






Jefferson Middle School 2024/25

Jefferson Instructional Council Friday 5/30 @ 8:30 - 12ish			
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: Moses/ Shelton (Electives) Monika Unwin (ELA) Greg Hyzy (Math) Suzy Dunnun (Science) Monica Vigil (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) Katy Slota Vacancy (Support Staff) J. Ploss (6th grade) Ryan Dukart (7th grade) Beth Jansen (8th grade) Heather Reeves (Union) Facilitator: Mark Hedman (IC Chair) Notetaker: J. Ploss (Secretary) Timekeeper: Kate Siders (IC Vice-Chair)	
Quorum requires the following attendees: 7 members, 4 teachers, 1 admin, and 1 parent			
Meeting Objective: Plan for next academic year.			
To prepare for this meeting, please: Read the minutes from the previous IC meeting.			
Consensus: Approve 5/22/25 minutes Approve IC consensus model. Approve IC terms of service. March 24 Test Training Use the 13 hours in the negotiated agreement for extra trainings. Approve modifications to focus groups??? Approve next year's grade level and department meeting days/times/weeks. Approve beginning of the year Professional Development Topics Continue with Focus Teams without bringing SREB trainer back.			
Take Back to Departments:			
Time:	Minutes:	Who:	Content
8:30 - 8:32	2 Min	Hedman	Approve minutes from the last meeting.

			Consensus to approve 5/22/25 minutes
8:32 - 8:35	3 Min	Gallegos	<p>Update on position vacancies. Vacancy updates were discussed during a staff meeting this morning. Mason: No questions about position vacancies from parents.</p>
8:35 - 8:37	2 Min	Hedman	<p>Discussion of a consensus model for new attendees (page 8 in attached document)  _Instructional Council Guidelines 2021 .pdf Hedman: Read aloud the consensus guidelines. We are here to serve the students, so we can always revisit if needed to best serve students. Consensus to approve this model.</p>
8:37 - 8:47	10 Min	Hedman	<p>Terms of Service for IC positions (election cycle)</p> <ul style="list-style-type: none"> ● Spring Even Year: 7th & 8th ● Spring Odd Year: 6th ● Spring Even Year: Math, Science ● Spring Odd Year: Electives, ELA, Social Studies ● Spring 2028: Vice-Facilitator ● Spring 2026: Facilitator ● Spring 2027: Secretary <p> JMS Protocols as of 8-22-23.docx.pdf  IC Bylaws August 2021.pdf</p> <p>Siders: This is what I could find from our old by-laws when we had more structure. When we moved to our protocols, we went to a list, but that didn't include the years. We've had some mid-cycle turn-over, so I thought it would be good to revisit this so we can expect when turnovers will happen. Can we add the dates in terms of service to the protocols so they are updated each year? Also could we move 6th grade to odd years, since we are moving that this year? Siders: My proposal is to move science to even years with math. Electives changed this year, so we could move that to odd years. Hedman: Any objections? No objections stated. Consensus to approve IC terms of service. Hedman: I think we should do the protocol updates at the end of today's meeting, so we get to all of our agenda items.</p>

<p>8:47 - 9:02</p>	<p>15 Min</p>	<p>Gallegos/ 90-day Plan Team</p>	<p>2025/26 90-day plan</p> <p>Gallegos: This was created/established by the departments, so I'll let them present.</p> <p>Math/Hyzy: After I-Ready assessment review, we noticed algebra/algebraic thinking limitations, so math will use formative assessments aligned with all units of study and to include algebraic thinking, then use that data moving forward to inform instruction.</p> <p>Gallegos: We have to have a line item for Native Americans because that is our CSI designation.</p> <p>[copy and paste from 90-day plan math]</p> <p>ELA/Unwin: As we are an AVID school, ELA will be employing WICOR/AVID strategies as measured in lesson plans and non-evaluative walk-throughs. Amplify can help support teachers in this as well, especially with formative assessment data.</p> <p>Hedman: Can you clarify what WICOR stands for?</p> <p>Unwin: Writing, Inquiry, Collaboration, Organization and Reading</p> <p>[copy and paste from 90-day plan ELA]</p> <p>Science/Gallegos: Science was a continuation of last year. This year we purchased IXL for pre/post assessments, which didn't work well. Yesterday we decided that there will use common pre-assessments at the start of every standard, using Quizziz, which will be purchased. There will be a data sheet which will be linked in the agenda so everyone has access.</p> <p>[copy and paste from 90-day plan science]</p> <p>ELP/Gallegos: ELP - Focus will be on using WIDA Can Do Descriptors and WICOR strategies daily by all teachers. The reason we decided this is that these are being used primarily by ELD teachers, but not as much school-wide, and these strategies can help all students, not just ELD students.</p> <p>Siders: It's also in our agenda to talk about this as extra meetings for next year. We will be working with LCE (Language and Cultural Equity) to provide a series of trainings for whole staff, departments, and individual classrooms. Doreen Baca is part of our 90-day team and will be working with us. Those dates have already been set.</p> <p>Hyzy: The ELP goals are school-wide and all departments, and I was excited to be part of that discussion yesterday, as someone who knows I can get a lot from this to better support all students.</p>
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			[copy and paste from 90-day plan ELP]
9:02 - 9:12	10 Min	Gallegos	<p>Hours Set Aside for Staff Trainings/ Meetings</p> <ul style="list-style-type: none"> ● Test Training (Siders): I would like to ask for March 24 (Tuesday) to do an hour of test training for spring testing. That was new this year for me and I thought it was really helpful. Staff let me know in the feedback that it was helpful. <ul style="list-style-type: none"> ○ Consensus for March 24 Test Training ● LCE - August 28 & September 25 (Staff Meeting Dates) <ul style="list-style-type: none"> ○ Siders: Do you need more dates since we are using August 28 and September 25 for LCE/ELP training? ○ Gallegos: Extras would be for Focus Teams, at least monthly, preferably after school, rather than staff meetings, because those are only 40 minutes, and counselors have stated that they could really use time at staff meetings if possible. Can we approve to use the additional 13 hours in the negotiated agreement for staff meetings and/or professional development outside the duty day? ○ Hedman: Since we know that some of those meetings may need to be set urgently, can we put some of the meetings on a more regular schedule to allow people enough notice? ○ Gallegos: My goal is to give at least 1 month, but minimum 2 weeks. For budget, I can get less than that but I'd like to give as much notice as possible. Since we have CSI funds, people could get paid even for these 13 hours. ○ Unwin: It was discussed in the 90-day plan to use CSI funds for the PDP collaboration? ○ Gallegos: CSI → extra meeting ○ Hyzy: To better align with this, do we need to redesign/rename focus teams? ○ Gallegos: I think we can align the focus of each team according to the 90-day plan items.

			<ul style="list-style-type: none"> ○ Siders: Do we have consensus on utilizing the extra 13 hours for staff meetings and trainings? <p>Consensus: Yes, we can use the 13 hours in the negotiated agreement for extra trainings.</p>
9:12 - 9:22	10 Min	Gallegos	<ul style="list-style-type: none"> ● Focus Teams <ul style="list-style-type: none"> ○ Gallegos: People would have to put their names on the ones they want to join/support. If we establish exactly what each team will be focusing on, aligned with the 90-day plan, that will provide more structure for them. ○ Vigil: can we do that today so it's done ahead of time? ○ Gallegos: Yes, we can do that so it goes out to staff early. ○ Gallegos: Just to clarify, anyone who wants to change teams can talk to me. ● † Jefferson Focus Teams 2024/25 <ul style="list-style-type: none"> ○ Leadership for continuous improvement: Focus will be on ELP ○ Student Incentives: Continued ○ College + Career Readiness: Continued, AVID ○ SEL/Sense of Belonging: Focus will be on improving sense of belonging in advisory ● Adjustments: highlighted and keyed in the linked document (discussion below) <ul style="list-style-type: none"> ○ There are a few new people going to AVID this year (Cordova, Hyzy, Wade, and Mr. Sanchez), so those could move over to the AVID team. I'd like us to continue to build capacity for AVID. I'll talk to each of those people about focus team choices. ○ Unwin: Can you move me to AVID, since I'll be teaching AVID on the wheel? ○ Hedman: Can we remove the teachers who are leaving as well? ○ Vigil: Are we including everyone who's trained in AVID on the AVID focus team? What is the limit on numbers in each group?

			<ul style="list-style-type: none"> ○ Gallegos: We can let each choose whether they want to be in AVID or another focus group. The SEL group needs more people. ○ Vigil: Can we change the SEL group focus? ○ Gallegos: I think we should focus on sense of belonging ○ Siders: I wonder if SEL could be pushed toward advisory? ○ Vigil: Can we include W.E.B. there? ○ Gallegos: I think that should be separate—it's something we are doing, but it's not a focus team. ● Dates: see meeting days below <p>Consensus to approve modifications to focus groups???</p>
9:22 - 9:35	13 Min	Hedman	<p>Meeting Days Meeting times:</p> <ul style="list-style-type: none"> ● 7:00 - 7:40 AM for before school ● 3:10 - 3:50 PM for after school (Focus teams are compensated hours - 3:10 - 4:10 PM) <p>Department & Grade-Level Meetings 2025/26</p> <p>Grade levels: First week of the month</p> <ul style="list-style-type: none"> ● 6th: Wednesdays after school ● 7th: Tuesday after school ● 8th: Mondays after school <p>Core Departments: Second week of the month</p> <ul style="list-style-type: none"> ● Electives: Tuesdays after school ● ELA: Mondays after school ● Math: Thursdays after school ● Science: Wednesdays after school ● SS: Tuesdays before school <p>Special Education: Third week of the month</p> <ul style="list-style-type: none"> ● Cross Cat: Mondays before school ● Gifted: Mondays after school <p>School:</p> <ul style="list-style-type: none"> ● Staff: Thursdays before school, fourth week of the month ● IC: Thursdays before school, third week of the month ○ Hedman: Departments all gave feedback that meeting once-monthly

			<p>would be appropriate, with extra meetings as needed.</p> <ul style="list-style-type: none">○ Mason: Would they continue to be on Thursdays?○ Hedman: I believe so, and do we know about the bell schedule for next year?○ Gallegos: Yes, we are the same.● Focus Teams: Tuesdays after school, fourth week of the month <p>Dukart: Could we just have one day per week that will be the “meeting day”, and rotate which group is meeting each week?</p> <p>Gallegos: That may not work to get admin to meetings—if they are all on one day, we may not be able to get to all of the meetings when we are needed.</p> <p>Unwin: Could we try it out?</p> <p>Gallegos: I don’t have the schedule for principal meetings yet, so I don’t know when we will be available.</p> <p>Siders: There are also people who attend multiple meetings, so they couldn’t do that.</p> <p>Dukart: I meant that we would have all meetings on the same day of the week, but alternate weeks (for example: grade level first week, departments second week, etc.)</p> <p>Hopkins: Would that mean that clubs wouldn’t happen on those days?</p> <p>Gallegos: Yes, actually.</p> <p>Hopkins: If parents know that ahead of time, it will be easier to plan ahead of time.</p> <p>Hedman: Well, and we wanted to get this on the calendar now, and we already requested feedback from departments.</p> <p>Unwin: We could consider their requests for before/after school?</p> <p>Gallegos: Could we pick and choose departments/grade levels instead of doing them all on the same days, to split it up?</p> <p>Siders: Can I ask the biggest reason why we want to change this?</p> <p>Dukart: It can be hard to plan when we have meetings on many different days during different weeks of the month. If we just knew that it would be on the same day generally, we would know what day to avoid when planning our personal appointments, etc.</p>
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			<p>Gallegos: I think there are so many meetings, we can't make it work for everyone. I understand how hard it is to manage that calendar. If there is a way to schedule the meetings to not interfere with after school clubs and keep it manageable for staff, that would be ideal.</p> <p>Siders: I think if we have all departments on one day, say Mondays, then there can't be any clubs on Mondays.</p> <p>Dunnum: I did like that one week was all the departments, and all the grade levels were on another week.</p> <p>Siders: Yes, we can still have an emphasis for each week.</p> <p>Hedman: I think that the goal is to put this in our staff handbook for the fall. If we want to make bigger changes, we could do that in the fall?</p> <p>Gallegos: I think we should move forward so that it's set up for the fall.</p> <p>Hopkins: If we could avoid having one day per week where there are not clubs, that would be best for parents, some of whom rely on clubs for childcare at times.</p> <p>Consensus to approve next year's grade level and department meeting days/times/weeks.</p>
9:35 - 9:50	15 Min	Gallegos	<p>Beginning of the year Professional Development Topics (1.5 days available on Friday and Tuesday):</p> <ul style="list-style-type: none"> ● Topics in Staff Handbook <ul style="list-style-type: none"> ○ Hall passes ● Discipline Protocol ● Attendance ● Money expectations ● Sub/lesson plan expectations ● Tardies <ul style="list-style-type: none"> ○ Vigil - when we did tardy sweeps in the hallway tardies stop NOMINATION ACCEPTED FOR TRAINING STAFF ● Jet Card - Redirection/Positive <ul style="list-style-type: none"> ○ Hyzy - How to do positive stuff NOMINATION ACCEPTED FOR TRAINING SYSTEM ● ALICE training (add date on the calendar) ● WEB!!! ● Special Ed PD ● Duty Stations <ul style="list-style-type: none"> ○ Absences/Subs/Coverage from Admin

			<p>Gallegos: A few of these were discussed in great length this year, and some were requested to be gone over in January but we ran out of time. I do go over these at length, and it can feel frustrating to hear that we need to go over these after I feel that I did that. I am trying to think of a more interactive way to go over this rather than just having me talk about it.</p> <p>Dunnum: What about a scavenger hunt or other interactive engagement to go over these?</p> <p>Gallegos: We have spent a lot of time going over these procedures in the past, and I have noticed that those staff members who followed the procedures had much fewer student behavior issues, so we really just need to follow what we've developed consistently.</p> <p>Vigil: Are we using the phone boxes next year?</p> <p>Gallegos: I am waiting to see if we get funds for the pouches that lock. The state passed a law that dictates that every district has to have a phone policy that keeps phones out of students' hands during school time.</p> <p>Hopkins: Is there a reason why we might expect people to follow these protocols more next year when they didn't this year?</p> <p>Siders: I think that staff who did follow them and have success stories could share those success stories next year for the rest of staff, and that would help.</p> <p>Vigil: I have found that when there are consistently enforced rules, there is less push-back from students.</p> <p>Gallegos: For admin, it will be part of professionalism, and we can follow up on discipline for not following school policy.</p> <p>Hedman: Is there a way to have a FAQ document, and/or make the document more searchable so it's easier to find?</p> <p>Vigil: Can we get rid of the cell phone waivers next year because it's not been great.</p> <p>Gallegos: Yes, we are not doing that next year.</p> <p>Unwin: Can we get a real marquis rather than fixing ours, so we can share better with families?</p> <p>Gallegos: Those are too expensive, and ours is outdated so it's hard to find parts, but APS is working on it (since AUGust).</p> <p>Hedman: Can we have signs around campus that this is a phone-free campus?</p> <p>Unwin: Advertising the policy really can help.</p>
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		<p>Siders: I liked the statement Ms. Unwin used, "If I see it, I gotta take it." I wonder if, like our non-negotiables, we could have these kinds of statements posted/used consistently.</p> <p>Hyzy: I'd like to add ALICE training to the list. Can we add the Centigex information (what to do) added to the staff handbook? I'm concerned about the low sound because of our VI students.</p> <p>Gallegos: Yes. And if something happens, we will make an announcement that is straight-forward, with situation and location. We tried it yesterday as a drill, and everyone responded appropriately. If anyone is outside, those staff will take students directly to Summit Park (for trainings, you can bring students to the classroom instead).</p> <p>Gallegos: Do we have consensus on the topics for the beginning of year PD, so I can start creating more interactive ideas to present them? The students were really excited about the WEB activities we did.</p> <p>Siders: The hardest part was the students who we couldn't take in order to make the representation balanced.</p> <p>Gallegos: We can push those kids to be helpers—they just can't be web leaders.</p> <p>Hedman: I liked that Vigil mentioned building community with students - it isn't just punitive</p> <p>Hyzy: With our CSI designation, I think it matters to build community, and a sense of "us" rather than "I", especially with our Native American students/designation.</p> <p>Hedman: Do we have funds to bring Native American experts to improve/reflect those ideals?</p> <p>Gallegos: Yes, and I'm working with Indian Education???</p> <p>Hyzy: For Jump Start, are we going to have an opportunity for parents to visit with cross-cat/gifted teachers to get to know who they are?</p> <p>Gallegos: It's only students for Jump Start, and we really want it to be only students for WEB as well. We can introduce Ms. Ibarra at Jump Start specifically.</p> <p>Reeves: We have parents meet cross-cat/gifted/VI teachers at Open House.</p> <p>Dukart: With our new room numbers, what if we as staff have a hallway naming contest, to make it more fun and themed? This could be fun and goofy to start</p>
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			<p>the year off. It used to be grade-level based, but now with everyone spread out and some repeated room numbers, it's harder to figure out where people are. I think this would be fun to do.</p> <p>Gallegos: Yes—let's add this to the "sense of belonging" focus team to organize this.</p> <p>Hopkins: Can we also have staff share positive Jet Card wins to improve consistency for those?</p> <p>Hyzy: I'd like to do that. I also like the idea of color coding hallways to help students (attach a color AND a name to each hallway)</p> <p>Consensus to approve beginning of the year Professional Development Topics</p>
9:50 - 10:00	10 Min	Gallegos	<p>Duty Stations</p> <p>People need to show up at their stations. It is in the Negotiated Agreement that it is part of the duty day. Admin is going to ensure that people are there and they will be docked if they are not there because they are not fulfilling their duty day.</p> <p>Vigil: Can we revise the assignments based on high/low needs areas for duty stations?</p> <p>Gallegos: Yes, we've identified those areas, and we will work on revising based on that.</p> <p>Vigil: If we are absent and we have it in our sub plans, but subs don't go, what do we do about that?</p> <p>Siders: I think that may need to be traded among staff instead of assigned to subs, because they tend not to show up to the duty stations.</p> <p>Gallegos: If you text us if ...???, we can shift someone to cover.</p>
10:00 - 10:05	5 Min	Hedman	<p>SREB Possibility - should we bring the head trainer back next year?</p> <p>APS paid for the initial 2-year commitment. Do we want him to come back next year?</p> <p>Vigil: I'm fine if we move forward without him returning.</p> <p>Hyzy: I agree.</p> <p>Hedman: I valued his input, and also think we can move forward without spending district funds to bring him back.</p> <p>Gallegos: This was not Dr. Hollie. This was from 2 years ago and it is how our Focus Teams were built. It was not an Admin decision.</p>

			Consensus not to bring SREB back, but continue with Focus Teams.
10:05 - 10:10	5 Min	Hedman	<p>Assemblies:</p> <ul style="list-style-type: none"> ● Expectations Assembly <ul style="list-style-type: none"> ○ Siders: I am about to propose I-Ready starting on August 19/26, so it would be nice to have an assembly before then. ○ Gallegos: I would like to do it the first 2 weeks, so I propose the 21st as an extended advisory. Then the students who are not in the assembly can work on finishing I-Ready. ○ Dukart/Unwin: What if we have an afternoon block on the 19th as well, so that the assembly is in the afternoon (one hour for each half of the school) after testing, to help those students who need some fun/regulating after testing. And do we want to move Advisory days to Tuesdays since testing is on Tuesdays and uses advisory? ○ Siders: I really like having the Monday advisory to help students prep for Tuesday testing. ○ Gallegos: They will have an extended advisory the following Tuesdays as well. ○ Ploss: I would love to have an extended time with my advisory class at the beginning of the year to get to know each other in a longer period of time (not just the 25 minute advisory). ○ Vigil: Can we change the Expectations Assembly to show just the appropriate behaviors rather than the naughty ones? ○ Gallegos: I can give Ms. Slota those as expectations and she can go with it. ○ Hyzy: Yeah, some students weren't really clear on the purpose of the skits. ○ Siders: I wonder if having the statements visually on a Promethean would help. ○ Vigil: Can we add a Pep Rally into this, with the candy and everything?

			<ul style="list-style-type: none">○ Hyzy: Can we have a “hype” person to lead the Pep Rally—like an adult who isn’t afraid to be silly. I’d be comfortable doing that—to be clear on expectations but also be fun.○ Dunnun: Can we put the WEB partners (8th/6th) together for assemblies?○ Siders: So the proposal is: I-Ready in extended advisory (8:45 - 10:45), then A/B lunches and 4th period) then Expectations Assembly/Extended Advisory Get to Know You. What about prep?○ Reeves: We probably need 1st period to help kids start the day.○ Gallegos: What if we paid every teacher who has to give up their prep that day? We have the money for it.○ Vigil: I think that Get to Know You stuff is really important, so paying staff to use that time would help out.○ Reeves: I think if we pay them, this would be OK with the Negotiated Agreement, as long as the schedule doesn’t “disproportionately” affect prep time.○ Siders: We could separate 6th/7th/8th and have 2 advisory activities (3 blocks of time for assembly/advisory) We can pull WEB people in for the 6th grade assembly, too.○ Dukart: We could do door decorating contests those days, too.○ Gallegos: We did the expectations assembly twice this year. Would it be ok to just do that once instead of twice?○ [No objections to that proposal.]○ Ploss: I wonder if we could have one more extended advisory to have an advisory celebration at the end of the year.○ Unwin: We could model the 1st I-Ready again with the last I-Ready of the year.○ Dukart: What if we do the extra advisory time the last week of school?
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			<ul style="list-style-type: none">○ Unwin: I wouldn't want 2 hours with my advisory that very last week, as I use it for instructional time.○ Vigil: So are we good with the first I-REady/Assembly plan?○ [Approval/consensus]○ Gallegos: Would it be OK to have a 45-minute block with advisory instead of 2 hours at the end of the year? We can use the Music Assembly schedule. That could be the last week of school.○ Siders: When could that happen? We have WEB that last Tuesday, field days/8th grade field trip Wednesday, and 8th grade promotion Thursday again.○ Dunnum: What if we do the 45-minute advisory that Friday (the 22nd), since that's makeup day and Chromebook return?○ Siders: What if the day before PTC's we have an extended advisory to complete Next Step Plans and slideshows for families?○ Siders: We only have school Monday/Tuesday the week of PTCs.○ Reeves: Will we talk about Next Step Plans for next year? In the past it was done through science/counseling.○ Gallegos: It was set up differently, and we got push-back in the past.○ Siders: If we have counselors go through, that would need to be during January to help. Then there would be the 45-minutes right before PTCs to help finalize INSPs.○ Hyzy: We need to add that to the training.○ Dukart: Agreed.○ Hedman: They said next year, it will all be within the system instead.● December Music Assembly<ul style="list-style-type: none">○ Siders: I propose same schedule and same week as this year (last Friday before winter break – December 19)
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			<ul style="list-style-type: none"> ○ Consensus ● Dates For Student Recognition <ul style="list-style-type: none"> ○ Vigil: they liked the stickers, but wanted to know what they led to, though they like stickers in and of themselves. ○ Gallegos: We can add stickers for grade recognition. ○ Gallegos: We will be thinking of something bigger than snacks this year for incentives. ○ Vigil: Chick-fil-A and other places (Dairy Queen) will donate ○ Gallegos: Bulletin Board, etc, and it will go through Advisory ● No additional discussion needed - doesn't affect schedule.
10:10 - 10:20	10 Min	Hedman	Break
10:20 - 10:40	20 Min	Hedman	<p>Evening Event Dates</p> <p>Jump Start: This aligns with WEB and is during the day. It is August 6th → Consensus</p> <p>Open House: August 14th → consensus</p> <p>Jet Pride: Ms. Slota would like to really emphasize this so that we really bring the community back in a big way. May 6 (Wednesday) → consensus</p> <p>Gallegos: What if we do the first week in May?</p> <p>Reeves: Can we bring back a talent show?</p> <p>Culture Night: Indigenous People's week – October 16 → Consensus</p> <ul style="list-style-type: none"> ● Unwin: Could this be combined with Jet Pride? ● Vigil: I think it might be good to keep this separate to celebrate student cultures? <p>Cookie Mile/Health Fair: March 7 → Consensus</p> <p>Unwin: Can we combine this with craft fair?</p> <p>Gallegos: I think it might be best for vendors to have craft fair separate.</p> <p>Gallegos: Spring break is March 30-April 2, right after PTCs, which are March 26-27.</p> <p>STEAM Extravaganza: Dunnum needs to check with Sandia Labs. This is generally in April.</p> <p>Hyzy: I would really like math to participate in that this next year.</p> <p>Craft Fair: December 6 (Saturday)</p> <p>Unwin: Shelton said she'd like to do a concert earlier in May next year.</p>

			<p>Jet Launch (5th grade parent night): February 3rd 5:45 - 7:30 pm Siders: This year it was February 6th, 5:45-7:30pm Vigil: will any elementary schools tour during the day?</p> <p>Reeves: I just want to say that we have consistently chosen Thursday nights for events. Can we look at a different day sometimes? Hedman: I want to clarify that we have the most sports conflicts on Mondays and Wednesdays, so Tuesdays and Thursdays are the open days. Unwin: I would like to bring attention to the idea that when we have these on weeknights, it is hard to recover/rest after? I wonder if Fridays would work better sometimes so that we can rest after the event? Also Thursdays will be staff meetings and IC, so now that may be too much for those staff who are part of those as well. Siders: I worry about staff and family attendance on Fridays, and some staff feeling like that may stretch the work week into the weekend. Dunnum: Maybe we can choose a select few to do on Fridays to really emphasize them?</p>
10:40 - 10:45	5 Min	Siders	<p>Testing Dates Overview/Required windows: I-Ready: August, December, May ACCESS: Feb NMASR: April/May NM-MSSA: April</p> <p>Sidres: We found out in the 90-day plan and today, schools who are in our designation will be taking NM-IMSA. We assume it's instead of I-Ready, but we are not totally sure. It aligns with NM-MSSA, and I think our kids are ready for a move away from I-Ready and this would support this. Gallegos: In our meetings the information has been that it would be NM-iMSSA instead of I-REady Siders: I don't want back-to-back testing days because we can't switch/organize packets well enough. I don't know how far into May we can go for NM-ASR/NM-MSSA, but also we have other things in May that may prevent using May anyway. Unwin: Would we get iMSSA results right away? Gallegos: Yes</p>

			<p>Siders: I will have to put tentative dates in the calendar, and wait until I know more so we can vote on it the first IC Meeting. I would like to propose the same system we used this year for 8th grade.</p>
10:45 - 10:50	5 Min	Siders	<p>Spring and Winter Final Exam Schedule Fall: Monday December 15-Thursday December 18 (with Friday for makeups and winter concert as assembly schedule) Spring: May 18-22, with Friday as extended advisory... Vigil: HS graduation next year is May 18-22, and we don't know the AHS date specifically yet. Siders: It would be likely that AHS is during the day. Vigil: We could potentially have electives finals on the AHS graduation day since most of us do projects anyway. Dunnum: We need to emphasize departments following the schedule next year. Siders: It would be nice to emphasize that the purpose of that is to respect the student's capacity for testing/finals.</p>
10:50 - 11:00	10 Min	Hedman	<p>Exemption Days (4) I proposed exemption days this year as the end of testing weeks to help with behavior etc. Not sure if that helped. Gallegos: I propose May 1 so it's not too close to the end of the year to help Denise with funds timing. I liked having one in December—potentially the 12th. Siders: We did learn that doing these on candy holidays didn't work. Reeves: On Halloween, they haven't gone to get candy yet, so maybe that would work? October 31st February 20th</p>
11:00 - 11:20	20 Min	Hedman	<p>FieldTrips/Incentives Silva: Educational Field Trips (2) with her film students Gallegos: I need the quote so I can be clear on the alignment to the 90-day plan. Vigil: Can CSI funds be used to pay the lion dancers (\$300) Gallegos: I can ask Hedman: Incentives team enjoyed doing the parties on the same day of Staff meetings. We will likely have them align to the dates of the Focus Team meetings. PTO has set aside \$400 to purchase more incentives,</p>

			<p>and we have leftovers from this year, and have removed anything edible to prevent pests.</p> <p>Hyzy: Have we had after school field trips?</p> <p>Dunnun: We did at Truman - we took students to Old Town for ghost tours. It can be done!</p> <p>Hyzy: Math/superscience/MESA would like to do a STEM field trip at the roller rink. We would also like to bring Jonathan Wolfe (fractals) to give a workshop. I would like to advocate for a fractals show at the planetarium. They do offer extra shows. And we can align it to the lowest performing standards from NM-MSSA.</p> <p>Dunnun: They are shut down for 7 months for renovations.</p> <p>Dunnun: Can we use CSI funds for educational field trips?</p> <p>Gallegos: Yes.</p> <p>Hedman: We did discuss changing the 8th grade field day away from the park, especially since 6th and 7th are planning off-campus field trips now?</p> <p>Reeves: We would need a lot more fundraising to prevent cost-prohibitive issues. We did get feedback last year and 8th graders liked the park.</p> <p>Ploss: I have the 6th grade field trip planned for May 14 & 15. The only thing we need is funds for subs. It is during Mock Trials.</p> <p>Dukart: We can figure that out quickly. Not a big deal.</p> <p>Siders: If we want to follow the same pattern as this year, let's think about field days the same again?</p> <p>Gallegos: I like that, we just need to fine-tune during the day to manage better.</p> <p>Gallegos: For the field trip/field day, I did the grade checks but it took a long time. I'll do that for 8th grade, but not 6th/7th, and I'll send an email to those families. For this coming year, I don't want to allow any 8th grader to attend field day or promotion, in order to help get them ready for high school, because in High School they aren't allowed to walk if they do those things. We do need to let families know what date the grades will be checked, so that everyone knows the hard deadline for those grades for end-of-year activities. This year, grades determined eligibility for ? and ?. For the really bad behavior issues, students can't do any of it (field day, dance, promotion).</p>
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			<p>Final grade check date: May 14 (grade checks due—students), May 15 turn in grade checks (staff)</p> <p>Gallegos: Ms. Maes put in F's which made it easier. I propose that either the advisory or content area do grade checks to make it easier by a certain date.</p> <p>Vigil: Let's put those dates in the contract so everyone knows.</p> <p>Gallegos: Ms. Ibarra will put in MDRs as well, for fiueld trip eligibility.</p>
11:20 - 11:30	10 Min	Hedman	<p>Coordinate School Responsibilities per department (referencing Chromebooks, picture day, hearing/vision, etc?)</p> <p>Chromebook Distribution: ELA</p> <p>Chromebook Collection: ELA</p> <p>Picture Day: Math</p> <p>Hearing/Vision: Science</p> <p>Next Step Plans: Social Studies</p>
11:30 - 11:35	5 Min	Hedman	<p>How to Best Work With Athletics Dates</p> <p>Gallegos: We don't have the dates yet.</p> <p>Ploss: Can we please have tryout dates and games on the calendar? My students put everything in their agendas.</p> <p>Hedman: When do they announce those?</p> <p>Gallegos: The dates don't come out until right before school starts, but I'll try to put them on the calendar as soon as I get them. Soccer is not through APS, so it's different, so I'll work with that entity to get those dates.</p>
11:35 - 11:40	5 Min	Siders	<p>Jefferson Calendar</p> <p>Siders: Please emphasize to your constituents that they should not delete events—that gets deleted for everyone. Some people delete the ones that don't apply to them to make it simpler, but then that deletes it for everyone.</p> <p>Vigil: Can we delete permissions so no one can do that?</p> <p>Gallegos: Just add me, and people can email me dates to add.</p> <p>Vigil: You could add department heads, so we can help.</p> <p>Gallegos: Let's talk about that process after.</p> <p>Consensus: Wednesday, May 27 for Field Trip/Field Day, Promotion on Thursday, May 28.</p>

11:40 - 12:00	20 Min	Hedman	<p>Overflow from earlier agenda items.</p> <p>Hedman: Can we update supply lists for next year, and think about the AVID binder?</p> <p>Gallegos: There isn't a list given to Mr. Vigil yet, but parents have requested a list for next year.</p> <p>Vigil: When do we need a list by?</p> <p>Gallegos: Departments, send me a list within the next week and I can comb through it and give it to Mr. Vigil.</p>
			<p>Update Protocols</p> <p>See linked updated document.</p> <p>Gallegos: We will need to remind everyone to read the IC minutes so that department/grade level meetings can be used to do the work, rather than giving an update on IC minutes/discussions, and so people can find the answers to their questions before asking admin.</p>
			<p>Next Steps:</p>