



## Jefferson Middle School 2025/26

<b>Jefferson Instructional Council</b> <b>12/11 Thursday / @ 7:00 - 7:50 in the Library</b>			
<b>Norms:</b> <ol style="list-style-type: none"> <li>1. Assume positive intentions</li> <li>2. Take an inquiry stance</li> <li>3. Ground statements in evidence</li> <li>4. Stick to protocol</li> <li>5. Start and end on time</li> <li>6. Be here now</li> </ol>	<b>Attendees:</b> 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) Vacancy (Support Staff)  J. Ploss (6th grade) Ryan Dukart (7th grade) Elizabeth Jansen (8th grade)  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: Discuss January PD, feedback from departments, various other topics			
To prepare for this meeting, please: Read the agenda and minutes from the previous IC meeting.			
<b>Consensus:</b> Approve minutes from November 13 meeting January 6th grade assembly with WEB leaders Site-based PD January 5 instead of the online options sent by APS			
<b>Take Back to Departments:</b> Site-based PD focus areas: get info from departments—there may be a Google Form as well Cookie mile incentives and wording for participation: we will add this discussion to the PD day January 5th, and maybe present the decision in our 6th grade assembly in January			
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>	<b>Update on position vacancies.</b> Nothing has changed from last time. See last meeting minutes.

7:05 - 7:10	5 Minutes	<b>Siders</b>	<p><b>Potential 6th grade WEB assembly</b>  We would like to request a 6th grade assembly hosted by WEB leaders. It's hard to fit WEB into everything due to schedules. The 6th graders are struggling to get along, so we would like a 1 hour assembly. Because it's only 6th graders, we would like to not change the schedule. Some time in January.  Notes: Could we do it earlier in January?  Response: We can do it as soon as we can, but it will take some coordination, so not the first week.  Consensus for January 6th grade assembly with WEB leaders.</p>
7:10 - 7:25	15 Minutes	<b>Gallegos</b>	<p><b>January PD <a href="#">January PD Link From December 5th Email</a></b>  Question: How many have seen this? → Most attendees raise hands.  It looks like it's a slew of options.  Gallegos: If we agree, we can do our own site-based PD. We would have to send the schedule and get consensus to do that instead.  Comments: There is one specific PD that is about the collaboration option we are doing next year, and some of us would like to do that. But we also would value site-based PD. It is only one principal (rather than a panel of all the participating principals) and may be aimed at garnering interest in joining cohort 2 in January 2026 (we have already joined cohort 2). There may be some resistance to this idea, so maybe learning more about it could help reduce that resistance/concerns.  Questions: Is this more of a sales pitch, or would it be more information than we've already gotten? Would it help if someone reached out to ask if this is what we've already gotten, or if we've already seen this? It may help if we can see the exact layout of what other schools have done.  Gallegos: I can reach out and ask.  Comments on site-based PD: Is there something we need to focus more on for this next semester? We may need to reach out to</p>

			<p>departments to ask who might want to lead site-based PD, and ask what needs are. One idea is AVID strategies support/practice.</p> <p>Gallegos: I was thinking we could ask department chairs and use a Google Form to send requests for focus of the January PD.</p> <p>Consensus on site-based PD (may include the above, and will have conversations with departments and use a Google Form to get ideas).</p>
7:25 - 7:28	3 Minutes	<b>Reeves</b>	<p><b>Feedback from union members regarding Advisory meeting length for next year.</b></p> <p>Need to verify which respondents are Union members. Our overall consensus was almost 80%, but we need to verify after confirming who is a union member.</p> <p>Reeves will email results so we can report out.</p>
7:28 - 7:33	5 Minutes	<b>Hedman</b>	<p><b>Call for any further feedback from departments or grade levels regarding 6 vs. 7 period day schedule.</b></p> <p>Social Studies: In favor of 6 period day with concerns about class sizes.</p> <p>ELA: In favor of 6 period day. Concerns about class sizes and having more teachers in ELA positions instead of electives positions to keep numbers down.</p> <p>Comments: For ELA they have to stay at 27 or less, and 160 for total class size (all departments) and 135 total for ELA.</p> <p>Science: In favor of 6 period day, with concerns about class sizes.</p> <p>Question: Are they doing the same thing for transfers next year (approving all transfers?).</p> <p>Gallegos: I am currently requesting that we stop transfers in for 6th graders due to scheduling/numbers concerns.</p> <p>Comments: Apparently, Jefferson has been highly requested, so they want to continue to keep us open to transfers, as we compete with charters at this point. However, adding more students increases class sizes and changes things.</p> <p>Math: Split in half on this issue, but we are concerned about class sizes.</p>

			<p>Comments: Remember that, per negotiated agreement, there are maximum class sizes. What are the maximum class sizes?</p> <p>Response: There are not max class sizes, just a maximum student body size. We try not to go over 30.</p> <p>Comments: It's an issue because, once we get over a certain number, we cannot provide the same service level to all students.</p> <p>Band/orchestra appreciate the larger class sizes. Rock and Rhythm may be better with fewer students.</p> <p>Questions/comments: What is the maximum number of students at Jefferson? We've had 900 in the past. We have close to 250 6th graders right now. Is this something that PTO/parents can advocate for—another FTE due to the increase in numbers after the 20-day count? Our FTEs for the following year are determined by the 120-day count (Feb/March).</p>
7:33 - 7:38	5 Minutes	<b>Hedman</b>	<p><b>Feedback from departments/ grade levels</b></p> <p><b>Cookie Mile attendance incentivization (March 7, 2026 as part of Health Fair):</b></p> <p>6th: In favor. Could PTO share a statement of support that we can all be consistent with (that teachers are incentivizing participation/attendance). Each teacher can determine what the incentive is for their class.</p> <p>Math: In favor, and we want the message to be the same across the board, like 6th grade said. I don't think we are doing extra credit for it, but we want to advertise it and incentivize it.</p> <p>Comments: we have to remember equity and access if we are thinking about extra credit or event tickets (some students may not be able to get here due to lack of bussing).</p> <p>7th grade: In favor.</p> <p>Comments: Part of this is incentivizing actual participation, rather than relying on them saying they were there. What if students receive "Cookie Mile" tickets at the event at different stations, and they can cash them in in different classes for different incentives?</p>

			<p>P.E. said they could get out of running the mile, so maybe this is something that would fit with that idea. Also, we did an incentive in 2007 where staff did things like dying their hair or shaving heads or a pie in the face or duct taping a staff member to the wall if we got enough participation (in a different event). Is this something where we could do something like that if we get x number of students or miles walked by students? Could we add an “extra” exemption day (not an actual extra day, but change the schedule so that they think they got an extra one due to this)? I would hesitate to take away an exemption day—maybe we move it later if they don’t meet? We have concerns about deceiving students, they may see through it and that may change how this is perceived. Could we add this discussion to the PD day, and maybe present the decision in our 6th grade assembly?</p>
7:38 - 7:43	5 Minutes	<b>Hedman</b>	<p><b>From 6th Grade Level Meeting: How can we nurture and ensure newcomers’ sense of safety at the Cookie Mile?</b></p> <p>With current events, newcomers may feel unsafe with the high presence of APD etc? This is only shared with our community, rather than through the district, so it’s not something that should be widely known. We also will have a number of staff members on campus, and that APS stance extends to this event. We may need to have these conversations with the affected populations to reflect.</p>
7:43 - 7:48	5 Minutes	<b>Siders</b>	<p><b>Cell Phone Policy Enforcement</b></p> <p>What came back from departments/grade levels to support Ms. Griego (she has high numbers of students in lunch detention due to cell phone infractions). Denise is getting a lot of cell phones on her desk and it is too many for her to manage. Maybe there needs to be a cabinet? Phones are ringing all day or there are recording devices that may increase risk, and some are broken when they are</p>

			<p>delivered. In addition, this is a lot to keep track of for one person, especially with students who are supposed to turn their phone in during 1st period. Students are not concerned about having to get their phones at the end of the day, nor by lunch detentions.</p> <p>Goke: The conversations at grade level meetings have primarily revolved around keeping the policy, but increasing the consequences more rapidly because the lunch detentions are not significant deterrents. The ideas have included putting more of the consequence on involving parents (requiring a parent pick up the phone if it is taken more than one time, and every time after that).</p> <p>Responses: It is technically the parents' cell phone (they bought it), so that makes sense. Several comments in agreement with this idea. Concerns include whether we are allowed to keep phones overnight if a parent says they cannot come get it—do we require a parent meeting in that case, and give the student their phone before they leave?</p> <p>Comments: Buy-in by staff varies, and the students know which hallways/classrooms they can walk through with airpods/phones, and that makes it hard. Can we ban airpods/headphones next year? We can't ban cell phones (it wasn't passed to ban cell phones—the law says each school has to have their own cell phone policy and that students are not allowed to USE the cell phone during instructional time). The big headphones are being allowed more frequently, even without documented accommodations. Is there a way to let all staff know which kids are allowed these headphones in the hallways, since we don't all know all the IEPs for all students walking around?</p> <p>→ Out of time, continued conversation will be added to the January meeting.</p>
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7:48 - 7:50	2 Minutes	<b>Hedman</b>	<b>Next Steps:</b> Continue cell phone policy discussion. Acknowledge results from Union regarding Advisory. Continued Cookie Mile discussion including verbiage from PTO? Next meeting January 22, 2026
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