



Jefferson Middle School 2025/26

Jefferson Instructional Council Thursday, September 18th / @ 7:00 - 7:50 in the Library			
Norms: 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) <i>Vacancy</i> (Support Staff) J. Ploss (6th grade) Ryan Dukart (7th grade) Elizabeth 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: Obtain feedback, reflect on early year Advisory strategy.			
To prepare for this meeting, please: Read the agenda and minutes from the previous IC meeting.			
Consensus: Approved minutes from IC meeting August 21, 2025 School-wide Pep Assembly October 17: Students wear JMS colors or grade-level colors. Extended Advisory, all students together.			
Take Back to Departments: Remind advisory teachers how much there is to do in advisory (grade checks, SEL when CSI money is approved, door decorating, Great Jet Tickets...)			
Time:	Minutes:	Who:	Content
7:00 - 7:02	2 Minutes	Hedman	Approve minutes from the last meeting. Consensus to approve Request for feedback: Since we are only meeting once per month, there is now a long delay between what we approve and then getting the approved notes out to entire staff.

			<p>So staff is not getting the minutes until after the next IC meeting.</p> <p>We could send out draft minutes after the meeting, then wait 48 working hours and send the draft to all staff if there are no revisions, then post on the website after we approve final minutes.</p> <p>Response: Do we need to change our procedures from the IC Retreat to reflect this?</p> <p>Response: General approval pending procedures limitations.</p>
7:02 - 7:05	3 Minutes	Gallegos	<p>Update on position vacancies.</p> <p>Bilingual Social Studies: We are working with LCE to get the position posted. There is a new person working with us on this, so we are still working on it. I (Gallegos) can share some ideas I have about this position next meeting.</p> <p>Counseling: No applicants yet.</p> <p>Gifted: We got another 1.5 FTE (we already had a .5 FTE), so science and math (1.0 FTE each) are posted (6 and 7 accelerated/gifted math and same for science). We may have 1 person who has applied for the math position, but we haven't gotten to review that yet.</p> <p>Cross-cat: We are waiting to find out whether we get more FTEs for cross-cat.</p> <p>Health assistant: We interviewed someone, but they chose another position at this time. We do have interviews scheduled for next week.</p> <p>Social Skills: I haven't heard yet, but I know our hire is still in the process of coming here. APS said it would take 10 days to get her processed once she's here, which may be at the end of the month.</p>
7:05 - 7:15	10 Minutes	Gallegos	<p>Information on student council-driven assembly.</p> <p>We didn't use the expectations assembly in August (it was approved in IC but we didn't use it because of moved testing dates), as we prefer using assemblies for more positives rather than for expectations. Ms Slota and the student council talked about having more like a pep rally, and they have ideas for fun</p>

			<p>experiences for this. We would like to keep it positive to help with a sense of belonging. The next assembly is October 17 (Friday), and it will be all students in the assembly at once. Proposal: Can we have each grade level wear different JMS colors, like they do in some high schools? Or maybe just a JMS colors day/spirit day? → We could ask them to wear grade-level colors OR a Jefferson shirt. Approved.</p>
7:15 - 7:25	10 Minutes	Hedman	<p>6th-grade feedback about health Letters</p> <p>Wade has a class lesson on 8th grade health students present to 6th graders.</p> <p>6th Grade: 6th grade team agreed with one of his proposals, but we had questions for Mr. Wade. We proposed using science and electives classes. The students will get presentations in multiple classes, but they will be different presentations so it shouldn't be an issue.</p>
7:25 - 7:35	10 Minutes	Hedman	<p>Departments discuss how to incentivize student participation/attendance at the health fair and Cookie Mile March 7, 2026</p> <p>PTO: There is a request that departments review this, as the goal is that this would be the big fundraiser for the year. The request for departments is that the focus is on attendance rather than the fundraising component, to make sure there is high attendance at the event by students/families. We could have a booth where students register/sign in to show they were there. There could be a BINGO card for students to get stamps at different booths.</p> <p>ELA: We would be willing to give a reward (extra credit, mental health day, etc) for students who attend.</p> <p>Proposal: Could we do a spirit week that week? We would need to ask the student council about that.</p> <p>Electives: PE students would get a replacement for a graded mile run for the</p>

			<p>semester for attending. We were in favor in general, and decided to let each teacher choose how to do this.</p> <p>Science: Generally in agreement, no one is against this.</p> <p>→ Add this as next steps for the next meeting to review/get feedback on this.</p>
<p>7:35 - 740</p>	<p>5 Minutes</p>	<p>Suzy Dunnum</p>	<p>Timing of the student council campaign introductions</p> <p>Even though 1st period has 2 extra minutes for announcements, the introductions take longer than that, thus impacting the amount of time teachers have to spend with their 1st period students.</p> <p>Student council campaign introductions could take place during Advisory. BTW - All contests should also take place in advisory, not 1st period.</p> <p>Response: If that's the goal, then we need to make sure that that actually happens in advisory. There is some consistent feedback from the PAC student members that the advisory tasks aren't happening in advisory.</p> <p>Proposal: A previous health teacher had a "flight check" binder with many resources for advisory activities.</p> <p>Admin: Once we get our CSI money approved, we plan on getting advisory SEL curriculum, but we are still awaiting that.</p> <p>Take back to departments: Remember to take this back to departments to remind advisory teachers how much there is to do in advisory.</p> <p>Feedback: When we do all the tasks in advisory, we often don't have time for all of them, including getting grade checks done in advisory for an entire class is difficult. Can we think about doing advisory one time per week for longer, instead of twice for such a short time? There are other schools who do this, and we need to check IC rules. This may help with extended advisory days as well (ELA teachers thought about this as well).</p> <p>Response: From a testing proposal, if we are doing contests and testing, we may have some issues with testing environments (if</p>

			<p>some students are doing door decorating, for instance, and others are either testing or out of their advisory room to test).</p> <p>ELA: Because of the extra testing, we feel that there is not enough time in the classroom, so we may be able to go over more deep conversations and have more time to develop relationships in advisory. This may tie into the idea of following our students through 6-7-8 grade. We just wonder if this will help us have more time to reach out to families and get in touch with students, and give the students time to recover from testing fatigue. The amount of testing is a lot for students, so it may help to have family input as well.</p> <p>Question: How immediate and useful are the results from iMSSA (I-Ready is immediate and has instructional ideas and groupings based on results)?</p> <p>Response: We are awaiting more information on how to access that.</p> <p>The next test dates are December 7 and 9 for I-Ready, and iMSSA is...</p> <p>Question: Could we wait to do iMSSA until January? And could we do the social studies in one day instead of 2 days, since it's so short? Math and ELA are longer, so we aren't sure whether they can make that work.</p> <p>Response: The plan was that there would be some extra time after testing for instruction potentially.</p> <p>I-Ready is a district expectation, and it must be done by December 19th, so we don't have much room for change.</p> <p>→ Add to IC retreat: Proposal for longer, once-weekly advisory</p>
7:40 - 7:45	5 Minutes	Hedman	<p>Motion to discuss extending Advisory or distributing orientation tasks next year among class periods during the 1st days of school</p> <p>This could allow for more time for SEL, bonding, Level All, answering orientation questions and completing beginning of year tasks. Middle school can be overwhelming. One technique to chunk information for</p>

		<p>students that I have seen in the past is devoting about 10 minutes of each class period at the beginning of the year to a portion of a slide presentation/ set of activities. Over 7 periods students could receive orienting information about JMS basics like attendance policies, who to go to with problems, electronics policy, SEL, agenda usage and discipline matrix. We can still reinforce this information through Advisory as needed.</p> <p>We could address this through focus groups (student belonging?).</p> <p>→ Add to IC retreat: Last year we had advisory every day for the 1st week, which may help with that.</p> <p>→ Add to IC retreat: Can we talk about adding the 6th grade jump start to the 1st day of school, to allow 6th grade teachers time in their classrooms to prepare? In the past, we had a longer schedule to allow students to find their classes, or we could have tours during registration to help students find their classes.</p> <p>Response: We can't do the jump start on the 1st day, because all students would be there, so it is more intimidating for 6th graders. Ms Slota already does a lot of tours after hours for families. Before, only 7th/8th teachers did registration, to compensate for 6th grade teachers doing jump start.</p> <p>[each class taught something specific all day long]</p> <p>We can bring up the topic of improving jump start and WEB at IC Retreat.</p>
7:45 - 7:50	5 Minutes	<p>Next Steps:</p> <p>1. PTO: Can we talk about moving to 6 periods instead of 7, to help reduce the overwhelm with so many transitions in a day? Initial response: The issue is our bilingual program, which makes it so that we need 7 periods to allow for those bilingual electives in the schedule. Other schools make this happen with a modified block or a 7-period day, but a 6-period day doesn't work. ELA has</p>

			<p>discussed some support for a 6-period day as well, to have more time with students. There is some precedence of a double-block system option as well. PTO will ask Ms. Gallegos to discuss this issue at the next PTO meeting.</p> <p>2. Share an explanation of expectations for Parent-Teacher conferences and then a potential exploration of best practices stemming from that discussion.</p> <p>3. Further feedback and planning for next year's beginning of year Advisory/ school culture sharing process. Move to IC retreat?</p>
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