

Manzano High School Instructional Council Meeting Notes

Time & Date: October 14, 2020, 2:45-4:00 pm

Location: Virtual Conference

IC Chair: Derek Villaneuva
Vice Chair: Teddi Toniolli

Total Attendees: 22

Guest Attendees: Arvis Vonner, Shauna Howser, Brigette Black

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 - Jaime Andersen</i>
<i>CTE - Heather Gillespie</i>	<i>Science: Laura Llanes</i>	<i>ATF - Kelly Dutro</i>
<i>Fine Arts - Rachel Thompson</i>	<i>Health/IMPAC -</i>	<i>Student -</i>
<i>90-Day Committee-</i>	<i>ROTC - Tim Kerze</i>	<i>Parent</i>
<i>Community Coordinator: Jessica Dinsmore</i>	<i>MCL - Caroline Keller</i>	<i>Activities - Jessica Carr</i>
<i>SpEd - Megan Painter (IGSS), Allison Stepp</i>	<i>PE/Athletics - Philip Martinez, Matt Espinosa</i>	<i>TLF Rep - Robanne Harrison</i>

Today's Agenda:

- A. San Juan Mendoza gives an update on Attendance Incentive--district and state are coming up with incentives to get students to attend class
 1. Lunch dash (surprise at home); stickers for good attendance; a pass to be used in a classroom to retake a test or quiz or extending an assignment
 2. Thoughts on this:
 - a) Dutro - these things are so dependent on teachers content and classroom - it might create issues
 - b) Toniolli- Possibly be an issue with autonomy in the classroom, if a teacher wants to do it voluntarily that is fine, but mandating it is problematic
 - c) Mendoza- Is asking dept. Chairs to help come up with incentives
 - d) Llanes- Science - having a tired system with rewards might be helpful. Assignments are minimized in contents right now, so it would only diminish this. A three tiered system, with a raffle for something they want: ear pods, door dash.
 - e) Mendoza - We do have a tier four approach through the student success plan, we just wanted feedback on this idea.
 - f) Hall-Likes these ideas; likes the idea of a raffle. We will need to send a picture of Mr. Sanchez to students before and after the dying of the beard.

g) Keller- MCL discussed today--parents and students aren't getting feedback about students who attend class daily, students who are tardy, etc.

(1) Mendoza- Synergy is not compatible with this. I think it's a good idea for teachers to reach out to parents of students who are absent or tardy on a daily basis.

(2) Vigil - can someone reach out to SIS to send out robocalls to parents on Tuesday so parents can get info on attendance from the week prior

B. Advisories on Mondays for our changed weeks (holiday weeks)

1. Since we are changing our Monday schedule, will we still be meeting for Advisory/Monarch Pride on Mondays

2. Vigil - We are not required by the district that we have to have it on these changed days.

3. Hall - if we have to have advisory on Monday's on the B days, it will make these inequitable time wise. If we are going to do it. We could do it the minimum time, or from 2-2:25, if we have to do it.

4. Sanchez - we don't want to short change classes

5. Could we do some kind of check in on those days with our kids like a mental health check in?

6. **Consensus for Advisory on changed Monday schedules: Instead of having a meet, teachers will send out a 'postcard' and/or do an asynchronous contact to check on their students**

7. Vigil - yesterday in the principal meeting they discussed survey's - the district hasn't sent out a survey to students yet. So next week we are required to send out the district survey between Monday and Friday. Proposes we do this through advisory and make this the lesson of the day next Monday. The district has access to the results from the kids.

a) This Monday, October 19th, in Advisory class, you will be distributing the district surveys to the students while in class to get the most participation and results as possible

C. Virtual Tutoring

1. Vigil reports - Are there teachers willing to be tutors for our students. Would prefer core teachers. Please take back to your constituents and ask them if they are interested.

2. Dinsmore - the tutoring has to be outside of the school day, in order to be funded.

3. Vigil - ideally have it Monday thru Thursday for students who need additional assistance

4. Keller - Already offering tutoring and office hours, and students aren't taking advantage of the opportunities we are providing. How do we get them to go the virtual tutoring when they don't even go to ours?

5. Vigil- this is a problem schoolwide Not sure that students are fully understanding that this is a year they will get grades, unlike the end of last year. We just need to make sure we are doing our due diligence.

6. Carr- National Honor Society - How are the kids interacting with others for that tutoring? Are they seeing success?

a) Can talk to Carrie Eaton about how she has seen success in NHS

7. Dutro - Likes the robocall idea; it may be a good time to do a robocall to let parents and students know what opportunities are available (virtual tutoring and such)

8. Carr - the more we post on social media the more it will get out information to parents

9. Dinsmore- what if we encouraged parents through a newsletter to inform parents that teachers are holding office hours

10. Carr - could make a flyer that gives out all office hours for all teachers with all the information students need to see the opportunities available to them (and make parents aware); change mental association of Tutoring so students don't relate going to tutoring for being 'stupid'; make a new name for it?

11. Villanueva- Yes, and we should also emphasize that tutoring is also available with this?

12. Harrison - isn't everyone supposed to be doing tutoring at the same time from 2-2:30?

13. Vigil - I thought we were consistent with this

a) Remind constituents of times of Office Hours vs. appointments and other help offered - **everyone should be doing office hours from 2-2:25 on school days.**

D. Instructional Rounds

1. Vigil - Teams from district came in to see patterns that come about from what we are doing well and what still needs improvement; connects to 90-day plan and working on the skill struggles our students have. I have substitute money available where we can get teachers together to start doing rounds (in January--even if in virtual setting still or in hybrid mode). It is a non-evaluative process; we collect data and decide what to do with that data. This is about our own professional growth and collaborating to make our school better.

2. Ideas on this?

3. Comments and Feedback:

a) Painter- It would be cool if we could see what general ed looks like and general ed teachers can see what we do

b) Vigil- I have it worked this way, where the observing team is people from different contents. This could be a really valuable experience. Thought we would be further along in this process, but with covid doing it digitally creates some additional things to think through.

c) Dutro- Like the idea, it could be helpful for people struggling in the virtual setting to see what is and isn't working. But teachers are overwhelmed, and many are trying to keep ahead of the workload- so how can we support teachers that would allow them to take advantage of this without feeling like an additional thing on their plates.

d) Hall- I think it'll work well; lots of collab time with teachers; great opportunities

e) Vigil - No additional work on the teacher's end. Vigil's team will prep everything; you are going in to be an observer. Training would happen during Learning Lab time so it won't be an additional thing you have to work on. Wants to open it up to everyone to participate. So we have a well rounded team.

f) Gillespie- CTE is really interested in this and showing people what we are doing

g) Black - Will the observers provide feedback?

h) Vigil - this would be feedback to the staff not the instructor

i) Villanueva- so it could be random

j) Vigil - Yes

- k) Villanueva - this is non evaluative and will help us move towards omre collaboration
 - l) Dutro - maybe for the first instructional rounds, maybe the first could be volunteers because everything is already overwhelming this year and that might help ease into it.
 - m) **Task: Please talk to constituents about this.**
 - n) Dutro- If we do go to the hybrid model - I worry that doing instructional rounds might get in the way of the state guidelines for room capacity and contact tracing.
4. Surveys- staff and family surveys regarding possibly returning next semester
- a) Vigil- There will be a staff intention form - it won't be coming out until Oct. 23rd- because of this we don't need a staff form, because this will be more encompassing. It isn't a survey, it is an intention form. It does seem open - before it seemed like everyone would move back in person unless you had an accommodation, but this form seems to leave it more open. It will be interesting because if that is the case we could have more kids than teachers. No more information has been given on the school within a school. Would like to still send out the parent survey ASAP; I know that parents' minds might change
 - b) Hargis - What is the purpose of essentially sending out the parent survey? Teachers may feel more pressured and it may be preempted; I have been getting lots of parent emails lately based on the lack of/confusion of communication
 - c) Vigil - if they tell us we have to launch school within a school by January and if we have more students than teachers intending to come back then that's something I can share with the district. There is so much logistical planning behind it that it's making her nervous. We would have a general idea of parents who are intending on sending their students back. Especially when we can't tell what the board is going to do
 - d) Dutro- I think Teresa has a good point about the pressure this could put on teachers.
 - e) Villanueva - Have there been a lot of surveys put out there? For parents?
 - (1) Vigil - most are about how the virtual learning is going so far; no info about what people are thinking about doing next semester
 - (2) Villanueva - the info we need has not been asked yet; therefore we need to send out the survey
 - (3) Carr - I think some parents have change their minds; I think we should get new data
 - f) Official Intention form will be due...? Vigil - it has to be given out by 10/23 but not due date was set.
 - g) Vigil - intention form answers are not set in stone. But can ask what the timeline for getting back information of the district.
 - h) Dutro- let's have the due date of the 30th?
 - i) Vigil - that's fine unless the district comes out with an earlier deadline.
 - j) Villanueva- Dutro and Carr to send out the survey to IC so we can review and confirm it by Friday. Please get back to Villanueva with questions/comments.
 - k) Painter- When it comes to the survey would it be redundant to send it to the kids for sped in the red?
 - (1) Vigil - It is going to go to them anyway, so just have them answer yes, because their kids are already there.
5. Advisory Schedule
- a) Dutro - is the schedule for Monday ready to share with our Advisory students?
 - b) Vigil - Yes--Menu Option Schedule is available; However, survey link to be sent out directly through advisory not on social media
 - c) Carr - I would make what the November schedules look like and put it out to staff.
 - (1) Keller -Le Clerc has already done this and it is in the MHS chat

Reminder for November & December IC Meetings:
IC will be meeting on the 1st & 3rd Wednesdays!

Next meeting is 10/28/20

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: 4:00pm