**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting | 8 December 2022 |
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| Chair | Caitlin Hein |
| Place: AHA Library | Time: 2:40- 4:00 pm |

***Norms/Rules/Expectations***

| 1. Meetings run w/ openness: everyone encouraged to participate 2. Timely start, productive meetings, please limit cell/electronics use, stay on topic 3. Discussions should be focused and solutions based. Reps are encouraged to workout any issues before the meeting within their groups. |
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|  | * Introduction – Caitlin Hein * Time Keeper – Caitlin Hein * Meeting Minutes – Elizabeth Hill   Augustine Garcia  Saria Maldonado Cardoza  Robert Jones  Jessica Krichels  Jessica Chavarria  Jennifer Hoover  Elena Atencio(accreditation committee)  Valarie Sisneros  Jessica Brooks  Kathryn Hammel  Sal Trepeidi  Cathy Duran  Jessica Cano  Jessica Babcock (student rep)  Cameron Marquez (student rep) |
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| ***Time*** | ***Topics*** |
| 15 | **Observations during collab:**  [Review feedback](https://docs.google.com/spreadsheets/u/0/d/1McVxrpiOhLfwMH48fDGeE99c1TjMgOvUNIpoLCMhSbI/edit) and plan next steps  IC Discussion/Decision:   * Overall, staff agree to move forward with PLC observations. * Dept. chairs will discuss during Jan. 4 PD day with departments * Suggestions will include: leaving positive feedback, giving advance notice, allowing teachers to indicate if they are open to visitors * Staff: fill out [form](https://docs.google.com/spreadsheets/d/1IhlaVAkvP76eFWRQpQfkBtV-hLXJ9LrXUa9_-MjtXk8/edit?usp=sharing) to indicate visit preferences |
| 15 | **ID USE** IC approved sending out survey through advisory  [Review 243 responses](https://docs.google.com/spreadsheets/d/120_ZM9kKvwAZRI1PgpbFimn2wAwBDj3LKFTCgomGCGo/edit?usp=sharing) and plan next steps  IC Discussion/Decision:   * Student survey issues with IDs/lanyards: forgetting, uncomfortable, clashes, they see no need to have it * Give survey info to admin and recommend they look at consequences for ID noncompliance, consider creating ID checks/other scenarios where students must wear IDs |
| 15 | [**Bell schedules Spring 2023**](https://docs.google.com/document/u/0/d/1-MQSeXQ_FVrveifJa9PWvcRitE8IV7hp2VSJ46s4zQQ/edit)  Please come with feedback on INeed input especially for April changes and Finals in May. Please also get feedback on Senior Finals schedule.  Social studies-  Math-  MCNL - We are good with the schedule and agree with Fine Arts with an A dayl instead of two C days.  SpEd - We are in agreement with the spring schedule, finals and the week of April 3rd being A/B, A/B .  PE -  Fine Arts -We are good with spring schedule EXCEPT would rather have the week of April 3rd be a A/B/A/B/no school instead of two C days. Ok with spring finals as proposed.  English -  Science- Most agree with schedule for April, one suggestion to change the week of the 3rd to all block days and move the long advisory to the 17th or 11th. All fine with the proposal for May and finals. Need confirmation for the last day for seniors in order to provide meaningful feedback for senior finals, assuming it will likely be the last week of April or first 2 weeks of May?. **Question** to bring up for later thought/planning- AP testing is the first 2 weeks of May, need to come up with a plan for senior AP exams and senior finals in case the dates overlap: again, we need to know seniors last day in order to plan for this.  CTE-CTE is good with Fine Arts statements. We as a DEPT need long days not multiple short days. FA “We are good with spring schedule EXCEPT would rather have the week of April 3rd be a A/B/A/B/no school instead of two C days. Ok with spring finals as proposed.”  TLF-  ATF-  Admin -  Students-  Community school liaison-  **IC Discussion/Decision:**   * Send any proposed bell schedule changes to Caitlin * April 3: A day * April 6: B day * Hour long advisory suggestions: April 11 or April 17 * May Undergrad Finals Schedule   5/15/23 C day  5/16/23 B day  5/17/23 A day, AHA Graduation 6:30pm  5/19/23 3,5,7 finals  5/22/23 2,4,6 finals  5/23/23 1st final, modified C day  5/24/22 Make ups  5/25/22 Last day (likely half day)   * Senior finals and grades: dates will be forthcoming asap (need to coordinate with AP testing) |
| 5 | **PD days January**  AVID Presentation addressing the following:  Why are we doing this? What is the benefit? How can you help us get to a schoolwide status?  IC input in PD days is always needed!  IC Discussion:   * Agenda: AVID presentation, Title I presentation, and accreditation work in groups * Jan 4 PD is set but form will be sent out to gather feedback to plan for future dates |
| 20 | **Accreditation committee work - Katy Hammel/Elena Atencio**   * IC members worked on Standards Self Assessment |
|  | Next meeting Jan. 12 |