**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   Jessica Chavarria  Robert Jones  Cathy Duran  Kaycie Robinson  Augustine Garcia  Jessica Cano  Walter Scott Trujillo  Ashley Nkbengeshe  Irene Cisneros  Raquel Leyba  Jessica Krichels  Valerie Sisneros  Gilber Leiva  Sarai Maldonado  Jennifer Hoover  Jocelyn Carrillo Gurrola |
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| ***Time*** | ***Topics*** |
| 10 | **Chromebooks-**  Info from Kaycie   * We have enough CBs to distribute to all students T/W of next week! * Small group classes must return their class sets ASAP (by Monday) * Tues and Wed: Science/health classes will come to Black Box to get CBs according to their sign up   + Senior ELA teachers will sign up to bring classes (Kaycie will share sign up sheet)   + Kids who still have CBs on their accounts will be connected with Irene to discuss payment |
| 5 | **Bell schedule change**  9/26/22 normal C schedule- ALICE video- join the google meet  10/3/22 ASSEMBLY SCHEDULE  **Advisory**  Calendar always linked in the Jagwu - this is regularly updated - make sure to reference weekly |
| 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 -  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 control at 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 -  Students-  Community school liason-  **IC meeting discussion:**   * Wide departmental support for IDs to get hall passes * Teachers need to backup this effort by making sure students have IDs, along with leaving phone, before taking the pass * Implement registration/beginning of year procedures next year so that these policies are implemented right away * Admin needs help checking IDs in the morning. They have begun asking students to show ID when arriving at the gate. * Lanyards are available * Tardy sweeps beginning soon - lunch detentions will start being assigned for high tardy students * Bathroom sweeps during classes - student bags are searched and grades are checked * Suggestion: admin posters with photo/office info to help students know who admin is/where to find them * IC Decision: Yes we will support school-wide policy requiring IDs worn around the neck to leave classroom, along with leaving their phones and taking the hall pass. Teachers must enforce. There was not enough support to enact a daily ID sweep in the mornings/front gate staffing. |
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| 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 -  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-  **Discussion:** Everyone needs to get off campus, not necessarily go all the way to George I.  Options: loop around bus loop, or push to edge of gate on the multipurpose field. In a real evacuation, we’d more likely need to exit toward Dennis Chavez. TBD.  Evacuation drill will happen 10/17. Details TBD. |
| 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.  **Discussion with Fed Rep:**   * Collaborations get to determine their own agendas and topics depending on their needs. * Collaboration dates and times are dictated by admin. We collab 3x a week and start 10 minutes after the bell and end 10 minutes prior to bell. * Admin can come in at any time to observe but they must plan with groups ahead of time if they want to present information or participate. * Minutes should always be taken. Admin may ask for these records along with other work products. * Teachers must sign out if they leave before/during collab time. * Grading can be done during collaboration but must be done as a group - this is a time to share strategies, ideas, questions, support, etc. * Collab time can be used to observe other teachers. Groups can determine if they want to do this and what their goals may be depending upon their individual and group needs. Guidelines will be generated for the group to consider, including etiquette and items to discuss/produce after observations. |
| 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 alone this SY |
|  | 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? |