**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting | 22 September 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. Please keep side conversations to a minimum as it is hard to focus in our meeting space. |
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|  | * Introduction – Caitlin Hein * Time Keeper – Caitlin Hein * Meeting Minutes – Elizabeth Hill |
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| ***Time*** | ***Topics*** |
| 10 | **Chromebooks-**  Info from Kaycie  Science classes and 12th Grade English |
| 5 | **Bell schedule change**  9/26/22 normal C schedule- ALICE video- join the google meet  10/3/22 Fall ASSEMBLY SCHEDULE  **Advisory**  Calendar always linked in the Jagwu |
| 20 | **IDs**   * IC rep ACTION ITEMS:   + Schoolwide policy to require students to wear their ID in order to get a hall pass?   + Are staff willing to support a week where admin or staff/ volunteers stand at the gates and check student ID as they enter the school in the morning? * Clarification of some questions:   + Students who need a lanyard can go to the activities office to get one.   + All students on campus have been issued an ID.   Social studies- Yes, I am in support of this.  I would support that. Kids have been good about signing out to go to the bathroom. I think they will be okay with this one.  Yes, students should have a visible ID on their person when in the halls.- Yes to increase safety"Our collaboration is on board with this policy."- No: individual teacher processes- No (x4)  Yes, I am...most definitely...in support of this.  Support, yes. Volunteer to be there...not really. If majority agree to do it, I'll do my part. NO!  Yes, if volunteer only but I do not think it would be feasible. We think it's a little too late to implement major rules two months into the school year.  "- **Admin sure: EVERY morning, teachers no**  **- Bring back the hand held tardy machines for admin and security (figure out the compatibility)**  **- Let admin do it to increase campus security"**  Math- Math department stated that they will support ID checks if the administration is enforcing the rules in regards to ID’s.  MCNL - Agree to implement ID to get hall pass, teachers need extra lanyard and whole puncher to give students when needed (advisory), all teachers need to implement. Baby steps start with the bathroom passes. **This is a teacher issue and it starts in the classroom. We need to stop pushing it off to Admin.** No support for standing at the gates.  SpEd - Agree to support the ID checks but would like admin to announce this to students and families through announcements and emails  Counseling - n/a  PE -  Fine Arts -Schoolwide policy to require students to wear their ID in order to get a hall pass? YES we agree to do this  We agree with SS on -Working the front gate  - Admin sure: EVERY morning, teachers no unless they volunteer or are offered $$  - Bring back the hand held tardy machines for admin and security (figure out the compatibility) PLEASE or Some system for giving late passes! PLEASE  - Let admin do it to increase campus security"  ALSO- prepare 1st period teachers for kids being late a few days if ID checking at the gates by ADMIN. Just like organizing the traffic takes a lot of work, we need to stick with it.  Also, we agree with other departments the ID policy needs to start Day 1 next year and we need to give all (almost) students IDs on Day 1 or before.  We think it is too late to make them wear the ID all the time ID thing stick-especially when there are no consequences.  English - Yes, require ID, but what are the consequences?  Science- supports use for those that are already enforcing the ID use in class, not willing to spend too much time denying students to use the bathroom if they’re already following the phone rule/sign out as well. Continue writing up students that abuse the bathroom/hall pass. No support for standing at the gates -we don’t have the numbers to do this, too many variables such as zero hour students, students here before the staff, security is already doing traffic soat this time, not enough admin is here often/early enough to do this continuously throughout the year.  CTE   * SUPPORTS A STUDENT ID TO LEAVE THE CLASSROOM AS WELL AS THE JAGUAR PASS. * ADMIN SHOULD MAN THE GATES. (CTE believes that ADMIN needs to be seen more often, especially TARDY SWEEPS during the school day.)   TLF-  ATF-  Admin - We are asking for IDs when they enter through the front office beginning on Monday. Gates are being locked when the last bell rings. Tardy Sweeps are being planned. Tardy reports are being run next week to determine infractions.We have started looking at the data. Lanyards have been purchased and will be handed out at lunch. Going bathroom to bathroom looking for students, when found we search them and check grades/attendance. We are putting frequently absent students on Attendance Improvement Plans. We can look into checking IDs at the gates. Passing out snacks for students who had IDs on during lunch. Ask for IDs to be on during different times of the year.  Students-  Community school liason- |
| 15 | **Evacuation drill**   * **IC rep Action Item: What day of the week is best for the evacuation drill?**   Social studies- Any  Monday. I would rather lose the shorter periods than the longer ones.Any day/IDK  "- **should have been done during the hour long advisory**  **- do it on Monday so that block classes don't get off schedule"**  Math- Make it an assembly day on a monday and do the evacuation drill during the assembly time.  MCNL - Monday morning.  SpEd - Monday 3rdk  Counseling - Monday  PE -  Fine Arts -MONDAY please or during a long advisory  English - Monday  Science- Make advisory 1hr and do it during that time on a Monday, if not, then a Monday before lunch so we don’t miss out block period class time. Question: is there a reason that we would *have* to hold it on a tues/thurs or wed/fri day? Is there a security reason?  CTE- Monday during advisory. or MONDAYS where we won’t lose our long class periods. Realizing that some teachers give quizzes on Mondays but that can be adjusted. Losing a long class period WHEN LABS ARE HELD ARE MORE DIFFICULT TO MAKE UP.  TLF-  ATF-  Admin -  Students-  Community school liason- |
| 10 | **Collaboration- Info to come**  Hey, everyone! We, as your Fed Rep team, recently received some questions regarding collab time and what can be required of teachers during that time. In short: We are required to meet and work collaboratively during our collab periods, and that requirement does not conflict with our Negotiated Agreement. Per the Negotiated Agreement, though, "The focus and the conversation should rise from the group of educators." So, we may not be in control of when and with whom we meet, but we are in control of the work we do during that time. Here is the section of our Negotiated Agreement that pertains specifically to collab time:  **G. Collaboration Time**  1. The District and the Federation support educators to work in collaboration with colleagues during collaboration time.  2. Collaboration involves a team of educators committed to working together and collaborating in ongoing processes of collective inquiry and action research to improve teaching and learning.  3. A collaborative team should have something professional in common. What they have in common depends on the school. Members could share content, students, or roles including all support and related services personnel.  4. Ultimately, the goal is to deepen the content knowledge and pedagogical skills of all educators to continuously revise instructional strategies in response to evidence of student learning. The focus and the conversation should rise from the group of educators. Members should ensure equity of voice within the group.  5. Principals may request documentation from collaboration meetings. Documentation may include agendas, minutes, or product creations. The documentation provided will be based on the structure and the desire of the collaboration group.  6. **Individual preparation time shall be considered separate and exclusive from collaboration time.**  7. Community School Coordinators shall be granted monthly collaboration time as a whole group. |
| 5 | **Teachers pay teachers:**  IC rep action item for 10/13:  Would IC be in favor of recommending to admin that we purchase a school-site license so teachers can use their resources without paying individually? AHA teachers have made 544 purchases this SY alone.  What other programs should we recommend to admin that we purchase? |
|  | Questions, next steps  Sort of related to IC but questions that have been brought up about the next staff meeting- originally scheduled the day before fall break- Cano sent an email to TLFs that the meeting will be moved to the 12th during the duty day after the PSAT- will it take the whole rest of the day? |