



Jefferson Middle School 2024/25

Jefferson Instructional Council 5/8 @ 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: 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) vacancy (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 finals week scheduling.			
To prepare for this meeting, please: Read the minutes from the 4/22 IC meeting.			
Consensus: Consensus to approve minutes from 4/22 meeting Consensus on no IEPs and no advisory during finals week this year.			
Take Back to Departments: Spring Testing and Testing Feedback: Please remind staff to give constructive feedback on the testing feedback form Just be mindful and let departments know that we should work with those families (either provide an alternate option or excuse them if that is appropriate). Proposal that Wilkening attends all grade level meetings, and that departments should request Goke and Gallegos when needed. IC Position Vacancy updates from each grade level and department			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2	Hedman	Approve minutes from last meeting Consensus to approve minutes from 4/22 meeting
7:02 - 7:05	3	Gallegos	Update on position vacancies

			<p>Counseling: Interviewed 6 applicants last week and we put in a request to hire one from Manzano HS who accepted for next year. I also requested someone else yesterday and am awaiting a response after APS reaches out to offer the job. If she chooses not to take the position, there is another person with classroom and Special Ed experience who we will request.</p> <p>Counseling Clerk: No one new has applied, so that may have to wait until the Job Fair at the beginning of June.</p> <p>Bilingual Social Studies: Should be posted soon, as a teaching position.</p> <p>M. Unwin requested to move into gen ed ELA (Bachicha's position), so we will need to post Unwin's position (Small Group ELA).</p> <p>M. Vigil will move into Small Group Social Studies, so we will post for the Social Skills position. We will post that, and the new person just needs to be trained in AIMS.</p> <p>Hedman: We just have the counselor for now one day per week, correct?</p> <p>Gallegos: That is correct, I sent an email to let staff know that we don't have a counselor on Fridays for the rest of the year.</p>
7:05 - 7:10	5	Gallegos	<p>IC Retreat Details</p> <p>We will meet on Friday, May 30 in the morning from 8AM to about 12 noon to go over the listed details in the "Next Steps" section. Please let Mr. Hedman know if there is anything else that needs to be addressed. I think we have the consensus process down, so I want to get into next year's plans, and make sure we put special events and assembly dates in the calendar early.</p> <p>Siders: Is there something for staff that day?</p> <p>Gallegos: Yes, there is a staff meeting at 7AM, and we will be done by 7:50.</p>
7:10 - 7:20	10	Siders	<p>Spring Testing and Testing Feedback</p> <p>Siders: I haven't gotten a lot of responses on the form, so please ask colleagues to respond to give feedback. Please remind them that we discuss these plans in IC and really think about the reasons for the testing dates and what would be best for the students. From my perspective it went</p>

			<p>pretty smoothly this year. I know it feels pretty lengthy, and that is because there is so much testing to do. Thank you for thoughtful feedback, and know that that feedback will be considered in IC meetings as we plan for next year.</p> <p>Hopkins: APS also threw a wrench in things with dates, right?</p> <p>Siders: Yes.</p>
7:25 - 7:30	5	Siders/ Gallegos	<p>Finals week schedule for testing, IEPs and Advisory classes</p> <p>Attached: Finals week schedule</p> <p>Gallegos: Our finals week happens to be during the week that AHS is coming to do their annual walk-through (19th) and AHS graduation (20th). Several parents have let me know that their student won't be here on AHS graduation day. Just be mindful and let departments know that we should work with those families (either provide an alternate option or excuse them if that is appropriate).</p> <p>Reeves: I let my advisory students/families know that they should talk to their teachers if they are going to miss finals.</p> <p>We had decided and let everyone know the dates, that there are no IEPs, and which finals will be done on which days. During IC Retreat, I think we should discuss next year's plan.</p> <p>Consensus on no IEPs and no advisory during finals week this year.</p>
7:30 - 7:35	5	Gallegos	<p>Clarification if Admin needs to be at every grade level and departmental meeting.</p> <p>Gallegos: My preference is that Wilkening attends all grade-level meetings, and Goke and I can be at department meetings when requested. We're happy to be at the meetings—I just know that when I was teaching, I liked when admin came to some meetings as needed, but also liked having the freedom to have open conversations without admin there sometimes. I do prefer up-front, open conversations, so if you'd like to address something with us, please invite us or bring it to us right away.</p> <p>Vigil: Electives meets this coming Monday, but I think we wouldn't mind if we just request admin</p>

			<p>sometimes. I did notice that some people spoke up more when admin wasn't there.</p> <p>Hedman: So to take back to departments/grade levels is the proposal that Wilkening attends all grade level meetings, and that departments should request Goke and Gallegos when needed?</p> <p>Gallegos: Yes.</p> <p>Armstrong: You can be the best leader and people feel comfortable but still don't talk as much when you are in a meeting.</p>
7:30 - 7:35	5	Gallegos	<p>Update on Yazzie-Martinez Data</p> <p>Gallegos: Jefferson was recognized as the top middle school (followed by Garfield, Grant, and Cleveland) for 6th grade I-Ready proficiency for Yazzie-Martinez and African American students. I-Ready math scores for these students went way up (23.9% in the fall window to 38.5% in the winter window). That was a huge highlight from yesterday's Principals' Meeting so I wanted to say how proud I was of the science and math departments for their hard work on this.</p>
7:35 - 7:40	5	Hedman	<p>Clarity on Position Vacancies for IC</p> <p>Vigil: I won't be in the electives department, so the Electives position will be open.</p> <p>Silva: I am stepping down from ELA and the position is up in the air. Possibly Unwin, but we will discuss next week.</p> <p>Alberti: Social Studies will not be me.</p> <p>Vigil: I would like to represent Social Studies.</p> <p>Hedman: Departments meet next week—should we send out an email to departments to have feedback on this by next meeting?</p>
7:40 - 7:45	5	Armstrong	<p>Parent Process for Curriculum Questions</p> <p>Armstrong: A parent asked me when and how IC addresses specific curriculum matters. What I said was that IC is about more general stuff, but that if there was something more specific, the parent should come and attend IC to bring it up. I do want to clarify the avenues for parents depending on what is needed.</p> <p>Gallegos: For specific teacher concerns, IC is not the place, and they should come to admin after communicating with the teacher directly. For</p>

			<p>curriculum, the district chooses the curriculum and there is a review process.</p> <p>Armstrong: So if parents have a question about curriculum, they can come to admin or IC to ask about it and have a voice?</p> <p>Gallegos: Yes. Just if its' a specific teacher, speak to that teacher and then come to admin if the issue is not resolved.</p> <p>Hedman: If they fill in as much information in the Google Form for IC, we can make sure we direct them to the right place.</p>
7:45-7:50	5	Siders	<p>WEB Program for 25-26</p> <p>Siders: Please remind staff about the incoming 9th grader recommendations for the WEB program.</p> <p>Mason: Can you explain what WEB is?</p> <p>Gallegos: Ms. Siders, me and Ms. Goke went to a training called "WEB", "Where Everybody Belongs", which is a program to have 8th graders pari with groups of 6th graders as supports throughout the year. There will be an orientation led by 8th graders, which is separate from 6th grade Jump Start, where 6th graders follow their schedule to see where they will go and meet their teachers. WEB aims to bridge the gap between 6th and 8th graders, and to provide peer supports and community. This was one of the best trainings I've ever been to. It was very interactive and fun, and could really imagine how good it would feel as a 6th grader.</p> <p>Armstrong: It may decrease bullying as well.</p> <p>Gallegos: I also got clarification that WEB leaders would work alongside (but not overlap with) Student Council, to help disseminate Student Council information to 6th graders.</p> <p>Siders: It is organized to intentionally pair 8th grade students who are ?, in order to ?. We will need 50 8th grade leaders, and we aim to really represent the full spectrum of the students at our school so the 6th graders can see themselves represented in the 8th grade leaders. Any staff member can recommend any student, and then the three who went to the training this year would go through the recommendations.</p> <p>Gallegos: We would like to send other teachers to build the program next year.</p>

		<p>Griego</p>	<p>Student Success Center + Behavior Support/Redirection</p> <p>Griego: Remind teachers to send me an email or chat if a student needs a short re-regulation break, and send them directly to me rather than sending them to the office. Once they're regulated, I'll send them on to their next class.</p> <p>Gallegos: Remember that as we near the end of school, some behaviors may increase for various reasons.</p> <p>Griego: And it would be great if we can support students by helping prevent escalation when we can just give the students a different place to regulate and move on.</p>
<p>7:40 - 7:45</p>	<p>5 Minutes</p>	<p>Hedman</p>	<p>Next Steps:</p> <p>Feedback from departments and grade levels on IC position vacancies.</p> <p>For IC Retreat:</p> <ol style="list-style-type: none"> 1. IC Meeting Frequency: <ol style="list-style-type: none"> a. Vigil: Electives said they were fine with once per month. b. Silva: ELA said once per month c. Armstrong: Parents were in agreement with once per month so more parents could make it happen. d. Gallegos: Remember that when other things come up, extra meetings would need to be scheduled. e. Siders: As you have your department meetings, remember there would be more flexibility in when you can schedule meetings, since there isn't as tight a window to get the meeting in before IC meets again. f. Hedman: I wonder if it would be more efficient to have IC at the end of the month? g. Reeves: I think having IC at the beginning of the month would be nice, so we can take things back to departments the rest of the month. 2. 25-26 Testing Schedule

			<p>3. 25-26 School-wide Special Events and Assembly Schedule</p> <p>Siders: If you have input for next year to bring up at IC Retreat, please use the Google Form to share that ahead of time. There was also the joint memo about beginning of year PD days from district.</p> <p>Griego: Do the PD days open up time for focus groups?</p> <p>Gallegos: The memo was about the beginning of year and semester PD days only. We will be able to use CSI funds for focus groups instead of binder study next year, and it is nice to have those funds to compensate teachers/departments for what they are doing that is extra. I am just so proud of the work we've done here and the improvements we've seen—I wish the team could hear what I get to hear at the principal meetings.</p>
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