

Manzano High School Instructional Council Meeting Notes

Time & Date: September 23, 2020, 2:45-4:00 pm

Location: Virtual Conference

IC Chair: Derek Villaneuva
Vice Chair: Teddi Toniolli

Total Attendees: 27

Guest Attendees: Lena Stanley, Robert Chancy, Brigette Black, Parker Sisty, Arvis Vonner, Harvey Carreathers

MHS IC Representatives		
<i>*Social Studies - Derek Villanueva</i>	<i>Math - Dan Hall</i>	<i>Admin - Rachel Vigil, Jason Sanchez, Sanjuan Mendoza</i>
<i>*ELA - Teddi Toniolli</i>	<i>AVID - Teresa Hargis</i>	<i>Co-Counselors - Jamie Anderson & Christine Loidolt</i>
<i>CTE - Heather Gillespie</i>	<i>Science: Laura Llanes</i>	<i>ATF - Kelly Dutro</i>
<i>Fine Arts - Daniel Cummings</i>	<i>Health/IMPAC -</i>	<i>Student -</i>
<i>SpEd - Megan Painter (IGSS) & Allison Stepp</i>	<i>PE/Athletics - Philip Martinez</i>	<i>Parent -</i>
<i>Community Coordinator: Jessica Dinsmore</i>	<i>MCL - Caroline Keller</i>	<i>Activities - Jessica Carr</i>
<i>90-Day Committee-</i>	<i>ROTC -</i>	<i>TLF Rep - Francesca Martinez</i>

Today's Agenda:

- **Monday Schedule**

- Vigil - a lot of wonder about the bell schedule; diff schools in the district have made modifications to their schedule. The Associate Superintendent reached out, and MHS in particular, telling us we don't have to change our schedule (going to p1-7) but we need to be more intentional about opportunities for students. She has come up with an initial plan just to spark discussion. The schedule will change for the kids, they will have a menu of options and they have to choose from sessions.

Draft of proposed schedule- that will be discussed:

- Vigil created a sample of schedule to ask Assoc. Superintendent if this was on the right track; Assoc. Super said it was perfect
- Vigil - We need to get a list of kids who are not doing well based on grades and

attendance, and these kinds of things to help. We need opportunities for ALL students. Would like to put in Monday Mindfulness for anyone (students, parents, teachers) to build some mental toughness and ways to not let the little things get to you. Monarch pride then happens, and then the menu of options starts.

- Menu options: Arm Resilience training, AVID tutorials, MHS Expanded learning opportunities and community schools, AP Jumpstart (Robanne Harrison is doing this currently)- but that is for AP students. We need opportunities for all students
- Learning labs happen after lunch. We may have to move staff meetings because of the time frame. EWS- students falling under the four indicators we need to set up interventions for them. AVID tutorials? Small group virtual tutoring - for all kids, virtual home visits.
- Open up to IC:
 - Gillespie - Is there a way to have the parents check in with teachers on Monday's?
 - Vigil - we could do some kind of communication that parents can reach out on Monday's and give a time frame
 - Painter- Willing to do virtual field trips with students
 - Cummings - asynch and virtual visit time might not be great because parents are getting ready for work - we might want to look at some other options. Dutro, yes this should be later in the day, like lunch time. Vigil points out the 11:30-12 time frame
 - Dinsmore - financial literacy, and other themes - let her know what might work so she can reach out
 - Carr - Lorraine (college and career) has set up Monday meetings for colleges and universities to come on Monday's. She also wants to put in some trade schools as well.
 - Cummings - would like opt-out options for certain times, to be doing one-on-one work.
 - Cummings - how are we going to do attendance here? Where are the teeth in how we enforce it
 - Hargis -AVID tutorials - I am worried about it as an overall concept because the district hires the professional tutors to come in and do the tutorials; who will organize this?
 - Vigil - why not continue that concept in a virtual environment?
 - Hargis - Tutors get paid through AVID; lots of front-loading to understand and do the AVID tutorials; can use AVID strategies in these tutorials but how will we manage getting all teachers and students trained to do these tutorials
 - Vigil - if teachers can't participate on Monday to do it, let's get brainstorming going so we can get going on this
 - Hargis - Department tutorials each week? Can we call it collaborative tutoring? study groups could work if teachers can rotate per department and use AVID inquiry strategies
 - Keller - smaller departments will be harder to manage
 - Cummings - Francesca Martinez suggests having clubs meet during this time. She's been holding her Educator's Rising club meetings on Mondays and they've been getting a lot more done.
 - Vigil - let me know so I can have it as an offering for students
 - Tonioli- are the open menu things volunteer based for the teachers?
 - Vigil- not every teacher is going to do these every Monday. Right now we are looking for ideas. Teachers do not have to do some facilitating learning. Volunteering for this will be great
 - Tonioli - Are areas going to be overrun with kids?
 - Vigil- This is why we need options to give them.

- Carr- Streamyard/Yardstream can be used and is unlimited (we can get the entire student body in one presentation)
- Stanley- Are we required to have students do something in both of these chunks of time on these Monday's.
 - Vigil- Every student is expected to participate in Monarch pride and in menu options. The learning labs are more for students who require additional assistance. EWS will be more facilitated on admin end to make connections with the kiddos. Yes, students are expected to be engaged from 8:10-11:15.
 - Stanley - we have a student discussing how overwhelmed they are
 - Dutro - shares this concern, especially because Mondays are grading heavy bc it is tied to attendance - so teachers are using this time to catch up on grading.
 - Vigil - the Mondays for kids, yes they will have to participate, but they aren't going to leave these presentations and meetings and have homework to do
 - Hargis - Asked students how things were going with their workload. Students say they are having a hard time with time management and prioritizing all their work and they use Mondays for asynchronous work because they are so overwhelmed with outside factors like jobs.
 - Dutro - everything feels like homework to them right now, because all work is done at home. Expecting them to do things asynchronously feels like homework to them while so much is happening to them in the background. Classrooms are designed to help them learn.
 - Cummings - when kids leave his synchronous time they are going to their jobs, or watching/helping kids. I'm getting the same answers with my students as other teachers have mentioned; it's time management and not understanding; it's a much more complicated issue. It's all mute if we can't hold them accountable.
 - Vigil - it boils down to equity and access. We have instructional minutes we need to provide. Not all kids have additional circumstances. We will have to find a way to hold students accountable for attending these menu options
 - Hargis - A big piece of the puzzle: Many students talk about the disconnect at school (and disconnected with their teachers) ; maybe have students check in with their teachers on Monday
 - Hall uses office hours on Mondays as time to get caught up. It is effective for those taking advantage of it.
 - Cummings - yes, you could identify the students who are falling behind, tell them to sign up for a time on Monday, and offer help, and offer to take away some zeroes. And this list can be turned in.
 - Vigil - wants to be careful with this - this is just some students. How many are showing up on a Monday Mr. Hall?
 - Hall - 10 tops.
 - Vigil - we are talking to students in need, what are we doing to provide learning opportunities from students who could benefit from something else?
 - Hall - This idea has the potential to do both. There are legitimate logistical concerns.
 - Vigil - this could work as collaborative study groups.
 - Villanueva - to keep time, when do we need to get this back to the district?
 - Vigil- said she would present to IC today. but we need to come up

with a decision soon so we will need to hold another IC meeting. Monday after fall break would be ideal to start. October 12th.

- Toniolli- Action item - let's go to departments and discuss the option menu to see who would be willing to do this. If teachers are overrun with kids and there are exit tickets, then the man power issue will still be a struggle.
- Villanueva - One action item for next wednesday's IC meeting: talk to your constituents about today's discussion on Monday Learning Schedule then we will meet next week to just discuss this one issue.
- **TLF Elections**
 - Dutro- 59 total responses - candidate 1 and 3 were the winners - Allsion Stepp and Pat Florence - congrats!
- **Padlet**
 - How are your constituents using it? How are they liking it?
 - Toniolli- English loves it!
 - MCL - doesn't really use it and has found more success with other things.
 - Vigil - can look into a set number of teachers to use it. So the whole site doesn't need it, but a group of teachers could have it and price it down.
 - Nearpod has gone through - so staff needs to be trained on this.
 - Kami got kicked back because we needed three quotes, not just one, so they are in the process of getting them the other two quotes. Should be done quickly.
 - News 2 You has been placed and will be ready soon.
 - The other program that Special Ed once had been purchased and should be in next week.
 - Harrison and Martinez will add these training to their agenda.
 - Villanueva - should we send a survey to see who wants padlet?
 - Vigil - yes
 - Dinsmore will do this.
 - Houser - we are getting these resources and tools - parents and students are reporting that they are all overwhelmed because they are having to learn all of this new stuff plus how to access.
 - Dinsmore - put together a doc of training videos for the platforms teachers are using.
 - Cummings - we can also use that Monday time for tec training.
 - **School-within-a-school**
 - Survey approvals-
 - Villanueva - think the staff survey should go out first. Identifying staff members that are not coming back when we go to hybrid learning.
 - Toniolli - Even if this came to me right now, I wouldn't know what to say about coming back without knowing what this looks like? Will I get a whole new class next semester depending on who returns and who doesn't? Students have books checked out and we'd have to rearrange schedules and materials
 - Hargis - With this survey, we are asking staff members to look into the future and we don't know what's upon us. Health issues come to mind--flu season is upon us
 - Dutro - in survey we are indicating that it is not a hard commitment; how do we send it out to get valid numbers?
 - Hargis - people may change their minds by the time january comes
 - Villaneuva - even though there are privacy restraints, we need to know who can't/won't come back because of health issues or in connection with covid
 - Hargis - survey should have a linear scale to show level of comfortability
 - Vigil - Teacher survey will be sent out on Monday. There are a lot of unknowns; districts having a meeting to express expectations and tights and loose. We need to look at teacher data as an IC before even talking to parents.
 - Final survey completed and IC came to consensus on its contents.

- **Online instruction**

- So far, what's working well and not so well
 - Cummings - Work load as problematic, some teachers are keeping the teachers all the way through the time, with no asynchronous time. Edgenuity has been unruly that kids are struggling with. Is it an issue of not using asynchronous time to start the work teachers are assigning.
 - Gillespie - (per Francesca Martinez) If you are worried about students not doing work during asynchronous - make them come back at the end of the asynch time to show you what they've done.
 - Hargis - student concerns are teachers not emailing back, updating grades, or not holding office hours. We need some kind of staff wide do's and don'ts and expectations for synchronous vs asynchronous learning such as following the schedule and keeping your gradebook up to date
 - Stanley - We also need to clearly communicate to students that there is a difference between asynchronous work and homework -because a lot of the disconnect is when at home everything feels like homework.
 - Can teachers break up those block times?
 - That block time is yours - you can start with asynch or synch, but it should be broken up. Teachers should not be keeping a kiddo past the block period of time, and students should not be meeting the entire 90 minutes.
 - Villanueva - is it 3 hours max instruction or 6 hours minimum?
 - Vigil 3.5 hours of synchronous learning a day.
- Vigil -We need to look at schedules for- Fall break we are off Thursday/ Friday so Monday will have to be an instructional day, then in November we have election and Veterans day. Then two weeks after Thanksgiving. So we need to come to a quick consensus here.
 - Fall Break - what will this schedule look like?
 - We will discuss this at next Wednesday's emergency IC meeting.
 - Painter - we need to discuss Sped in the Red schedule - Harvey, Vigil, and Sanchez will talk.

Next meeting is 9/30/20 for continual discussion on Monday Learning

If you have any questions or concerns about issues brought up in today's IC please make sure you contact your department representative and/or email Derek & Teddi directly.

Meeting ended at: 4:25pm