

**Manzano High School Instructional Council**

**Special IC (Credit Recovery) Meeting Notes**

**Time & Date: January 6th, 2021 @ 2:45pm**

**Location: Virtual Conference**

**IC Chair: Derek Villaneuva**

**Total Attendees: 25**

**Vice Chair: Teddi Toniolli**

*Guest Attendees: Elgenia Stark, Elizabeth HugHart, Yvonne Reneau, Brigette Black*

<b>MHS IC Representatives</b>		
<i>*Social Studies - Derek Villanueva</i>	<i>Math -</i>	<i>Admin - Rachel Vigil, San Juan Mendoza, Arvis Vonner, Jason Sanchez</i>
<i>*ELA - Teddi Toniolli</i>	<i>AVID - Teresa Hargis</i>	<i>Counselors - Jamie Anderson</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 Whittet</i>
<i>SpEd - Megan Painter (IGSS), Gabriella Garcia, Allison Stepp</i>	<i>PE/Athletics - Matt Espinosa,</i>	<i>TLF Rep - Francesca Martinez</i>

**Today's Agenda:**

1. Credit Recovery
  - a. Derek has posted the link regarding what students wanted to use credit recovery
  - b. Vigil - No communication from district yet; M/W or T/R option; combo of synchronous and asynchronous learning to take place. Final failure list from Jason so we can identify which students will be good for the credit recovery program. We don't want to put students into this program if they aren't going to show up. We need to get this going by January 18.

- c. Anderson - We have a large number of students who did not engage last semester. If we are prioritizing graduating seniors, there are a lot who did not engage, but absolutely need the credit recovery after last semester.
- d. Vilanuena- had talked about seniors and SPED being the first students to suggest for the credit recovery
- e. Kerze - Teacher/ counselor recommendations seem good. It will help identify the seniors who simply didn't try last semester, vs. those who did. Ones who didn't try should have to go the more traditional route.
- f. Hargis - And counselors will also know more about family struggles for students
- g. Toniolli- It might be a way to get them more invested - if we present it as an invitation to students.
- h. Stark - If you are going to do an invite to them, she has established a contract where we can review with them how they will pass.
- i. Villanueva- when is the earliest to get data from SIS on failure rates?
- j. Sanchez -We are still getting semester grades being turned in from some teachers; I will send an email to SIS. Once they get ALL of the schools' grades done (entire district) it may be by next Monday if not a few days later.
- k. Villanueva- Consensus that it will be on an invitation basis
- l. Thompson - Will the referral process be from the teachers of the content?
- m. Vigil - Yes- in terms of credit recovery we want to make sure we come to consensus on what subjects are being offered. Prefers core, as indicated of areas of struggle for students.
- n. Anderson - There are a lot more options to recover elective credits, so core classes need the recovery more.
- o. Dinsmore- Clarifying question, I often talk to parents about their students and I want to have the correct information--Do the students have to have a referral in order to be in the credit recovery program?
- p. Vigil - thinks a parent can request it, but a student should have to meet the criteria established here. They should only be falling slightly short of passing the class. These are the ones that should deserve the opportunity to recover the class at no cost.
- q. Kerze - Limited amount of space, so maybe to prevent influx of a lot of parent requests, we could identify who we would like to see in the program and then based on how many slots are left, then maybe we make that known to the general population.
- r. Martinez - Is it only the core teacher that can refer or can the advisory teacher, or teachers who know the students in another capacity, can they also refer?
  - i. Vigil - Am open to this; this is what advisory is for. You've built those relationships with the kiddos; I don't see why it would be a bad idea to talk to another teacher about your students.
    - 1. Advisory teachers who would like to refer/recommend students for this credit recovery will have to talk to the core teacher directly about getting the students into the right class.
  - ii. Dinsmore- Gonna play devil's advocate - there will be instance of parents who might be upset about why their students getting nominated for this
  - iii. Hargis - would it help if there was baseline of percentages first or things to help us decide?
  - iv. Stark - We need to look at the students' attendance; you would choose the student who showed up more versus the student who missed a lot of classes
  - v. Hargis - I have so many seniors that realized their attendance was a bigger issue than they thought it would be
  - vi. Howser- Suggesting components that should be part of the criteria for the credit recovery: look at students' attendance, only has failed one of their classes (versus 3-5) and the counselors make the decision

- vii. Keller - For students who were struggling last semester, how much will it affect them this semester if they are adding another class on top of everything else?
- viii. Dutro - We've seen this issue a lot. We see students who are taking a ton of credit recovery classes and end up failing even more.
- ix. Keller- is funding a major constraint ?
  - 1. Vigil - we have for sure a .5 - so we can offer 5 classes at a point 1. Dismore is going to see if we can use some of the mentorship money to see if we can get another 2 spots with the ABC community folks to offer a few more classes.
- x. Vigil - The counselors have a good idea of who they are already referring to Ecad and other credit recovery services, so this can help us figure out who the final group of kids will be.
- xi. Dinsmore- These classes will be offered when?
  - 1. Villanueva- afterschool as an 8th period class.
  - 2. Keller-Are we sticking with the current idea of two class periods a week? Or can they just do one?
  - 3. Vigil - should be in alignment with what we do now. Tues/Thurs and Weds/Fri classes. Also going daily could be good.
  - 4. Consensus - students should only be allowed to take one credit recovery class.
  - 5. Keller - it should be every day
  - 6. Houser - - it should be every day
  - 7. Martinez - it would be hard to teach an additional block period
  - 8. Hargis- If we are looking primarily at seniors, seniors are going to have jobs after school; I'm wondering if we will have less students interested because they will be working when credit recovery is going on
  - 9. Anderson - kids might struggle with everyday - they tend to do better with credit recovery in engenuity bc it doesn't meet every day
  - 10. Keller - could we make it synch two days a week, and asynch the other two days where the teacher is available.
    - a. Vigil - I don't think students are disciplined enough to take the asynchronous time and maximize it for work completion; I want to be careful about how the asynchronous time is implemented in this mode . They won't be successful if they continue what they did in the fall.
    - b. Dinsmore- if they are offered after class we do have access to some funding
  - 11. Hughart- can students create a contract and fix their semester 1 grade? It might be helpful for students who struggled.
  - 12. Dutro - There are some college courses and they only last half the semester so it is a shorter period of time but meets more frequently. Could the course go for half of the time? Jan- March and March-May? So many of our kids start off the semester better and then topple off halfway through because the end feels so far away.
    - a. Villanueva- am tempted to keep most of the things the same.
  - 13. Hargis - reading some of the chat; Kerze asked about a zero hour. Can we offer some classes before school and after school?
    - a. Carr - The students had an opportunity last semester - I would be cautious of everyone's time. That we aren't putting more effort into what kids are.
    - b. Tonioli - focusing on the seniors, the majority of the seniors who have an off period; would they have an off period that can be

turned into a credit recovery class for them and they can work with teachers who sell their prep time?!

- c. Sanchez -it would need a lot of coincidences between teacher and student schedules. We have about 200 students who don't have a 7th period. Half of those don't have a first. Per zero hour- I think it will be good for students who are working after school, however we know that they aren't awake before 9am- How will that play out in reality-would that class be successful? Will there be lots of no shows are tardies?
  - d. Gillespie - what if we had evening classes?
  - e. Dutro- Have had a hard time getting students to get to class in the morning (for 9am) and don't think it would be beneficial to offer zero hour when students can't get up anyway. Offering an evening class might work really well for our kids. WE have so many students that have so many unique situations - this icredit recovery and they have several options that they can do and because of this we need to focus more on the what and not the when. We won't be able to meet everybody's schedule needs
- xii. Decisions being made:
1. Every day, every other day?
    - a. Dutro - should we let teachers decide this?
    - b. Sanchez - we want to make it regular for the student. We might have to have some tight vs. looses.
  2. What are we offering? 5 classes? The 4 core classes: Math, English, Science, Social Studies. Keep into consideration the grade level teachers will teach.
    - a. Hargis - I think we need to see what classes and grade levels were failed
    - b. WE also need to consider that there is gov and econ
    - c. Howser - we also need to be considering what special ed classes need recovery options.
- xiii. Where do we start?
1. Howser- we need the data first. For all we know we need four sections of english 12, or which classes
  2. Dinsmore - we will need data to support the additional monies.
  3. Martinez- Can we mix some of the classes, like English 11 and 12
    - a. YES!
  4. Dutro- What are Ecad options?
    - a. Anderson - ECAD is not putting caps on any classes. None of them are filling up . Students can take two classes at a time through ecad. As they finish them by like March 15th- they can be enrolled in another class. It does cost them \$25
  5. Dutro - English 11/12 have the same standards, as do 9/10 so English classes can be combined.
  6. Howser - We may have to meet prior to next week.
  7. Villanueva - we can devote a big amount of time in the next meeting, once we get the data.
  8. Sanchez - As soon as he can create a failing grade report, then he can forward it on, so we can decide when/how to meet again.
  9. Dutro - If we wait until the 13th and classes start on the 19th - it only gives teachers two contract days notice before class starts.

10. Hargis - Is there a way, because teachers know who failed their classes, to ask staff: If you had students to recommend, how many would you recommend?
11. Villanueva - Tentatively, until we get the data, what needs to be in the form?
  - a. Teacher recommends/refers students to credit recovery program
  - b. # of students
  - c. Grade level
  - d. Close to passing, but just didn't quite make it
  - e. Percentage cut off 40-59%
    - i. This is tentative - to help give us some data as to how many kids would be recommended.
  - f. Attendance
    - i. Dutro - teachers won't fill out survey if it's tricky and not meaningful; it takes a lot of time to go back and search through the info for each student
    - ii. Villanueva - we don't have attendance data for the majority of the semester
    - iii. Kerze - teacher rec is the format. We all know generally who was typically attending and not.
    - iv. Vigil - teachers know who fell short and who would make an excellent candidate without having to tally too much more.
    - v. Llanes - attendance looked at in various aspects; if parents want to recommend their own student, but their student never showed up, should they be considered?
    - vi. Hargis - Can we do what Jason always did in past years, complete a Student Failure List? Send to teachers and they can plug in the names and percentages; will help with prioritizing who we accept
    - vii. Dutro - this sounds like something admin can do -the list of students that failed that you think could be good candidates for credit recovery
    - viii. Painter - should we put on the form that the student attempted to do the work during class?
12. Staff will be reminded to fill out the survey during the staff meeting on Monday.
  - a. Toniolli - clarification: we are only filling this out for students we want to be in credit recovery?
  - b. Yes
13. Howser - should we have another IC meeting on Monday?
  - a. Scheduled on Monday the 11th for 2:45
14. Dinsmore- Last minute detail- WE can't title the money as credit recover, just academic support.
15. Dutro will send out surveys to teachers.
16. Thompson - will it be going out to everyone, or to core teachers?
  - a. Dutro - maybe we start with core teachers. Will be sent out to core IC reps.

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: 4:05