**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting  | 9 February 2023 |
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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

Robert JonesJocelyn Carillo GurrolaRoland Soto (filling in for Scott Trujillo)Augustine Garcia Jessica ChavarriaJennifer HooverValerie SisnerosJessica KrichelsGilber LeivaJessica CanoJessica BabcockKaty HammelIrene Cisneros |
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| ***Time*** | ***Topics*** |
| 20 | **Hallway duty- Meetings by floors** IC rep action item: many staff have asked to have time to meet by floor to discuss hallway duty, can we extend the department meeting to 2:35- 4:00 pm on 2/15 to get this done-(hallway/ building meeting would take place before the department meeting)? There is a great deal that needs to be covered at department time so in order to meet by floor, teachers should plan to stay longer for department meetings.**IC Discussion:*** Reps: make sure you are sending this information out and answering questions. Record concrete/actionable feedback.
* Most groups are against extending the staff meeting
* Instead, we will use first 30 mins to meet as departments (agendas will be condensed), then meet as buildings/floors, for 30 mins.
* Hiring more CSAs is not an option. We need other solutions because this is not in our control.
* Tardy policies come from teachers, not admin. Teachers should develop their own meaningful policies.
* Proposal to continue these “floor meetings” as often as possible.
* Teachers MUST send students out with passes. No groups! One at a time, and never in the first or last 10 minutes.
* What to do about truant or problematic students in bathrooms or hallways during class time?
	+ Use white button in any classroom to ask for security to be dispatched
	+ Call secretaries to ask for security to be dispatched
* Share out [22-23 Duty](https://docs.google.com/document/d/17acjpTWEYrT5tK3YuokOZ4y7kKL7dI1F/edit?usp=sharing&ouid=101553961446156787905&rtpof=true&sd=true) document

**Feedback:**Social studies-We believe that the department meeting should NOT be extended. If we are meeting floor-by-floor, than nothing over 30 minutes is needed, in our opinion. Also, couldn’t this be figured out electronically; via email, chat, and/or Google Meet?Why does the meeting need to be so long? What needs to be discussed that requires the meeting to be extended so long? (Can the dept meeting be 30 mins and then 30 mins for the floor by floor meeting?)It is important for teachers to be out in the hallways, standing at their doors during passing periods BUT it should NOT be mandated. A sense of community, comradery/camaraderie and not being alone is vital to the success of this plan. If teachers are forced or mandated into compliance it will not be successful.Math- No extension, any information can be gathered in the allotted time already given. MCNL - SpEd - Counseling - PE - Fine Arts - need clarification- meeting by hall or building after department meeting, instead of or how would this be set up? Can we do one or another? Or do this as MArch staff meeting when we are all there… and we divide up… English - Science- No extension of dept meeting time. Feedback and suggestions: we should be able to do both within the given time, what is the agenda for the department meeting that we wouldn’t have time for both? Start with meeting by building since we are already in our buildings at the end of the day then dept meeting at 3pm. Students rely on teachers not knowing who they are and just walk away when confronted by another teacher; if we build connections with fellow teachers we can together idenfity kids that aren’t supposed to be there and push them along. Praise the teachers that are seen and do the things they are supposed to so they are not feeling like this is another mandate and are being chastised or being asked to do more. Meeting with peers won’t solve the problem but will help build a better sense of community and confidence for teachers to establish authority. CTE-ATF-Admin- Students- Family Center- IC rep action item: What needs to be added or changed in the spreadsheet?[Passing period coverage chart](https://docs.google.com/spreadsheets/u/0/d/1pbia90D8GDy5jAZSrMucDUh1FO9i30UKrEy2OvU5xAA/edit)- This has been used in the past, it was just updated with expectations of teachers and what to do if a situation escalates.**Feedback:**Social studies-We believe that this spreadsheet is NOT applicable until we have a concrete tardy policy in place. Anything mandated goes against our way of thinking.Simply having teachers at their doors during passing periods will go a long way and would alleviate the need for the chart. If teachers could discuss on a floor by floor basis and agree and support each other it would go a long way toward solidarity toward letting students know teachers were on the same page and encouraging them to get to class in a timely manner.We need one admin/CSA etc. in each building and concourse as well as doing bathroom sweeps during class time. If teachers are standing in hallways and getting kids into class after passing periods then we need support from admin and CSA etc. We MUST realize that IF we decide to use this sign up sheet that it will NOT be used in a negative way to hold against us. I spent 30 minutes during my prep “escorting” kids to class because they were simply going from building to building knowing that if they were told in one building to go to class, all they had to do was go to the next building and they could be “free” again. It became clear that kids weren’t even in the buildings their classes were in. Several students found in “D” building bathrooms had classes in “F” building or “C” building. I share the sentiments in #2. I was only able to do this because I had no class. Teachers cannot chase students from building to building and standing at doors will only move them from one building to the next until class starts and there is no one left to monitor them.Math- Looks fine. We as teachers can only do so much, unless policy is going to change and severe consequences for students that break rules, behavior is going to change. MCNL - SpEd - Counseling - PE - Fine Arts -passing period doc looks ok, although unclear why we would be checking passes between classes? Also, what about tardies? and kids skipping class?We think this is where problems start most often. Kids coming 20 min. late are often doing stuff in bathrooms, but teachers need to teach at that time… Also, we are wondering if students know consequences - even if listed in handbook- do they know how to access the student handbook as well as where the specific consequences for certain misbehaviors are located. Some follow through and consistency in this area might be helpful. English - Science- The organizational chart is not up to date. Clarification if the form is for passing periods or during class time as well. I do not notice a recommendation to phone the on-campus police or security on the notification list anymore. Is this intentional or an oversight? Concern about consequences if you fill out the form and later are no longer able/willing to provide that extra support- will there be backlash? Print the organization chart on posters (with JOB TITLES only) Post them on every floor in every building in a conspicuous place ALSO don't forget the outside classrooms like band, PAC, PE - Bubble. The current CALL button did not work well this week. The response was muffled. The one who responded obviously could not comprehend/hear what was being communicated/requested by the caller. I do not plan to use that system again soon. Still a numbers problem, we will do what we can with what we have but it won’t likely be effective enough long- term, we don’t have enough security: teachers that are willing to chase down kids and escort them to class or get a picture of their ID or get confrontational will burn out quickly and are feeling discouraged with the response times and will eventually just chase the kids from their building so it is someone else’s problem. Can we send pictures of students to the deans from our phones? CTE-ATF-Admin- We developed a suggestion sheet for staff to review and use.Students- Family Center-  |
| 10 | Reminders to share with your groups:* PLCs can decide to use anytime to monitor hallways
* **Teachers should not allow groups of students out at the same time**
* **Teachers should not release students until the bell rings-** it has been requested that the bell system be checked weekly and adjusted as needed.
* Reminder of language from the NA “Providing a welcoming culture and ensuring the safety of students during passing periods is a shared interest of teachers, administrators, and staff” teachers should be visible in the hallways as often as possible.
* What to do about truant or problematic students in bathrooms or hallways during class time?
	+ Use white button in any classroom to ask for security to be dispatched
	+ Call secretaries to ask for security to be dispatched
* Share out [22-23 Duty](https://docs.google.com/document/d/17acjpTWEYrT5tK3YuokOZ4y7kKL7dI1F/edit?usp=sharing&ouid=101553961446156787905&rtpof=true&sd=true) document
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| 20 | AHA Collective Agreement “the Parent Compact”Presentation: Priscilla ValdezCanceled - Priscilla out |
| 20  | Spring testing info- KatyShout out to the Accreditation Steering Committee![Accreditation data presentation](https://docs.google.com/presentation/d/16cLaFL9D16qGAfoNNB72Ubmu-HdGULorL4Pteqgz6hs/edit?usp=sharing) showed that students are bored and not challenged. How can we increase challenge? How can we offer opportunities to move? How do we prepare for standardized tests? How can our PLCs continue to collect, analyze, and implement data?District SE programs: alternative assessment (DLM) for students who do not take the CB: opens March 1311th grade NM-ASR (Assessment of Science Readiness): window opens March 27 (Physics team requests holding end of April to enable two weeks of content review)11th grade SBA Spanish Reading (EL students only): window opens March 2711th grade SAT: Wed April 12 (no school for others)9th + 10th grades EOY ELA: April 3-6 (schedule for this week is ABABX because of Vernal Holiday on Friday: this test requires two block periods, one for reading and one for writing, so all four days will be used)9th + 10th grade EOY Math: April 11, 13-14 (schedule for this week is XCXBA because Vernal Holiday on Monday and SAT testing for 11th graders on Wednesday; so Tuesday April 11 (C day: calculator section), Thursday April 13 and Friday April 14 (remaining sections of the math test) |