**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting | 13 October 2022 |
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| Chair | Caitlin Hein |
| Place: AHA Library | Time: 2:40- 4:00 |

***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   Sarai Maldonado Cardoza  Jessica Cano  Jennifer Hoover  Walter Scott Trujillo  Valerie Sisneros  Augustine Garcia  Jessica Chavarria  Cathy Duran  Jessica Krichels  Jocelyn Carillo  Cameron Marquez  Jessica Babcock |
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| ***Time*** | ***Topics*** |
| 5 | **Evacuation drill**  Pushed to 10/24  C day with an hour long advisory  Evacuation will happen during advisory  Do the drill, then go back to advisory class and teachers join a meet with deans/ admin to discuss the drill and other important info |
| 20 | **Teachers Pay Teachers**  IC rep action item for 10/13:  Should IC recommend to admin that we purchase a school-site license so teachers can use their resources without paying individually? AHA teachers have made 544 purchases alone this SY.  Social studies- Yes, if there are no other programs to be purchased as well.  Math- if there is extra money not being spent and if it is something then the whole school can use no problem.  MCNL -    TPT: Most of our department does not use TPT. About 3/12. Our department is interested in the cost and where the money would be coming from? The Audible resource was also suggested as a resource that would benefit the department. (Podcast resource)  SpEd - department 100% would like to recommend purchasing TPT  Counseling -  PE -  Fine Arts - We don’t use this site, so no opinion. (Sounds like a good idea)  English -  Science- 6 yes, 1 no  CTE- It is a good idea to have this for those who need/use this.  TLF-  ATF-  Admin -  Students-  Community school liason-  IC Decision: We need more info from admin. Do we have money lying around? Will this take away from other purchases? Where do funds come from? Tabled pending further info. |
| 30 | **Parent teacher conferences**  November 21 and 22  IC rep action item: Please ask for feedback on the following items:   1. Who to contact?    1. Advisory? Failures? Attendance? Behavior (EWS report) information       1. Use advisory checklists to see how advisory students are progressing    2. Each Teacher- give families an opportunity to make an appointment? 2. November 21-AHA open for visits    1. In person or virtual? Both?       1. Best way to document conferences?       2. Need to submit documentation to evaluator if conferences are done prior to Nov 22   Social studies- appointments, not advisory students. Give options to parents.  Math- what works best for the parents, in person or online. you can use google calendars to set up meeting times with parents and send it out then they pick a time to come in or meet in google meet.  MCNL -  Parent/Teacher Conferences: Parents should be given the option to choose what method they prefer best. They should be available online and in person.  Best way to document:  A sign in sheet that can be given to an evaluator.  SpEd - The majority would like for teachers whose students are failing to make contact with the family. The majority of the teachers prefer virtual meetings. This can be documented on the virtual platform used, synergy and letters home.  Counseling -  PE -  Fine Arts -Admin contacts parents through email and phone call to ALL PARENTS about conferences. Then contact failing students. Make a google spreadsheet of contacts and conferences.  English -  Science- variety of answers: general email to all students/families, follow ups and further contact for failing students through phone calls, text and alt emails, some focus on advisory. Most say they will have both virtual and in-person meetings, leaving it as an option for families when making appointments. Documentation as a spreadsheet (google or excel) or google form, some use sign in sheets for in-person meetings. Log info to synergy as required.  CTE- Each Teacher should give all students the opportunity to make an appointment for conferences. Sign up in class, send an email or Google classroom. Turn in your list of appointments met. Are phone calls an option again this year?  TLF-  ATF-  Admin -  Students-  Community school liason-  IC Discussion:  Process   * Teachers email all students including Advisory roster to inform of conferences and advise parents/students check email * Teachers then make targeted phone call/texts to content students who are failing/at risk (D or F) - document your attempt to schedule conference   Format:   * Parent preference (options for in person, online, phone call conference) * Teachers must accommodate parent preference   Documentation: Tabled pending further info from admin   * Synergy: document your attempts to schedule conferences with at risk students * Questions: What is this data for? Our procedure will depend on why/what/for whom we need to track. Digital or paper sign in sheet for conferences? Family Center compiles data to report to district. |
| 10 | **Tabled until next meeting**  **IDs**  Robert Jones presenting info on why students don’t want to wear them.  Please share out info to departments |
| 10 | **Student of the Month**  Issue of students missing a whole class period has been addressed by Admin and Maria Candelaria. Admin to share out.  Admin not present, but students will no longer get pulled out for more than a few minutes. |
|  | Questions, next steps  Possible agenda item: are tardy sweeps interfering with class time? |