**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting | 12 January 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   Augustine Garcia  Brenna McJimsey  Robert Jones  Ashley Nkbengeshe  Jessica Cano  Gilber Leiva  Walter Scott Trujillo  Saria Maldonado Cardoza  Jessica Chavarria  Valerie Cisneros  Bernadette Chavez  Cameron Marquez (student rep)  Jocelyne Carillo  Katy Hammel  Cathy Duran |
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| ***Time*** | ***Topics*** |
| 10 | **Updates:**  **Observations during collab:**  Encourage your depts to [fill out this form](https://forms.gle/VQeGDzwNwxDL7naz7) and plan to do some observations this semester!!  Norms:   * Schedule with the teacher beforehand (no unannounced drop ins) * Leave 1+ positive observation for the teacher * Only reach out to teachers who have indicated that they are open to visitors   Fine Arts: Didn’t we already sign up for this on a google sheet? We will spread the word and ask teachers to do it again, but will seem redundant. - not all teachers filled it out.  [**Bell schedules Spring 2023**](https://docs.google.com/document/u/0/d/1-MQSeXQ_FVrveifJa9PWvcRitE8IV7hp2VSJ46s4zQQ/edit)  Change: Winter sports assembly moved to 1/23  Still no update re last day for seniors  **PD days January**  Please fill out feedback forms from the AVID presentation (linked in JagWU). |
| 5 | **Valentine's day fun!**  The choir teacher, Alyssa Porras, would like to offer Valentine Singing telegrams as a fundraiser. The singing would take place during 6th period, so she wants permission to interrupt classes with songs (purchased for students by students)  CTE Valentines Day  CTE had no objections, we think it would be fun for the kids to have the singing telegrams, a nice diversion and something different for our students.    IC rep action item: This seems like a fun way to spread positivity on campus. Please ask for feedback and any major objections.  Fine Arts: YES YES YES! This is fun  Science: No objections “I've seen this in other schools - it was very welcome there with talented trios and quartets. They had a positive romantic tune and a silly non romantic tune as choices.” suggestion: sign on teachers door if they are not to be disturbed that day. |
| 15 | [**Attendance presentation:**](https://docs.google.com/presentation/u/0/d/1Ct7SF_R67G3lDbWd28rxDgNvlxxNQVP-5UNHze-m6Mo/edit)  [Ashley Nkbengeshe](mailto:ashley.baca@aps.edu)**,** presenter  Taking a second look at our attendance policy here at AHA  **L. Report to Parents or Guardians**  1. Teachers are responsible for evaluating student progress and interpreting grades or reports given. If a student is not assigned to a teacher, a professional staff member shall be responsible for the grade.  a. Teachers are responsible for maintaining ongoing communication with the parents or guardians of their students. **b. Teachers communicate through some or all the following ways:**  1.) Newsletters 2)Phone conversations 3)Individual notes 4)Weekly reports 5)Student contracts 6)Daily feedback about a student’s work through grades and comments 7)Conferences 8)Report cards 9)Parent Vue  Refreshers:   * Students may obtain make-up work for any absence, excused or unexcused   + One day of make-up time per day of absence * Suspension (in or out of school) shall not be used as a consequence for absences * Teachers must contact parents and document in Synergy so that admin & district can move forward with interventions.   + Vary the method: email, call, and text   + If sending email through Synergy, make sure to click the box “add to contact log.” **After sending, go into Synergy and add note briefly documenting content of email so that admin & district can see that your effort was regarding attendance.** * Tardies: teachers can institute their own tardy policies, as long as they are not punitive * Continue using passes: bathroom/hall pass for one student at a time; write out passes for other destinations   IC items approved:   * First 5 minutes of class take attendance   + This **does** fall within the NA; please do this   + If absent, send your rosters to Stephanie Chavez so attendance can be taken in E lecture hall * Monthly incentives for teachers   + Disc.: Make sure to share out with departments * Monthly attendance data display in front office * New Attendance Concern form: share out ASAP |
| 15 | **Peer visits using Learning Walk form- Irene/ Katy**  IC rep action item: Cancel PLCs week of 1/17- use PLC time to visit any 2 teachers from AHA (with prior permission from the teachers). The observations can take place during prep or collab. Forms for reflecting on the visit will be placed in each teachers’ mailbox. This is a great opportunity for AHA teachers and it is something AHA teachers have asked for, but the deadline has been pushed up due to accreditation. If teachers have concerns, please have them reach out to Katy. This is a great opportunity for AHA teachers and it is something AHA teachers have asked for, but the deadline has been pushed up due to accreditation. If teachers have concerns, please have them reach out to Katy. If a PLC already has a plan in place for PLC periods during this week, and they don’t want to/ can’t change, they can do whatever they have planned.  Colleague visits need to happen next week. PLCs have been suspended next week to allow for this. Everyone must visit two classrooms next week. Complete checklist (two will be in each box) during each visit. This is non-evaluative. Do not write the name of the teacher you are visiting, just content area & grade level.  Deadline: Friday, Jan. 20  Option to visit during prep or PLC, if the PLC group agrees.  No restrictions on who you can visit, although you need to ask and receive permission first.  This form focuses on the 3 components of learning: Teacher, Student, Task. The emphasis should be on the learning environment specifically with more focus on the Task and Student columns. The form is aligned to Domains 2 and 3.  Peer visits  CTE has objections however we hope these are positive visits. See if the visits can be a way to help not have them be uncomfortable. Can we make the instructions clear to all involved that this type of visit is for learning purposes for both the teacher and the observer. Perhaps add the comment on the instructions that this visit is a "No Judgement Zone" this is just a tool to help. Some of our CTE teachers have loved observing seasoned and experienced teachers to get tips and tricks to improve our classrooms and teaching styles.  ON THE OTHER HAND OUR CLASSES ARE VERY DIFFERENT AND YOU MIGHT LEARN SOMETHING NEW FROM US AS WELL. T  Fine Arts- we are happy to help, however are unclear what this would entail. We would also like to have a task that we feel we are equipped to complete- meaning that we have data that is pertinent to our area and knowledge.  Science: Comments/concerns:want to see the form before making a decision: how much data needs to be collected, and by what date? This puts pressure on the teachers being observed that they are being judged negatively, it puts pressure on observers to evaluate peers . Suggestions: No decision until next meeting so we can share the information + form in our department meeting next week to discuss. Other suggestion- make the form optional for collab groups to do, a sign up sheet can be made (especially if there is a due date). |
| 20 | **Staff Monitoring Students during the day and assisting with Student Behavior Needs** - Gilber  IC rep action item: What do teachers feel is fair and equitable to assist with monitoring campus? Selecting a time frame so that the floor is covered? What proposals can they make?  **IC Discussion:**   * Currently down to 2 CSAs * It’s very hard to control/influence/discipline students we don’t know * Being visible during passing periods is the most important/effective way to support * We need to have a staff meeting to have this school-wide discussion. What are the expectations of teachers? * Staff report that security does not answer the phone and they feel vulnerable and unable to intervene in discipline due to lack of backup and support * There is no budget to pay for selling preps * Use half of collabs to walk around & monitor?   **IC Decision:** Push message that teachers need to visible outside classrooms during passing periods (per the NA) and send issue back to admin to request time during staff meeting to discuss as a school.  Feedback:  If students are disruptive, need additional support in classroom, we can develop a process to aid teachers. Teachers can seek assistance from Sponsor Teacher, Dean’s, Jessica Cano, Mildred Chiquito, Evaluator, Principal.  Staff Monitoring  CTE ALREADY MONITORS HALLWAYS IN D BLDG. ASK ANYONE IF THEY CAN HEAR MY VOICE AND THEY WILL SAY YES. THE SAME HELD TRUE FOR LAST SEMESTER. I AM IN THE HALLS DAILY UP TO THE LAST BELL. IF I HAVE DISRUPTIONS IN CLASS I REFER. I LISTEN FOR ISSUES IN THE HALLWAYS AND I WILL LEAVE CLASS TO MAKE SURE ALL IS GOOD.  CTE is in favor of all teachers helping to observe the hallways. A plan put out by administration with the instructions of how best to do this would be helpful.  Fine Arts- We feel that teachers might be able to / are actually doing some monitoring in their area of their building- such as during passing and around lunch. For example C, the building area is well monitored and there are few problems. We check the inside common areas of C and outside our classrooms. E building also has teachers on the landings during passing… Perhaps each floor of each building can make a little plan? (an idea…) We feel it doesn’t make sense for teachers to be involved in monitoring areas far from where they teach. Also some teachers are being paid for doing lunch monitoring?  We also are wondering what is the status of security officers- how many do we have (3 still?) and is there any chance of getting more? One per building?? How can APS support us? Also, several of our team have had times where we call security and are unable to reach anyone and get support.  Science: teachers say they are already monitoring halls during passing periods and standing at their doors as required of them. They are filling out referrals for in- class problems as needed, we take attendance, security is called for disruptions in the halls during class time- what happens after that is up to the security team as we are busy teaching and don’t want students to think we prioritize policing the hallways over the learning of students that are in class. District wide problem, put pressure on them to hire more security and related staff. Talk to individual teachers and make a plan for those that are not visible during passing periods. Prep is our only designated time for mental breaks, grading and prepping the physical classroom for class. Not much we can *do* if caught during collab sweeps other than write a referral and escort them to class.  **Science:** teachers say they are already monitoring halls during passing periods and standing at their doors as required of them. They are filling out referrals for in- class problems as needed, we take attendance, security is called for disruptions in the halls during class time- what happens after that is up to the security team as we are busy teaching and don’t want students to think we prioritize policing the hallways over the learning of students that are in class. District wide problem, put pressure on them to hire more security and related staff. Talk to individual teachers and make a plan for those that are not visible during passing periods. Prep is our only designated time for mental breaks, grading and prepping the physical classroom for class. Not much we can *do* if caught during collab sweeps other than write a referral and escort them to class.  **MCNL:**  Hallways: Teachers should be in hallways during passing periods and regularly check the restrooms. Maybe all teachers need cell phone numbers of all of the principals so they can contact administration when needed. Teachers need to be visible and present on each floor.  **SS:**World History: Student behavior is a serious issue on our campus, and it is very frustrating. The lack of CSAs is a big impediment. Also, the fact that very, very few teachers actually stand at their doors or enter the hallways to help monitor kids and tell them to get to class is an issue. Also, teachers letting students out early from classes is a huge issue as well. So it seems like the teachers are as bad as students. We have whole groups of roaming students in the halls, but when you try to talk to them to get them to class they are rude and refuse to obey. When we call security or other support staff, no one is in their offices, so what are teachers supposed to do?  US History: Teachers can stand at their doors during passing periods. Dedicate a few minutes to monitor halls/bathrooms during collaborations  Gov/Econ: A Collaborative discussion is needed. Needs to be a staff wide discussion and approach. Could have a floor by floor discussion about what could work. How does each level/floor deal with passing period but also middle of the class period disruption. How is each level supporting each other? (admin, teachers, CSA etc.)  Counseling: Can have school wide discussion?  **ELA -** We are already monitoring hallways in most of the buildings. We are also checking restrooms regularly.  **Math - all math teachers are at their doors observing the hallways during passing periods and before school and after lunch. During class time we are involved with teaching.** |
| 10 | **IC meeting day change**  For reps only:  We need to change our meeting day.  Proposal:  2nd and 3rd **Tuesday** of the month  Any other proposals?  IC Decision: continuing the current schedule of 2nd and 4th Thursday of every month. New schedule for next year.  Social Studies: Tuesdays are difficult as that is when I meet with my 8 hr bilingual group.  Science: do all principals need to meet every thursday? Suggestion: principals rotate attendance for meetings, change to every 1st and 3rd Thursday of the month, fine with Tuesdays. Can’t be Wednesdays because that is department head meetings, not likely anyone willing to meet on Mondays or Fridays.  Fine Arts: Seems really tricky for everyone to change schedules at this time. Can admin maybe rotate for IC meetings on Thursdays? |