



## Jefferson Middle School 2024/25

<b>Jefferson Instructional Council</b> <b>4/3 @ 7:00 AM in JMS Library</b>			
<b>Norms:</b> <ol style="list-style-type: none"> <li>1. Assume positive intentions</li> <li>2. Take an inquiry stance</li> <li>3. Ground statements in evidence</li> <li>4. Stick to protocol</li> <li>5. Start and end on time</li> <li>6. Be here now</li> </ol>	<b>Attendees:</b> Monica Vigil (Electives) <del>Margaret Silva (ELA)</del> Cat Maes (Math) Greg Hyzy (Math) Samantha Cordova (Science) Deb Alberti (Social Studies)  Christine Ibarra (Head Spec Ed)  <del>Ashley Griego (EA Rep)</del>  <del>Meghan Armstrong (parent)</del> <del>Casey Mason (parent)</del> <del>Tania Hopkins (parent)</del>	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) <i>vacancy</i> (Support Staff)  <b>Optional:</b> <del>Sheri Pennebaker (6th grade)</del> <del>Ryan Dukart (7th grade)</del> <del>Beth Jansen (8th grade)</del>  Heather Reeves (Union)  <b>Facilitator:</b> Mark Hedman (IC Chair) <b>Notetaker:</b> Jenny Ploss (Secretary) <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 discuss proposed IC topics.			
To prepare for this meeting, please: Read the minutes from the 03/06 IC meeting.			
<b>Consensus:</b>			
<b>Take Back to Departments:</b> - Format for IC Notes going forward; is summarizing acceptable?			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 minutes	<b>Hedman</b>	Approve minutes from last meeting (Will approve at the next meeting when we have quorum.)
7:02 - 7:05	3 minutes	<b>Goke</b>	<b>Update on position vacancies</b> Goke [ <b>updated 4/4</b> ]: No counselors right now—we will have subs that will be coming in Mondays and Fridays to work with students. There is a current list of students who were regularly checking in with the counselors, and if teachers think a student may need a check-in please let us know.



		<p>Siders: The Monday sub has been here before and knows some of the students. The Friday sub is bilingual.</p> <p>Goke: Counseling secretary - I don't think this position will be filled until over the summer.</p> <p>Cordova: Often the secretarial positions are filled by parents of current students, as it provides benefits. Maybe we can talk about it during 6th grade parent night and via emails during registration?</p> <p>Goke: We did share this with PTO. It doesn't pay well, however, so it's hard to fill. APS won't be posting positions again until mid-April.</p> <p>Hedman: Can we get a flow chart for how students access the counselors?</p> <p>Goke: The process is the same—they fill out the form for non-emergencies. For more emergent needs, we will figure out the best way to work with them with available staff. Please call the front office for these instances.</p> <p>Cordova: When is Ms. Kroll here?</p> <p>Siders: She puts this on the bottom of her emails. Tuesday/Wednesday/Thursday are her days at Jefferson.</p> <p>Hyzy: For those students who we know need counseling, should we email you a list?</p> <p>Goke: Yes, please.</p> <p>Vigil: Can we find a position for Mr. Langston?</p> <p>Siders: We all would love to keep him! He just needs a teaching license.</p>
7:05 - 7:10	5 minutes	<p><b>CSI Funds Discussion</b></p> <p>Hyzy: I would like to bring up the Scholastic Magazines for specific/core subjects. We already use the art ones, and the core subject magazines are phenomenal.</p> <p>Maes: I did check in and I don't think I would use it.</p> <p>Hyzy: Me and Bowman and St. John would use it.</p> <p>Siders: What is the ELD add-on?</p> <p>Vigil: It's Lexia.</p>



		<p>Ploss: We have a free trial for Quizziz. A few teachers are using it. It is easy to make standards-based assessments. IXL doesn't cover all the standards and it doesn't adjust the levels. There is a free, a paid individual, and a school-wide version which is the most comprehensive. It has options to automatically translate, automatically reduces choices, etc.</p> <p>Hedman: Formative is a good open platform too.</p> <p>Alberti: Training would be helpful.</p> <p>Ploss: They have offered to send videos or do in-person training. What would people prefer?</p> <p>Hyzy: I have looked at it. I get more access through what I'm currently using. I can see how it is more successful in a larger classroom.</p> <p>Cordova: Part of the reason science needs something for pre- and post-assessments is because it's part of our 90-day plan. Often, science changes first, and then other subjects follow suit. It's been frustrating because we are required to pre- and post-test, but our curriculum only has a post-test. Anything we can find for pre-tests has been too easy, so we can't judge growth.</p> <p>Siders: Who pays for IXL?</p> <p>Hyzy: The district pays for IXL for math.</p> <p>Cordova: Our school paid for the science addition of IXL.</p>
7:10 - 7:20	10 minutes	<p><b>Hedman</b></p> <p><b>IC Position Elections for 2025/26</b></p> <p>Siders: Can we, at the IC Retreat, discuss how we go about re-elections? When we reduced it to a one-pager, we lost that process.</p> <p>Vigil: Can I propose limiting time on protocol discussions at IC retreat?</p> <p>Hedman: IC retreat might be a good time to discuss the mission statements.</p> <p>Cordova: I am not sure I will run for science again, partly because of our national climate. I think it matters what we state our pedagogy and mission are, and I also think it's important to tread lightly so we aren't made an example of. I think we should also revisit whether we send out all of our</p>



		<p>discussions, or if we send out just decisions. Transparency matters, and also some of us might feel too vulnerable to share openly.</p> <p>Siders: My concern is that in the past, the transparency over how those decisions have been reached has been under fire.</p> <p>Cordova: I feel very supported by parents right now. I think it is important to talk about how to make those of us who participate feel safe to share.</p> <p>Hedman: Our New Mexico climate is more supportive of pedagogy which supports all students.</p> <p>Siders: So do we want to work on a Jefferson mission statement, or leave it for the next IC?</p> <p>Cordova: I think involving PTO and the students would be really important, as it's a community thing.</p> <p>Hedman: We are all here because (likely) we care about our community. It's important to discuss how to bring us together as a community.</p> <p>Siders: Back to talking about making IC more enticing? Other schools meet once per month. I notice that we often haven't gotten to the department meetings before IC meets again, so there is not new information from those departments. Originally, it was IC, then grade levels, then IC, then departments. Now, grade levels don't come to IC, so these conversations aren't taking place there. I would prefer to have it once per month, plus emergency meetings as needed.</p> <p>Cordova: Do all schools type it out like this? I'd be comfortable if the secretary could summarize conversations, rather than typing everything each person said.</p> <p>Hedman: I wonder if we could make that part of the process where we summarize as we work. That might help with clarity as well.</p> <p>Siders: I feel like that needs to go back to departments and parents, as they are the ones</p>
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			<p>reading the details—would a summary feel transparent enough?</p> <p>Hedman: Should we have this brought back to departments and PTO before IC Retreat?</p> <p>Reeves: Negotiated agreement states that there is no requirement for word-for-word minutes in IC. Agreed.</p> <ul style="list-style-type: none"> <li>○ Social Studies - Alberti's term is over</li> <li>○ ELA - Silva is stepping down</li> <li>○ Science - Cordova maybe</li> <li>○ Electives - Vigil is staying</li> <li>○ Math - Maes stepping down, Hyzy is staying</li> <li>○ 8th Grade - Jansen unknown</li> <li>○ 6th Grade - Pennebaker is stepping down, Ploss may run</li> <li>○ Vice Facilitator - Siders's term is ending (Happy to hand this off to someone who wants to get involved. Happy to stay if there isn't new interest.)</li> <li>○ Secretary - Ploss is on the fence (will stay if it's once per month—childcare needs are hard twice a month).</li> </ul>
7:20 - 7:30	10 minutes	<b>Silva</b>	<p><b>AVID Binders</b></p> <ul style="list-style-type: none"> <li>- No need for 3" inch binder if all teachers aren't using it</li> <li>- 1" would work for papers and supplies</li> <li>- Students prefer combo of smaller binder and folders for individual classes</li> <li>- Students are also interested in a digital binder</li> </ul> <p>Vigil: I also like the idea of folders so stuff doesn't get crumpled.</p> <p>Albert: I like folders, too.</p> <p>Vigil: Maybe we can get an advisory folder?</p> <p>Siders: Maybe we can get that as a school.</p> <p>Hedman: Would a 1" binder hold the agenda?</p> <p>Siders: No.</p>
7:30 - 7:35	5 minutes	<b>Hedman</b>	<p><b>Tardy Policy</b></p> <p>Anything to send back to departments about this?</p> <p>No.</p>
7:35 - 7:40	5 minutes	<b>Hedman</b>	<p><b>Cell Phone Policy</b></p>



			<p>Siders: I think there is value in systems lasting for more than one year. I think it might help to just tweak what we have rather than doing another massive change.</p> <p>Hyzy: I think that's good. I also think emphasizing Jet Card signings as a way to facilitate interventions, rather than getting in trouble.</p> <p>Vigil: Signing Jet Cards in the hallways really helped with tardies.</p> <p>Hedman: I love the idea of that as a school-wide thing.</p> <p>Siders: Maybe the tardy blitz becomes everyone signing tardy pages in the hallways.</p>
7:40 - 7:45	5 minutes	<b>Hedman</b>	<p><b>Next Steps:</b></p> <p>Approve minutes from 3/6 IC Meeting</p> <p>School Mission Statement Review/Revision Process (how to include PTO and students)</p> <p>Send to departments and PTO summarizing IC (negotiated agreement states word-for-word is not required)</p> <p>Tardy and Cell Phone Policy continued</p> <p>AVID Binder continued discussions</p> <p>For IC Retreat: IC meeting frequency</p>