting.</p>
7:30	5	<b>Hedman</b>	<p>Emailed questions: "How many gifted teacher positions has JMS been allocated? If the SuperScience position is filled, will we be at that number of positions to support our gifted students?"</p> <p>Gallegos - 7.5 gifted positions (9 cross cat which includes Visually Impaired), if Super Science is filled, the answer is yes. The .5 allocation is open because that one is hard to fill. The caseload determines the number of allocations, not the number of students in the classroom.  Ibarra - We have a couple of new gifted students coming in, but not enough to get another position. The sponsor teacher manages the IEPs of the students on their caseloads (gifted and cross cat). The level of caseload determines the FTE and caseload.  Armstrong - they use this year's numbers to determine next years allocations?  Gallegos - It's usually the 80th day of this year, and they will check it again on the 20th day of the current school year.  Cordova - Is there any change in one of the cross-cat positions being open since we are over 16  Reeves - I've talked to the Union about it. They are looking into it, and Ellen Bernstein will advocate for it.  Gallegos - If we get a full release, it would open up a cross-cat position.</p>

			<p>Hopkins - How the kids in Super Science being serviced?  Ibarra - David Romero is the teacher of record. He can be invited to an IEP but can not carry a caseload.  Armstrong - So once that position is filled, will the caseloads be leveled?  Ibarra - Yes, I would look at where there are overages and even them out.  Armstrong - How many more students would you need get an additional position?  Gallegos - It is a complicated calculation because it is based on the level of services.  Hedman - The district is still paying for the overages, right?  Gallegos/Ibarra - Yes  Mason - How large is the caseload?  Dukart - I have about 24  Ibarra - Cross cat is between 17 and 20, gifted is more like 18 - 24 ish. Cross cat is evenly distributed, gifted is not quite as leveled. They get paid for anything that puts them over a 1.0.</p>
7:35	10	<b>Hedman</b>	<p>Duty schedule discussion. Follow up on duty station rotation discussions. Also, how can we tailor the duty stations to fit sit-based needs?</p> <p>Hedman - How can we equitably change-out high stress positions for low-stress positions.  Cordova - The loop is the stressful place.  Siders - The stress of the morning loop has changed - Meghan (parent) has helped soooooo much.  Alberti - The afternoon has gotten better too.  Gallegos - It's because they are going through the neighborhood. I'm already getting complaints from the neighborhoods.  Hedman - At the beginning of the year, not many students turned into the neighborhood. Now it is a steady stream.  Silva - Girard is high-stress too because kids are darting everywhere and APS doesn't give middle schools crossing guards.  Hopkins - They don't give middle schools crossguards? That's alarming.  Munroe - PTO talked about it last night. We want to reach out for support from the city. There used to be a fence, but it got hit and the city removed it. One idea was to raise the median and reinstall the fence.  Dukart - There is no way for us to patrol the neighborhood. Can APD assist us?</p>

			<p>Griego - APD has been called several times over the years.</p> <p>Silva - Sadly things didn't change at Cleveland until there was a tragedy. I worry that it will take the same at Jefferson for the need to be addressed.</p> <p>Gallegos - I have worked with the city in the past.</p> <p>Munro - Let me know who you talked to so we can remind them.</p> <p>Alberti - Inez Elementary called the media to protect the kids at their busy interaction. It worked.</p> <p>Griego - It's the adults that are making the decisions. The neighborhood should call APD.</p> <p>Cordova - Can we ask parents for more help? My son's school utilizes parents as patrol. If one person made a difference on the loop, more parents could make a difference. Could we give them a VIP parking pass?</p> <p>Armstrong - Would they need the full clearance?</p> <p>Gallegos - No, because other people are around, just the supervisory one.</p>
			<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>● Specific Finals Schedule</li> <li>● Report out from EWS/SSS</li> </ul>