



Jefferson Middle School 2024/25

Jefferson Instructional Council 12/5 @ 7:00 AM in JMS Library			
Norms: <ol style="list-style-type: none"> 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: <p>Monica Vigil (Electives) Margaret Silva (ELA) Cat Maes (Math) Greg Hyzy (Math) Samantha Cordova (Science) Deb Alberti (Social Studies)</p> <p>Christine Ibarra (Head Spec Ed)</p> <p>Ashley Griego (EA Rep)</p> <p>Meghan Armstrong (parent) Casey Mason (parent) Tania Hopkins (parent) Robert Munro (parent) Juan Larrañaga (parent)</p>	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 come to a consensus on bell schedules for finals weeks.			
To prepare for this meeting, please: Read the minutes from the 10/24 IC meeting.			
Consensus: Approve 10/24 minutes			
Take Back to Departments: <ul style="list-style-type: none"> - January 6 Professional Development - Begin discussion on what should be included in next year's student agenda - Cell Phone Policy '25 - '26 - Tardy Policy '25-'26 <ul style="list-style-type: none"> - special consideration needed for 1st period 			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 minutes	Hedman	Approve minutes from last meeting (10/24) Consensus to approve minutes.
7:02 - 7:05	3 minutes	Gallegos	Update on position vacancies Super Science position, Toni Noble, started Tuesday.

		<p>Bilingual Social Studies: we are in the same situation. Hopefully we will hire soon, but the kids are getting Social Studies content with some Spanish.</p> <p>Alberti: Mr. Langston is doing a really good job. The 1:1 EA is still posted, but it's a little tenuous because if the 1:1 goes away, that person would lose a job.</p> <p>We still don't have a yard position that is short-term. I don't expect to get someone because it's short-term. I did ask for sub custodians to come help.</p> <p>Counseling secretary: Tina resigned this week, so that position will be posted and hopefully we will get someone soon. We will aim to make sure it's a good working relationship with all involved (counseling, front office). The hard part is that they are paid throughout the school year and summer, so coming in now would mean they only get paid for part of the year, which isn't much. For now, there is a sign on the counseling door for students to come do a counseling referral form in the main office if the counseling door is closed, so that there are no students hanging out in the counseling office.</p>
7:05 - 7:15	5 minutes	<p>Discussion of JMS emergency rendezvous point</p> <p>Delay: In years past, we used to go to Bataan Park. We chose to go to Summit because Bataan is too large an area to control 600 students (we don't have the staff). It's also right off of Lomas, a major street, and next to Walgreens. When we took the walk to Summit Park, the route was more direct and there was less traffic. With the reunification cards, it makes it easier to have the students all in 1 area. There is still access for buses off Constitution.</p> <p>Gallegos: It's a safer environment, where kids can't take off as easily.</p> <p>Alberti: To clarify--this is if we need to evacuate, right? Not for Alice protocol?</p> <p>Gallegos: Any time we need to evacuate, or during an Alice protocol if you need to evacuate, that is where you go.</p> <p>Cordova: Some of us are familiar with Summit, but subs might not be. Can we get maps?</p>

			Gallegos: I sent it out earlier in the year, but I can send it again.
7:15 - 7:25	10 minutes	Gallegos	<p>Next Step Plans to be shared during parent teacher conferences during April.</p> <p>During my principal meeting recently, there was discussion about using April 16-17 PTCs for 8th grade advisory teachers to go over Next Step Plans with families. 8th grade advisory teachers need to check to make sure all their advisory students have an account.</p> <p>Counseling is going to work with science (?) to make sure students do career surveys, etc. 8th grade teachers/Advisory teachers need to make sure that students have accounts.</p> <p>Right now, there is a low percentage of students who have an account.</p> <p>Alberti: How can students create their account? I tried, but we got a little lost.</p> <p>Gallegos: They should be able to click and create an account from the email sent.</p> <p>Cordova: for 8th graders, they are also preparing for NM-ASR and the science department is adding pre-tests, etc., so there is a lot going on in the spring. Also, remember that there are not just 8th grade teachers who have 8th grade advisory teachers; most 7th grade teachers have an 8th grade Advisory.</p> <p>Gallegos: You all got an email for Level All (it is for all students).</p> <p>Siders: When is the deadline?</p> <p>Gallegos: It is the end of year, but it has been done by conferences in the past, so it would be good to keep that consistency.</p> <p>Hopkins: Can you add a line at the top of emails sent home to let families know what to look for later in the email? That way, we might not miss things at the bottom as easily.</p> <p>Gallegos: Yes.</p>
7:25 - 7:35	10 minutes	Gallegos	<p>Discussion of CSI funds for next school year</p> <p>Gallegos: We have funds that come with our designation. We are still CSI with a focus sub-group of Native American students. We have to choose what we use the funds for but there are restrictions. Last year, we ended up with one week</p>

		<p>to choose after we found out our designation. Last year, we knew we were doing Doctor Hollie, so we chose to use those funds to continue that work. This year, we have more time to decide, but again there are a lot of limitations regarding what we can spend the money on.</p> <p>There is a justification section within the form, including how our proposal aligns with PED requirements. Last year, I put in extra for IXL, but we didn't need it, so now it's sitting there waiting for adjustments, which takes a while.</p> <p>It has to align with 90-day plan desired outcomes and critical actions. I just wanted to let everyone know that CSI funds will be coming.</p> <p>Hedman: Should that be discussed at department meetings?</p> <p>Gallegos: Yes, but I would like to give some direction as to what can or cannot be done with that money.</p> <p>Siders: It might help to list what those funds were used for this year, to guide discussions (Dr. Hollie, tutoring, extra department meetings every month, grade-level chairs, EWS/SSS meetings)</p> <p>Gallegos: I know the focus teams had a lot of momentum, and I'd like to keep that momentum, so next year we could set aside more time for them to meet.</p> <p>Cordova: I think knowing the cost, not just the list of program options would help, since some programs are really expensive.</p> <p>Gallegos: Last year we were funded \$110,000. They will really look at how we are addressing Native American/Yazzie Martinez students. Dr. Hollie was \$15,000, and I had put aside \$25,000, so I asked for that to be put back to pay teachers who are participating .</p> <p>Mason: Did Dr. Hollie come here?</p> <p>Gallegos: Yes, last year he came for staff PD. This year, it is his team who comes out to evaluate and coach teachers, then collect data on strategies used by participating teachers, and how that influences student engagement.</p>
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7:35 - 7:40	5 minutes	Hedman	<p>Begin discussion of items for inclusion in next year's student agenda.</p> <p>Alberti: I like the agenda a lot. I find it easy to navigate, and easy to find the pages to input information, and I like that good/bad Jet Cards are separate.</p> <p>Siders: Adding a 7th period line for the grade tracker would help.</p> <p>Alberti: I love how the grade check page is big and easy to fill in.</p> <p>Cordova: I agree—I think previously I was worried about having the negative Jet Card included and students feeling bad about it, but there is so much more to the agenda, so that's not the focus, so that hasn't been an issue. Can we put it in the announcements for parents to check agendas?</p> <p>Gallegos: It is there every week for families. Kate did a great job, because the template was hard to use and correct.</p> <p>Alberti: I think we need to have a PD at the beginning of the year to help teachers know how to use the agenda well/consistently.</p> <p>Siders: When I check out the equipment at lunch, I see many of them who have blank test score pages.</p> <p>Hopkins: And writing the test scores in the agendas happens in advisory? It might be a grade level thing, since teachers have advisory grades that are different from the grades they teach?</p> <p>Siders: Testing happens in advisory, so test scores should be put in during that time.</p> <p>Gallegos: If you can reiterate to your constituents to use the agenda, especially for restrooms. We have students who are out in the hallways with a pass, without their agenda being signed in class, and then they are going to the restroom more than the 2 times allotted.</p> <p>Vigil: Can we add a separate section in the agenda for counseling passes, since they need to take their agendas to the office for counseling? Students are upset if they use one of their 2 daily hall passes for counseling.</p>

		<p>Goke: We should think about that for the nurse also: having an agenda pass section and sending the student with their agenda instead of using the lanyard.</p> <p>Vigil: Could we have a separate color lanyard for the counselor and for the nurse?</p> <p>Gallegos: If they are in counseling for a while, it is hard to get those passes back.</p> <p>Siders: For the nurse, we may need a different plan, since sometimes passes go home with a sick student.</p> <p>Hopkins: Has the lost agenda protocol evolved?</p> <p>Gallegos: It has worked really well this year, and has not changed from what is in the agenda.</p> <p>Siders: Just to reiterate—the bathroom system is working. The 1st day of fall I-Ready, we had 119 bathroom requests. We had 58 on Tuesday. By having a system students have to follow, it slows them down. To reduce it by half is huge.</p> <p>Mason: So when they need to go to the bathroom, you sign the agenda, but is there another system?</p> <p>Siders: That is just for i-Ready because students need an escort during that time.</p> <p>Ploss: One request for the agenda for next year - It's difficult to figure out which week we are on for grade checks. Is there a way to include dates?</p> <p>Siders: Maybe we can just label the date the grade check should be done.</p> <p>Vigil: Are there AVID strategies in there?</p> <p>Silva: I don't think so.</p> <p>Gallegos: We can add those.</p> <p>Ploss: In the CCR focus group, we are putting together a list of AVID/CLR strategies—maybe we can use that?</p> <p>Maes: It seems like the negative Jet Cards are hardly getting signed, so teachers must be using other classroom management protocols before getting them signed.</p> <p>Gallegos: Some are not signing at all, but they should be.</p> <p>Maes: Compared to a few years ago, where it was full, it is nice to see less signings.</p> <p>Ploss: I take the agenda and tell them that I'm looking for a positive behavior. Then I can return</p>
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7:40 - 7:45	5 Minutes	Hedman	<p>Next Steps:</p> <p>January 6th Professional Development</p> <p>Gallegos: to start the conversation: On our Tuesday meeting, we found out that $\frac{2}{3}$ of the January 6 professional development will be district-based. That will be based on content area PD, so people are at different places. Then you'll stay at that location for Panorama training online. There is also $\frac{1}{3}$ time for collaboration. There is no whole-school designated meeting time, and no classroom time. You might want to think about creating time for focus teams. I also wouldn't mind setting aside 30-45 minutes in your classrooms. This is just so you know, please take it back to your counterparts.</p> <p>Begin discussion of '25-'26 Cellphone Policy</p> <p>Siders: Can we also start talking about tardy policy, specifically 1st period. The tardy tracker sort of works, but it doesn't work for 1st period at all. There are students who have 20 tardies, but 100% attendance, so what do we do with them?</p> <p>Reeves: For 1st period, it's sometimes not the student's fault.</p> <p>Siders: When I was out on duty in the mornings last year, I would see a long line of students who had been on campus, and then were getting a tardy pass from Denise. This year, it is not happening, as it's mostly students who are being dropped off late. I still think we need to discuss the 1st period tardy policy to make sure we are supporting students.</p> <p>Larranaga: I was banned from the school last year...</p> <p>Gallegos: This is not the place for this discussion as previously shared with you.</p> <p>Meeting adjourned; CSA Delay walked to parent letting him know the meeting was over.</p>