



Jefferson Middle School 2024/25

Jefferson Instructional Council 12/19 @ 7:00 AM in JMS Library			
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: Monica Vigil (Electives) 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) ~~Meghan Armstrong (parent)~~ ~~Casey Mason (parent)~~ ~~Robert Munro (parent)~~ Ester Tumusifu (student) Chris Sanchez (Assistant Superintendent)	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) <i>vacancy</i> (Support Staff) Optional: ~~Sheri Pennebaker (6th grade)~~ ~~Ryan Dukart (7th grade)~~ ~~Beth Jansen (8th grade)~~ Julia Sanchez (counseling) Heather Reeves (Union) Facilitator: Mark Hedman (IC Chair) Notetaker: Jennifer Ploss (Secretary) Timekeeper: Kate Siders (IC Vice-Chair)	
Quorum requires the following attendees: 7 members, 4 teachers, 1 admin, and 1 parent			
Meeting Objective:			
To prepare for this meeting, please: Read the minutes from the 12/5 IC meeting.			
Consensus: - Pending final consensus: January 23 Expectation Assembly - 8th grade elective fair field trip to AHS on February 7, 2024			
Take Back to Departments: - Phone Policy: Continued conversation about how to better utilize the boxes, drop off in 7th-period (keeping in mind instructional minutes, transitions), and utilizing lockers - CSI funds for next school year: Come up with list of requests/ideas and send to Mrs. Gallegos for potential approval.			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 minutes	Hedman	Read norms and approve minutes from last meeting (12/5)
7:02 - 7:05	3 minutes	Gallegos	Update on position vacancies Nothing has changed Still need daytime custodian

			Holding off on the 1 EA (it will be gone a few months later) Super Science is going really well, she jumped right in. Bilingual Social Studies is the same. My supervisor is here to see if he can help—it's advertised as LCE. Alberti: Can we just keep him? Gallegos: He isn't bilingually endorsed. Gallegos: We had 11 applicants for Tina's position—they sent the list to me to let me know I could interview. I'll wait until after the break. The amount of applicants was surprising.
7:05 - 7:08	3 minutes	Gallegos	Second semester expectation assembly dates At the beginning of the year, we said we would have expectation assemblies at the beginning of each semester. Student council is doing skits, and they said they would need a week to get ready. It would be nice to have the assembly the week of MLK (no school Monday, and it gives students 2 full weeks, and then the student council has time. Vigil: Can they show students what to do, rather than what not to do? Ploss: Or maybe both? Gallegos: Maybe they can do both, so they see what the issues are when they aren't doing what they are supposed to. Gallegos: January 23rd is the date proposed.
7:08 - 7:13	5 minutes	Gallegos	Discussion of January 6th PD Gallegos: I sent out the flyer with the links and locations. PD is 8-10:30, then there is Panorama training until 12:00. Then you have to get back to school for collaboration time. I would like to allot 30-45 minutes in the classroom, and then I would like to propose using the rest of the time for focus teams. Grade level, EWS/SSS, and departments have met, but we haven't had time for focus teams. Hedman: The PD lists have slots until 3 pm for fine arts, which might make it hard to get back here for site-based meetings. Gallegos: I can reach out to fine arts. Hedman: I personally would find it more beneficial to be here rather than with the fine arts PD. I

			haven't spoken to the other performing arts teachers.
7:13 - 7:18	5 minutes	Sanchez	8th grade elective fair field trip to AHS on February 7, 2024 Sanchez: Ms. Goke and I had the privilege to go to ABQ High, and I'd like to propose taking the 8th graders to visit and have the whole highschool experience. They would have an assembly and talk about the clubs, classes, and high school in general. It was originally January 24, but has moved to February 7th. Time is 9-12 due to the bus schedule. Jefferson, Wilson and Washington would be included. AlbertI: Will they go to CEC? Sanchez: No, that was proposed, but it's a different school so they can't do it at the same time. Goke: We will need chaperones as well. Gallegos: That would probably be teachers who teach 8th grade. If we approve this, we could reach out to PTO to ask for parent volunteers as well. Siders: Can I ask that we not change the bell schedule if we do this, so we don't change the rest of the grade levels? Hedman: That seems less disruptive. Gallegos & Sanchez: Correct - the bell schedule will not change. Hyzy: Will this be before the 8th grade meeting, so we can discuss? Siders: This will need to be decided sooner, but this could be decided earlier via email. Hedman: Can we email parents to ask for their consensus, since we have consensus here? Gallegos: Yes. Hedman: I'll email parents to ask about consensus vote for this field trip and the date after this and forward the responses to you. Gallegos: We can also reach out to parents with volunteer clearance for chaperoning. Hedman (via email): We received approval for consensus from parent IC members via email on 12/19/24.

7:18 - 7:23	5 minutes	Hedman	Feedback from departments on CSI funds for next school year Vigil: We didn't have much of a discussion in the Electives department meeting because we didn't know what we could propose or vote on. Gallegos: I haven't gotten that list together yet. It's very "yes/no" type of stuff. Vigil: I let them know that we could talk about it in the next department meeting. Gallegos: Some of it would be better if I was sent ideas from departments so I can see if they are allowed. Silva : Could we get Lexia English for our ELD kids? Gallegos: I am pretty sure that is a yes. Alberti: In Social Studies, we barely touched on this, but we did discuss whether we could find a writing platform like Lexia (which is for reading). We would like to explore some kind of writing thing. Hyzy: In math, we talked about wanting to continue to use funds next year for math tutoring, and possibly opening it up more, to all students, rather than to just the students from the 90-day plan. We also looked at having a math-specific AVID training. Maes and I went to one, and we wondered if we could have the whole math department attend or bring someone in for training for the math department. Reeves: The science meeting was postponed.
7:23 - 7:28	5 minutes	Hedman	Feedback from departments on items for inclusion in next year's student agenda. Vigil: We want to keep it big. Like the way it's set up and the order and the Jet Cards (negative/positive). Suggestions: more stickers (maybe add a big star), add 7th period in grade tracker, use the back pages of passes for counseling or nurse or office passes. Hyzy: No ideas about what to change, but we liked it. Silva: ELA asked for bilingual or at least some Spanish ones. Add the zones of regulation. Keep all the quarter information together (positive/negative/grade check). We liked everything else.

			Alberti: Social Studies liked the size, and wanted the 7th period in the grade tracker. I give stickers for grade checks or Jet Card checks, so maybe we could give teachers stickers for those purposes. We liked the good/bad Jet Card being separate. Generally good. Siders: Support staff (health office) would like a page for the health office that talks about how students can get passes to the health office and where to get band aids etc. They could also use that page to show kids how many times they've visited the nurse each quarter.
7:28 - 7:35	7 minutes	Hedman	Begin discussion of tardy policy for '25-'26. Vigil: I think we should keep it the same, though maybe increase passing periods to 5 minutes. I also think we should include more rewards for being on time (positive recognition), like a "no tardy party" Hyzy: Is this something for the student incentive focus team? Hedman: Yes Goke: A lot of teachers aren't marking the students tardy in the agenda. Alberti: We had a question about the kids that are tardy for most of 1st period. Goke: Those parent phone calls need to still be made to emphasize that their student is missing most of first period. We tried to have Synergy so parents would get phone calls for tardies as well as absences, but we couldn't. Those phone calls will need to come from teachers. If they get enough phone calls, they'll start pushing for students to be on time. Alberti: That worked for some, and not for others. Silva: We had a suggestion that teachers lock doors when the bell rings to make it harder for students to sneak in without a pass. We also talked about having a policy that teachers regularly call home for 1st period tardies. Maybe 1st period tardies don't go to lunch detention, but have an attendance plan instead, since it's different. Hyzy: Math is fine with how it is now.
7:35 - 7:45	10 minutes	Hedman	Begin discussion of '25-'26 Cellphone Policy

			Vigil: Electives said keep it the same. Vigil recommended a phone bag that locks and then you have to scan it to open it at the end of the day. Gallegos: We spent >\$1,000 on the boxes so I'm not sure we can change. Silva: ELA proposes students leave their phones in 7th period at the beginning of the day and get them back at the end of the day. The current policy is better, but it is starting to slip and students are starting to sneak texting and headphones. If they didn't have phones during the day at all, that couldn't happen. Alberti: Social Studies, especially Riemen, said the same thing as ELA (leave phones in 7th period at the beginning of the day), or leave them in 1st period and spend the last 5 minutes in 1st period getting phones and reviewing announcements. We talked about how the box is there and I have kids who put them in there every day, but there are students who are starting to push against that and take time at the beginning of the class every day to get them to put their phone in the box. Silva: For those teachers who don't want to be liable for the phone—students who bring any personal technology, it is APS policy that the students are liable for any loss/theft/damage. Alberti: I think we mostly need to get everyone on board, as that is our main issue I think. Hyzy: For math, we like how it is now. I would like to bring the 7th period question to departments to see what they say. Hedman: A few things against that—it's an extra transition, and there may be disruptions for students who come late and/or are picked up early. Vigil: For late students, can you just lock it in the office? That would be kind of an extra punishment, since they'd have to go back to the office at the end of the day. Goke: We would just have to think about what to do for these students who leave early. Silva: Some students are texting their parents to have them pick them up early. I think we just need a system that works. Taylor middle school had 3 tables at the one entrance, and students put their
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			phone in a specific box, and then they would go to class and the phones would be carried to the right place. It is a smaller school and only one entrance. Hedman: It drives me nuts that the lockers aren't used. It would be nice if we could just use the lockers and take phones away if it's not locked in your locker. Hedman: If we had locker decorating time at the beginning of the year, maybe they would buy into that idea. Goke: Maybe we need more research into what other places are doing. Goke: There is a school here that is using locking bags here at APS. Vigil: We were thinking they could put it in the bag in 1st period, and then 7th period has a scanner or keep it in the office or a locker. Goke: We have had a lot of students that have a phone waiver, but they still bring a phone. Please remind teachers to check the list. Vigil: What if we use the phone bag only for those whose phones are regularly taken? Siders: We will need to have more discussions, because using lockers would require extra passing period time, or using 1st period/7th period drop-off would require more time at the beginning of the day. Gallegos: The 4-minute passing period is not negotiable due to instructional time requirements Vigil: Se could propose a no-phone policy. Goke: That would have to be a district policy. Silva: Can we clarify what we are asking departments? Goke: We are trying to keep our boxes, but we would like to ask departments about the 7th period thing or using the locking bags. Hedman: It seems like the 7th period thing would cut into instructional time. Goke: We could use EAs also. Reeves: We also could have issues with students grabbing the wrong phone. Gallegos: If we use the bags and the bag goes in the locker, that might work. Goke: Do we know which school uses the bags?
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			Sanchez (C): I've only seen boxes. Those are at Jimmy Carter and Hoover. Jimmy Carter's process is quick. They have 2 admins at the front. Students check their phone in at the beginning of the day, and the rule is, "if we see it, we take it". The students drop it into the box of their last period teacher. They keep the boxes in the front office until the end of the day, then deliver to 7th period at the end of the day. Alberti: But they only have 1 entrance, so that is still an issue. Chris: You could have a phone drop-off entrance. Vigil: Could there be a cart during 1st period? Chris: They have a different cart for each hallway/area. Hyzy: Math doesn't have 7th period, so maybe they could have the duty station of collecting the phones in the morning and/or delivering in 7th period.
7:45 - 7:50	5 Minutes	Hedman	Next Steps: - Vigil: Exemption Days - we propose having all selling stations outside in the courtyard instead of everyone all over the school and in the hallways. - Gallegos: They weren't supposed to be everywhere, so we may need to consider moving Boba tea to help with that, and ask teachers to follow the expectations for this.