

Instructional Council Notes 2/12/20

7:30 – 8:10 AM Library

Next meeting 2/26/20

Members Present

Mandy Allred
Debbie Ariaz
Sheila Barbour
Joyce Comer
Denise Dockendorff
Suzanne Everett
Frank Parra
Anna Galfano
Trini Gallegos
Annie Gomez
Brian Hendrix
Christin Johnson
Kimberly Mackey
Glenn McNeely
JD Enciso (parent)
Jennifer Drexler (parent)
Michelle Vela
Eric Rearden
Jose Lopez
Jessie Olson
Luke Barbian
Vincent Montoya

- **Scheduling Deadlines:** The second phase for scheduling is 3/19/20, so the lists are needed before then. If you are making recommendations for enriched, tier II, or special elective classes, please make sure that information is given to Trini ASAP.
- **Computer Lab Use:** Items being taken, hidden, broken, cords being unplugged, etc. Policies and procedures needed for the labs. A poster will be posted giving information on how to treat the Computer Labs. There has not been a refresh in a few years, so we really need to take care of our equipment. We need to be clear with the kids because gum wrappers, water bottles, etc. are showing up on the floor of the labs. Please don't "fix" tech issues on your own. Call Luke.
 - Tech team would like to implement a seating chart for the labs. Staff will receive seating charts via email and hard copies will be kept in lab binders. The seating chart should be used every time that particular lab is used. The template of the seating chart is in the lab binder. Christin said she will also send out the seating charts digitally. There are tabs for each teacher by last name, and the seating charts need to be kept in the binder for the computer lab under your name (keep all 5 periods together for one teacher).
 - Keys and binder will be checked out from Miranda in the front office.
 - Table this information for this time, please send the IC the information and vote next IC meeting.
- **Student Incentive for Phones-** There have not been any days of the students picking up their own trash in the cafeteria. It is proposed that we lower the number of days from 10 to 5? We could make an announcement? How do we decide that it is clean? The proposed incentive, is once a number of days the

students have picked up their trash at lunch, then students will be allowed to use their phones during A-Lunch only. Perhaps a weekly reward?

- Is there anyway to reward specific students? Maybe lunch duty folks pull kids and do something special for them?
- Classroom clean-up? School clean-up?
- **4.0 Incentive-** have a phone VIP area in the commons? When do we want it? Friday the 21st. They will need a ticket.
- **Talent Show-** Maybe Natalie Frost will help lead this? We need a date for the talent show. What will the schedule look like?
- **NM MSSA-** Proposed testing schedule. This will be a block 1,3,5 A days, 2,4,6 B days with Advocacy every day. The schedule would be the same as last year. How will Advocacy lessons be planned? Also, proposed to not have advocacy for a period of time before testing. We would need Advocacy on March 6th and 9th. E-mail blast to parents about this.
The last Advocacy would be February 21st (except for March 6th and 9th). Use Feb. 21 to schedule student led conferences.
- **Data Sheet in Agenda-** Take the proposed data sheets to your constituents for suggestions – proposed to put this in the agenda next year. This information will be with the student all the time. Provides ownership to the kids. Maybe spend more time as a school working toward keeping their goals.
- **Student Aides-** Please don't allow them to take attendance in Synergy. If you want an aide taking attendance please have them do it on a seating chart, not on the computer.