



## Jefferson Middle School 2025/26

<b>Jefferson Instructional Council</b> <b>Thursday 8/21 @ 7:00 - 7:50 in the Library</b>			
<b>Norms:</b> 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	<b>Attendees:</b> Esther Moses/ <del>Shelton</del> (Electives) Monika Unwin (ELA) Greg Hyzy (Math) Suzy Dunnun (Science) Monica Vigil (Social Studies)  Christine Ibarra (Head Spec Ed)  <del>Ashley Griego (EA Rep)</del>  Meghan Armstrong (parent) Casey Mason (parent) Tania Hopkins (parent) Robert Monro (PTO)	Trini Gallegos (Principal) Patricia Goke (Assistant Principal) <del>Katy Sleta</del> Vacancy (Support Staff)  J. Ploss (6th grade) Ryan Dukart (7th grade) <del>Elizabeth Jansen (8th grade)</del>  Heather Reeves (Union)  <b>Facilitator:</b> Mark Hedman (IC Chair) <b>Notetaker:</b> J. 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: Share information, discuss testing options and SEL opportunities.			
To prepare for this meeting, please: Read the agenda and minutes from the previous IC meeting.			
<b>Consensus:</b> Minutes approved from IC Retreat (May 30, 2025) iMSSA testing to be done during content area classes (math, ELA, social studies) rather than adding 6 extended advisory testing days. Consensus to add a proposal to test Thursdays instead of Tuesdays starting the school year 2026-2027.			
<b>Take Back to Departments:</b> Cookie Mile PTO Fundraiser at Health Fair March 7, 2026: How do teachers feel about how to incentivize student participation/attendance at the Health Fair and how to align the event with club and classroom activities? 6th grade team: Review and give feedback on 3 options for 8th grade health students to share their health letters with 6th grade students ( <a href="#">linked here</a> ).			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 Minutes	<b>Hedman</b>	Approve minutes from the last meeting.

			Consensus to approve.
7:02 - 7:05	3 Minutes	<b>Gallegos</b>	<p><b>Update on position vacancies.</b>  The counseling position is open, with no applications. This is a common issue in more schools right now. We have extra support Tuesday and Wednesday, and we have a Crossroads counselor every other Monday. Celena has been doing an amazing job! We are still waiting on Cross-Cat Social Skills teacher. We should know when she will be here by the end of the week.  If you look at the number of vacancies, there is a whole page of APS counseling vacancies right now.</p>
7:05 - 7:07	2 Minutes	<b>Hedman</b>	<p><b>Discussion of a consensus model for new attendees (page 8)</b>  <a href="#">Instructional Council Guidelines 2021 .pdf</a>  [IC President reviews aloud]  Remember, it's about the students.</p>
7:07 - 7:17	10 Minutes	<b>Munro</b>	<p><b>PTO: Thoughts on a new approach to fundraising and what that might mean for individual teacher efforts.</b>  Thank you to the IC Parent reps for continuing.  PTO is transitioning to being a more proactive and concentrated funding source for the whole school. We'd like to help on large-scale requests more than individual teacher requests. We feel that funds would be better used by departments rather than by individuals. There are a few things we funded that have helped everyone—a washing machine for Ms. Jansen, some new wireless microphones for the gym, some athletic balls for lunch use, etc.  I think requests in the hundreds of dollars range is reasonable this year, and we'd like to get to the point where we could fund thousand-dollar requests next year.  Our new approach is to have one signature event (last year, the Cookie Mile raised quite a bit of money). This year, that will happen March 7 along with the Health Fair. We will start promoting student fund-raising in</p>

		<p>January. <b>We would appreciate the teachers helping (handouts for students, reinforcing participation at the health fair via projects or extra credit/assignments).</b></p> <p><b>Q: We did the QR code thing</b> for teachers last year—are we still doing that?</p> <p>A: We’d like to reel that in, as it’s hard to keep track of.</p> <p>Q: Do we know that we can make this shift happen?</p> <p>A: I think it’s fair to say that we promise nothing, but we are hopeful that the money will come into the school for teacher use. If there are other fundraising efforts that individual teachers want to do, they can. We’d like to keep the PTO thing as a big request thing, rather than helping each teacher fundraise.</p> <p>Parent: I am happy to help get feedback from teachers to see what is generally requested, especially since some programs here have a rhythm already, and they may have ideas for how to transition to this while still keeping their funds coming in.</p> <p>PTO: We would like to work with teachers, though the QR codes may be something we are less likely to support moving forward. The Cookie Mile seems to be able to quadruple our incoming funds. I think it could get more successful.</p> <p>Parent: Zia’s jog-a-thon has been very successful. The PTO has been working with the community to get donations from businesses. We could reach out to them, I’m happy to help, to get insight on how to involve the community.</p> <p>PTO: Yes, and that is easier to get going when the community businesses know there will be a lot of people there. It’s always been a question of how to transition that model to middle school, when it needs to happen outside of school hours.</p> <p>Comment: So this might be something to take back to our Departments for discussion and collaboration. Specifically: how do teachers</p>
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			<p>feel about how to incentivize being at the Health Fair and how to align the event with club and classroom activities.</p> <p>Comment: Thank you to the PTO for the \$400 for student incentives program this year as well.</p> <p>Comment: I wanted to shout out PTO, since I went last night and was impressed. I also appreciated that you had someone from the city there to discuss student safety regarding Lomas. I wonder if we can promote this with teachers, so we know what is happening at PTO, would help get more teachers there. We really appreciate what you are doing there.</p> <p>PTO: The city is doing a study currently, along with representatives from StrongTowns. We are pushing for immediate interventions. Their response was that we should wait until the results are back at the end of the year. They did walk with the deputy director, and he was receptive to their intervention ideas. As a PTO, we are going to sign onto a document that promotes intervention ideas. Nob Hill News joined us as well, so there should be an article about this soon, too.</p> <p>Comment: The \$500 for new lunch equipment has really helped students as well, so thank you.</p>
7:17 - 7:23	5 Minutes	<b>Siders</b>	<p><b>iMSSA Testing Schedule Proposal</b></p> <ul style="list-style-type: none"> <li>● New requirement for all CSI schools - in addition to iReady.</li> <li>● Aligns to NM-MSSA and uses the same platform.</li> <li>● 3 times a year, 3 sessions, 2 subtests in each session (Reading, Language Usage, Math). <ul style="list-style-type: none"> <li>○ Each session takes about an hour total.</li> <li>○ Each subtest (about 30 minutes each) has to be completed in one sitting.</li> <li>○ Subtests do not have to be taken on the same day.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"><li>○ The whole school does not need to be on the same schedule.</li><li>● Proposal: ELA (Reading), Math (Math), and Social Studies (Language Usage) test in their classrooms during a normal school day.<ul style="list-style-type: none"><li>○ The window closes September 26 for BOY (Beginning of Year).</li><li>○ Contents can coordinate so as not to overlap testing days.</li><li>○ I will support make-ups.</li><li>○ If we implement an Extended Advisory schedule, we would need to add 6 additional testing days to the school calendar.</li><li>○ Over-testing is a legitimate and recognized concern. <b>Please direct parents to the district if they would like to voice their concerns</b>, rather than using parent refusal forms (if refused, students are removed from the classroom/peers during testing days).</li><li>○ Each subtest requires a testing ticket. Testing groups need to be built before tickets can be handed out. Testing groups <i>cannot</i> be changed for NM-MSSA.<ul style="list-style-type: none"><li>■ If we do Extended Advisory, I can build testing groups according to Advisory and we will be good to go (but this adds 6 more Extended Advisory days).</li><li>■ If we test through content, I will need to build the groups by Advisory class and then sort all subtests into</li></ul></li></ul></li></ul>
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			<p>content periods. I am willing to do this to support students and staff and reduce testing fatigue. (but content teachers lose 6 instructional days over the course of the year).</p> <ul style="list-style-type: none"><li>● If we do this method, I am asking that ELA, Math, and SS NOT be asked to do additional school-wide days (pictures, Chromebooks, etc.) for the following school year.</li></ul> <p>Q: What is the difference between I-Ready and iMSSA and NMSSA? A: I-Ready and iMSSA are interim formative assessments. NMSSA is an annual summative assessment. I-Ready is used to show progress and can go above or below grade level. iMSSA is grade-level only, so you can see just how they are doing on grade-level content.</p> <p>Q: How is that going to look (in content area classes) for some large class sizes, and for those with accommodations. I know I have some families who may be upset if they learn that their student is being tested in a large group, and who don't have accommodations in their IEP for small group testing because we used to test in advisory which would be smaller and didn't require accommodations to be written for small group testing.</p> <p>A: I haven't pulled the small group testing accommodations yet, so I'll have to look into that. Thank you.</p> <p>Q: Will the requirements for proctors be the same as NMSSA? A: Yes, except bathroom use will not have hallway monitors for iMSSA.</p>
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			<p>IC Consensus vote: For the sake of time, are there any objections to doing this in content areas?</p> <p>Comment: My only concern is class sizes, and the question of losing instructional time.</p> <p>Response: It will take 6 instructional days from ELA, math and social studies. Remember they are 30-minute tests, so there may be some time for other work, though maybe not instructional time.</p> <p>Parent: Is there communication to families about what CSI is, why we are in it, who else is in it, and what it means? That might improve buy-in with families.</p> <p>Principal: We did send information last year, and we will craft another communication this year, especially with iMSSA.</p> <p>PTO: Last year, PTO provided snacks for testing. It doesn't sound like this is something that needs that, but for other longer testing periods, we would appreciate early communication to request snack support.</p> <p>Comment: Math would just like specific reminders about time frames and/or exact date recommendations, to help with lesson planning.</p> <p>Response: Yes. For the ease of communication, I'll work with you via email on that.</p> <p>Vigil: Can we do Language Use/Lexia on Fridays</p> <p>Gallegos: Yes, and I have some more information for departments about Lexia.</p> <p>Siders: Please remember to spin this positive for the students.</p> <p>Consensus reached for approval to do testing in class time.</p>
7:23 - 7:33	10 Minutes	<b>Unwin</b>	<p><b>A motion to the IC to move from 'Testing Tuesdays' to 'Testing Thursdays' in the future. That way, it would land on an advisory day.</b></p> <p>I respect the conversations that have occurred to have testing Tuesdays. I wonder if we can move testing to Thursdays at some point to reduce instructional disruptions.</p>

		<p>I propose: Regular schedule Monday, Tuesday, Wednesday, Friday. Testing via extended advisory Thursday.</p> <p>Comment: I have no issue with that, and I appreciate the thought that went into that. My original thought was to prepare the students for the test Monday, test Tuesday, then document data on Thursday. That didn't actually happen, so I think moving to testing Thursdays is OK for me. I would really like departments to push advisory teachers to actually have students document their data in their agenda, we need to show that data to APS/the state (how students are reflecting on their progress/scores).</p> <p>Comment: I have students come with their agenda and discuss their scores in the moment quietly.</p> <p>Q: Can we still not reset tests unless they are flagged for rushing?</p> <p>A: Yes, and we will need to stick with that since we are adding testing days.</p> <p>Consensus to add proposal to test Thursdays instead of Tuesdays starting school year 2026-2027.</p>
7:33 - 7:43	10 Minutes	<p><b>Wade</b></p> <p><b>A chance for 8th graders to present their health class letters to 6th graders.</b></p> <p>8th grade health students wrote letters to new 6th grade students to talk about health in middle school. The idea is that we will practice what we learn: taking action on what we learn about social/emotional/mental health.</p> <p>We came up with 3 options (<a href="#">linked here</a>).</p> <p>I would like these proposals to be taken to 6th grade teachers to get feedback on this proposal.</p> <p>Comment: Science isn't doing the extra testing, so maybe it could be content-based potentially, through science.</p> <p>Comment: I like the idea of 6th graders actually seeing/hearing from the 8th graders via presentations.</p> <p>Q: So what is just in these letters?</p>

			<p>A: I noticed patterns about classroom success, building relationships, the diversity of the school and options for activities, and also some of the negative aspects of our school, but with a professional approach.</p> <p>Q: Do you think this could be incorporated into 5th grade night?</p> <p>Comment: And we can incorporate it into W.E.B.</p>
7:43 - 7:48	5 Minutes	Hedman	<p><b>Motion to discuss extending Advisory next year during the first days of school to allow for more time for SEL, bonding, Level All, orientation and completing beginning of year tasks.</b></p> <p>→ Did not get to discuss, move to next steps.</p>
7:48 - 7:50	2 Minutes		<p><b>Next Steps:</b></p> <ol style="list-style-type: none"> <li>1. Motion to discuss extending Advisory next year during the first days of school to allow for more time for SEL, bonding, Level All, orientation and completing beginning of year tasks.</li> <li>2. 6th grade feedback about health letters</li> <li>3. Departments discuss how to incentivize student participation/attendance at the health fair and Cookie Mile March 7, 2026.</li> </ol>