




Jefferson Middle School 2024/25

Jefferson Instructional Council 3/06 @ 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 Hlyzy (Math) Samantha Cordova (Science) Deb Alberti (Social Studies) Christine Ibarra (Head Spec Ed) Ashley Griego (EA Rep) Meghan Armstrong (parent) Casey Mason (parent) Tania Hopkins (parent)	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) <i>vacancy</i> (Support Staff) Daniel Le (Counseling) Optional: Sheri Pennebaker (6th grade) Ryan Dukart (7th grade) Beth Jansen (8th grade) Heather Reeves (Union)	
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 2/20 IC meeting.			
Consensus: 2/20 minutes approved Revised testing schedule spring 2025 approved: <input checked="" type="checkbox"/> Jefferson Testing Schedule 2024/25			
Take Back to Departments:			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 min	Hedman	Approve minutes from last meeting Consensus
7:02 - 7:05	3 min	Gallegos	Update on position vacancies Goke: Librarian position: Jen will be here as the long term sub until the end of the year. Mrs. Gallegos sent an email to staff to let staff know that Mr. Fader will take over as tech person.

			<p>He said he would continue that next year. He'll reach out soon to let staff know how he would like requests and procedures to go.</p> <p>We do have a grounds custodian.</p> <p>No changes with the bilingual position.</p> <p>No changes with the counseling secretary.</p> <p>Cordova: Are we able to order more charging cords for classrooms?</p> <p>Reeves: They are relatively cheap on Amazon.</p> <p>Goke: I just know that Mr. Fader will make requests available via a uniform process. Because he is teaching, there may be specific times to send students. I think he may use a Google Form. Give him some time to send that information out.</p> <p>Cordova: I think we all feel the lack of chargers. I use a desk and tape the chargers down, and I notice students often do not have their chargers anymore.</p>
7:05 - 7:07	2 min	Gallegos	<p>Update on student health and safety.</p> <p>No updates.</p>
7:07 - 7:17	10 min	Gallegos	<p>Continued budget discussion with any updates.</p> <p>Gallegos: I don't have updates on the FTE (1.0) for EWS Resource Teacher or the .7 for family liaison. I won't know until phase 2 of scheduling which happens next week. I had to write a justification (guardrails, school data, 6 district requirements, and the ESSA tiers of evidence) for each line item in our budget proposals.</p> <p>Hopkins: Were those positions lost from the Title 1 change?</p> <p>Gallegos: Yes. In the principal meeting, it was made clear that Title 1 funds are not confirmed until July, but that Title 1 funds may be pulled from schools who have been told they will have them for 2025/26. It may actually be better to plan without it (as we are) so we know what we are getting.</p> <p>Nothing has changed with the proposed budget (shows budget proposal). Notes: Blue highlighted were what was submitted, yellow were the best case scenarios. Early Warning Systems / Student Success Systems Resource Teacher would become the Transformational Coach in the current budget (blue).</p>

		<p>Title 3: District controls this. We don't get a set budget, but we can request things next year.</p> <p>SIP/Capital Improvement: We have a balance to roll over as of February 19, 2025. We don't know what we have for 25-26.</p> <p>Cordova: If we have wiggle room, can we purchase binders for some students if we are going to roll out binders? Considering the size of the binders and weight of backpacks would be important.</p> <p>Silva: We need to look at staff consensus about use of binders vs digital binders, etc.</p> <p>Gallegos: Whatever we do, there is some money set aside to support that.</p> <p>Goke: Can we talk about the chargers request?</p> <p>Gallegos: I know there are some funds, we can look into it.</p> <p>Hopkins: We could ask parents in the weekly emails about donating specific supplies as well.</p> <p>Armstrong: Is there anything we should bring back to PTO?</p> <p>Gallegos: We lost Title 1, which is significant. I'd also prefer not to change the EWS teacher to a Transformational Coach due to issues with the job description which deviates from what we are currently doing. It is also soft money which means that position could go away (we would keep that person in another role if that was the case).</p> <p>Gallegos: When I share the budget proposal, remember the yellow highlights are best case scenario, then the blue highlights are in case we don't get that.</p>
7:17 - 7:22	5 min	<p>Alternate testing dates for confirmation. (Calendar - slides 4 & 5)</p> <p> Jefferson Testing Schedule 2024/25</p> <p>District made the change that no one can begin testing until the first week of April in order to allow for the most exposure of content for the first 2 weeks after spring break.</p> <p>We originally said we would do NM-ASR and i-Ready on April 29th and May 6th, but the window closes on May 2nd for NM-ASR so we have to do it earlier. We also have spring conferences in the middle of that window. So "Testing Tuesdays" is not going to work.</p>

		<p>State testing window: April 7- May 2 I-Ready Testing window: April 7 - May 23 There are 9 total testing sessions that need to happen There are 3 ways to do this (I sent one version out to staff on Sunday):</p> <ol style="list-style-type: none"> 1. Two I-Ready/NM-ASR days on the first week of May (but we may run out of retake time) 2. Two I-Ready/NM-ASR days on the week of April 21 <p>Siders: Would you rather have 2 testing days in a row, or test-take a break-test? Silva: As test coordinator, what’s easier for you? Siders: It is easier for me to have a break day in the middle so I can prep materials. Ibarra: I think having the 8th grade tests done in earlier April would be better so we have them ready for end of year IEPs for high school. Siders: Remember 8th grade does NM-ASR while the rest of the school does I-Ready, and 8th graders do i-Ready in their ELA/SS and Math/Science classes. Maes: Could we ask if teachers would like to host I-Ready testing in their own rooms? I know that the environment is more controlled. Vigil: I know my students also know I’m watching and so they tend to perform better. Goke: It may be an environment thing as well—they may be more ready if they are in their math/ELA room while testing. Siders: We can’t do that for this year since 6th and 7th are doing i-Ready while 8th is doing NM-ASR. Maybe a discussion for the retreat. Maes: If PTO is able to provide sancks, they matter to students. Gallegos: PTO is already on it, actually. Approved schedule? Yes, consensus.</p>
7:22 - 7:30	8 min	<p>Retention/ summer school as needed for students who are not demonstrating grade-level skills. Vigil: I’m wondering about the new HS Health requirement and what we do about students who fail.</p>

			<p>Goke: From what I understand, it becomes a credit recovery course like any other HS course. I don't know if that will happen in the summer. They would have to pay for that if they end up in that situation.</p> <p>Gallegos: I was told that they will have health at the High Schools in case students fail the class in middle school.</p> <p>Vigil: We also wanted to talk about the way students view school.</p> <p>Silva: There is very little extrinsic motivation/consequence we can use to incentivise those students who are not motivated to pass classes.</p> <p>Vigil: I told my small group students about summer school, and those students really were more motivated during testing after that conversation. It gave meaning behind the testing.</p> <p>Gallegos: The lack of consequences for failing classes in middle school has been a conversation throughout my time with APS, and I know Ms. Goke will advocate for more support as well.</p> <p>Armstrong: Has that changed? Did you use to be able to fail middle school?</p> <p>Goke: For retention, was that about keeping older students in a middle school?</p> <p>Siders: Retention and summer school are 2 different interventions. We just got retention guidelines: retention should only be considered after MLSS interventions have been in place. I'm not receiving as many SAT referrals this year for several reasons, but without those interventions we can't recommend retention.</p> <p>Cordova: From an instruction standpoint, when we are talking about the need for extreme scaffolding on reading and writing, it's very time intensive. For the kids in the middle, I can scaffold, but I'm most concerned about the students who are very low in skill because they have trouble reading the instruction and/or even using the tools available to them. I noticed that some of those kids don't have MLSS plans yet, so I don't know what interventions are being done.</p> <p>Silva: I see a lot of reading MLSS plans open on my end. We need to identify those students who need</p>
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7:30 - 7:40	10 min	Silva	<p>Potential use of CSI funds.</p> <p>Silva: We've talked about teacher health, and we would like to talk about how to better support each other. We do that in little pockets now, what about as a whole staff?</p> <p>Gallegos: I want to share a positive as we leave. At the principal meeting, Dr. Blakey recognized some schools, including Jefferson Middle School. She let us know that we are one of the top 5 schools with the most math I-Ready growth from beginning to middle of the year. We have a certificate!</p>
7:40 - 7:45	5 Minutes	Hedman	<p>Next Steps:</p> <ul style="list-style-type: none"> ● CSI Funds Discussion ● Cell Phone Policy ● Tardy Policy ● IC Position Elections for 2025/26 <ul style="list-style-type: none"> ○ Social Studies ○ ELA ○ Science ○ 8th Grade ○ Vice Facilitator