



Jefferson Middle School 2024/25

Jefferson Instructional Council 02/20 @ 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) Tania Hopkins (parent)	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) Heather Reeves (Union) Facilitator: Mark Hedman (IC Chair) Notetaker: Jenny 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 discuss SS Night, Registration, 2025/26 Budget, and, if time allows, department updates.			
To prepare for this meeting, please: Read the minutes from the 02/06 IC meeting.			
Consensus: Approved minutes from February 6, 2025 IC meeting Consensus for the registration schedule Consensus for Skills, Habits, Mindsets Survey on March 6, 2025			
Take Back to Departments:			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 min	Hedman	Approve minutes from last meeting Approved
7:02 - 7:05	3 min	Gallegos	Update on position vacancies Nothing has changed, except we have a yard custodian, Steve Segura. He knows it's short-term. If Luis doesn't come back, he will stay, but if Luis does come back, he is ok with that. We have some applicants for counseling secretary, but it was too busy to schedule this week, so we will be doing that next.

			<p>LCE (Language and Cultural Equity) is under some changes, so the bilingual social studies position may not change to a teacher position at Jefferson until next year. I explained the issues with hiring (it looks like a resource teacher instead of a teacher).</p> <p>They are funding a 1.0 bilingual position for us for next year. I'll explain more with the budget update later.</p>
7:05 - 7:10	5 min	Gallegos	<p>Check-in on supporting student safety and wellness.</p> <p>No change in policy. The red cards with student rights can be printed when they have been uploaded to the APS website and can be given to students. Counselors have been giving them to students. Students are not being pulled by counseling, so they are just giving them when they come in. Ms. Bridges gave them to students and had conversations about this in her classes. I will look into making sure that all students who need those cards are given them.</p> <p>Hedman: Has our newcomer specialist, Soni, been informed about them?</p> <p>Gallegos: I'm not sure.</p> <p>Hopkins: APS has them in Dari and Farsi on their web page.</p>
7:10 - 7:15	5 min	Alberti	<p>Social Studies Night</p> <p>April 24 is what we have planned for a Social Studies Cultural Appreciation Night from 5-6:30. We will have different groups performing (ABQH Mariachi and Flamencos, Scottish dancers and others). We will have flyers made up when we know what our full schedule will look like. If you know of any other groups, please let me know. We will have a giant potluck with families bringing their favorite dish for 8-10 people. Let me know if you know food trucks who'd like to be here.</p> <p>Hopkins: Groups are volunteer-based, correct?</p> <p>Alberti: Yes. Also, we don't have any Native American groups yet, though Ms. Bradford reached out to the Native American Cultural Center. Just email or chat me if you have an idea for this.</p> <p>Hyzy: Could you maybe reach out to teachers soon, so we can choose to participate if we want to?</p> <p>Alberti: Yes.</p>
7:15 - 7:25	10 min	Goke/ Siders	<p>Registration discussion.</p> <p>Siders: (Handed out copies of the finalized course catalogue and the finalized registration cards (will be handed out to staff at the next staff meeting). Details will be emailed to all staff in the next couple of days).</p> <p>Ms. Sanchez has been going to elementary schools to discuss registration process, and there is a proposal</p>

		<p>(handed out, will be emailed to staff next week) for course request cards to make things run more smoothly:</p> <p>2/27: 6th and 7th grade advisory teachers receive course request cards for next year's 7th/8th graders. It is likely that cards for Albuquerque High and Highland will be ready for distribution then as well.</p> <p>2/27 (DUE March 3): Advisory teachers will pre-fill all student information at the top of the cards.</p> <p>3/1: Advisory teachers distribute pre-filled course request cards during advisory. Advisory teachers review card and expectations for completion. Remind students they are guaranteed their FIRST or SECOND choice on the elective requests.</p> <p>3/4 : Teachers will spend the 1st 15 minutes of each class period helping students complete course card entries, ensuring an X in the correct core class and initialling the appropriate box. Math teachers will include scores where required. Elective teachers will review expectations for choosing electives and remind students to pick semester classes in pairs. Students will obtain signatures when required.</p> <p>3/5 : Help students who were absent to complete cards in all classes.</p> <p>3/6: Advisory teachers review cards for completion, and highlight completed cards on the provided roster. Rosters and cards are due by the end of the day to Ms. Goke.</p> <p>Gallegos: This is the same day as the Skills, Habits, and Mindsets survey, so there is extra time for this.</p> <p>3/10: Advisory teachers collect remaining cards from Advisory students and submit them to Ms. Goke by the end of the day. Any cards submitted after 3/10 will NOT be guaranteed elective choices.</p> <p>Vigil: Will we talk to students going into 8th grade about the new requirement for health/PE in 8th grade? They will need to pass a new 8th grade health class and will receive high school credit for it.</p> <p>Cordova: On the cards, there is an exception for accelerated science. If they are in bilingual math (instead of accelerated math or gifted) they are still eligible for accelerated science.</p> <p>Vigil: Is the student aide documentation going to be due as well?</p> <p>Siders: Yes</p> <p>Hopkins: Can we make sure there is parent communication about this, so my student's card isn't lost in their bag without me seeing it?</p>
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7:25 - 7:28	3 min	Gallegos	<p>Skills, Habits and Mindsets proposed date 3/6 (Thursday)</p> <p>There is a required bell schedule for the survey which is the same bell schedule we used in the fall. I’m proposing March 6 for this survey. I think that going over the benefits of taking this survey with students can really help them take it seriously.</p> <p>Siders: Remind students that we can see this data on Panorama. Knowing that their data is used will help them take it seriously.</p> <p>Consensus for Skills, Habits, Mindsets Survey on March 6, 2025: Yes</p>
7:28 - 7:43	15 min	Gallegos	<p>2025/2026 Budget (presented visually)</p> <p>We got Title 1 funds cut—about \$130,000. APS decided that the threshold was 50% state certification (TANF, SNAP, etc) and now is 60% or more. More funds will go to those schools that are 60% or higher state certification, and those schools with less than 60% now do not have that funding. I do not know the reason, other than consultants looked at neighboring districts, whose threshold is 75%, and recommended that change to APS.</p>

		<p>Title 1 funds funded: part of Resource Teacher and Family Liaison, AVID summer institute, \$500 in supplies. We still get at-risk funds and the index went up, though we have \$1000 less for next year. I'm unsure why we have less when the index increased.</p> <p>We get CSI funds again, but those may be eventually going away since it's from the state.</p> <p>We get a transformational coach. That is soft money though, so if that money goes away, the position goes away, so it's hard to hire for that position.</p> <p>Vigi: What is a transformational coach?</p> <p>Gallegos: They work with teachers, though it's constantly changing.</p> <p>Staffing : 4 cross-cat EAs (increase from 3), 23.5 Gen Ed teachers (increase from 23). Everything else pretty much stayed the same.</p> <p>Salary operational fund: I requested the district to fund .9 for Resource Teacher/EWS and .7 for Family Liaison (both positions align with APS goals and guardrails).</p> <p>Non-salary/operational:</p> <p>Bilingual: I just have to make sure the budget balances for the whole budget – if we don't get what we want in one area, we can take from another area. We may take from bilingual for another area since LCE is funding the 1.0.</p> <p>At Risk: This is where I don't know why, if the at-risk index went up, the funding went down. I'm going to ask for clarification again. Robotics fees are really high for registration for competitions, and there isn't enough time to fund-raise, so I requested an allocation for that program. Also, we will have to pay for AVID since we lost Title 1. It is beneficial, so we want to fund it.</p> <p>Title III/ESL: They are holding that money, so maybe we can request it later.</p> <p>SIP/Capital improvement: We got replacement racks for folding chairs, lockers for EAs in the staff lounge, and furniture in the staff lounge, and a big locker for student incentive items. That was close to \$20,000. That money should roll over and we will get more, I just don't know how much.</p> <p>Legislative Funds (\$300,000) for outside improvements: Half of the money goes toward labor, and we met and discussed: new and more tables in the patio area; tables in the rock area that are anchored; chess/checkerboards on the tables for students to play; and wind sails for sun shade that can be installed. They met with me, and they'll do smaller projects first at other sites, then come</p>
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7:43 - 7:45	2 min	Hedman	<p>Next Steps: Continued Department Feedback:</p> <ul style="list-style-type: none"> ● Cell Phone Policy ● Tardy Policy ● CSI Funds ● IC Position Vacancies for 2025/26 <ul style="list-style-type: none"> ○ Social Studies needs an election for department chair