**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting  | 11 November 2022 |
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| Chair | Caitlin Hein |
| Place: AHA Library  | Time: 2:40- 3:45 |

***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
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| ***Time*** | ***Topics*** |
| 5 | **Parent teacher conferences**Teachers can start scheduling at any time now. Reminder of what we decided at the 10/13 meeting: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: Follow any guidance from Admin |
| 10  | **Observations during collab:**Please get feedback on the questions below for the next meeting (12/8). Also share [this form](https://forms.gle/BQcWVe6v78QHTULj6) and encourage teachers that know they have an “open door” policy for visitors/ observers to fill it out. (link to form <https://forms.gle/BQcWVe6v78QHTULj6>) [Responses to form](https://docs.google.com/spreadsheets/u/0/d/1IhlaVAkvP76eFWRQpQfkBtV-hLXJ9LrXUa9_-MjtXk8/edit)**Feedback needed:**Do teachers / departments think it would be a valuable use of collab time to visit other teachers' classrooms? What types of classes would your department like to visit? How often would your department want to do this? (if at all) Do you have any suggestions for guidelines that we should agree on for these visits/ observations? (ie. observers should leave a note with positives they saw in the classroom)  |
| 20 | [**ID use presentation**](https://docs.google.com/document/d/1HaBKIOYKIPWvvba8mE39W3hfrogsa--l/edit?usp=sharing&ouid=103810242741675416654&rtpof=true&sd=true)**- Mr Jones****Why are you unwilling to wear your ID, on a lanyard, around your neck, while you’re at school, even though it’s for your own safety?**Majority say the IDs are uncomfortableSome said they forgot itSome said they think their picture is ugly/ the lanyard is uglyFollow up Question**What would it take for you to willingly wear your ID on a lanyard around your neck, every day while at school?**They are willing to do it if it’s comfortable for them and they’re willing to do it if they have a consequence for not wearing it. What it comes down to: the lanyards need to be more comfortable on their necks- better quality lanyards**Next steps- ask departments if they support sending these questions out through advisory to collect info schoolwide by November 28 COB. The questions would be part of the first advisory lesson in January.**Why are you unwilling to wear your ID, on a lanyard, around your neck, while you’re at school, even though it’s for your own safety?What would it take for you to willingly wear your ID on a lanyard around your neck, every day while at school?Why do teachers/ administrators want them to wear their IDs?What are some consequences that would make you wear your ID more? |
| 30 | **Accreditation committee presentation- Katy Hammel** 1. seeking IC approval on the student survey distribution plan that the accreditation team will develop with the dept chairs today after school. 2. self-assess our school on the first set of Cognia standards regarding Culture for Learning**Huge submission due Feb 1**30 standards that are divided into 4 strandsSteering committee formed by Principal Cisneros. Dean of data, counselor, teachers, and administrators on the committeeIC needs to support parsing out data3 stakeholder surveys1 parent survey1 staff and teacher survey- to be taken at December staff meeting1 student survey- Proposed using time in Math classes to complete. Survey would take about 20 mins to complete, math department chair supports using this time. AHA controls the window for when this needs to be done. IC approved 11/10/22- survey to be run through Math classes. In today’s meeting, the IC divided each of the 4 standards and self assessed AHA’s current level at each of the standards (ie. Are we meeting that standard?) and discussed the rationale for what we said for each standard.  |
|  | Next meeting- semester bell schedule for Spring 2023 semester including holidays, testing dates, etc. More accreditation info.  |