

## Manzano High School Instructional Council

### IC Meeting Notes

**Time & Date: January 27th, 2021 @ 2:45pm**

**Location: Virtual Conference**

**IC Chair: Derek Villaneuva**

**Total Attendees: 28**

**Vice Chair: Teddi Toniolli**

*Guest Attendees: Yvonne Reneau, Brigette Black, Elgenia Stark, Kathryn Casey, Asha Ortiz, Elizabeth Hughart, Shauna Houser, Anthony Strickland*

| <b>MHS IC Representatives</b>                      |   |  |
|--|---|--|
| <i>*Social Studies - Derek Villanueva</i>          | <i>Math - Daniel Hall</i>                                 | <i>Admin - Rachel Vigil, San Juan Mendoza, Jason Sanchez, Arvis Vonner</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:<br/>Jessica Dinsmore</i> | <i>MCL- Caroline Keller</i>                               | <i>Activities - Jessica Whittet</i>  |
| <i>SpEd - Megan Painter, Allison Stepp</i>         | <i>PE/Athletics - Matt Espinosa,<br/>Phillip Martinez</i> | <i>TLF Rep - Robanne Harrison</i>  |

### Today's Agenda:

#### 1. Review IC protocols

- a. Villanueva - link put in chat. IC members take a few minutes to look through and be ready to discuss any changes needed
  - i. Carr- Do we need to make an amendment for the time of the meeting?
    1. Dutro - we could add an "unless" statement regarding having to hold temporary meetings.

2. Toniolli- should we state meetings as the first and third so people know when they are why our leader is in other meetings for negotiations.
3. Villanueva - sure
- ii. Llanes- should we have student body attending in the protocols? Yes.
  1. Mendoza - MPTSO is up and running; should we invite our members to the IC meetings?
  2. Villanueva - Yes, please. It's difficult to get parent representation here.
- iii. Villanueva - any other points? No. Changes will be published to the IC page on the Manzano website for reference.

## 2. Instructional rounds

- a. Vigil - Last semester we discussed these. We have the Cognia visit at the end of March/ early April. They will not be doing classroom observations but are asking that the school will and collect feedback on visits and provide analysis and summary on what was seen and heard, and how it has aligned to the 90 day plan. She is in the process of creating the schedule. She wants to get those started mid February. Will be sure to share this process with staff and schedule what she is thinking of teachers to participate in this particular process so we can be sure to get artifacts uploaded to the Cognia website. She will share more in the coming days so that everyone is in the loop of that. Small presentation of it on Monday during the staff meeting.

## 3. Data Wise

- a. Vigil - In our 90 day plan, we talked about (as well as in CSI grant), for a group of teachers to be trained in this process and brought back to the staff at large so we can look through data to inform our instruction and how we do school. Data wise training is through Harvard; we will have to submit an application in Mid-March. Will be working with Jeanie Stark to get a group of teachers and an admin trained. Who goes? TLFs would be a natural fit for that, but these positions are only 1-year long. Wanted feedback to see who might be interested in going to the training and then coming back to train the staff. 2-week course, virtually; some instruction is live and some is done asynchronously. Several teachers completed a similar seminar earlier in the year. {Virtual, Summer Term: June 14 - June 25, 2021}
- b. Harrison- 3 TLFs will be leaving the position in mid-fall.
- c. Dutro - TLFs are eligible for re-election. They can apply to be TLFs again and be elected. Do we know the status of the current TLFs? Staying? Stepping down?
  - i. Harrison- We haven't had that discussion at all. They were elected in early October and some were added even after that date. They will discuss when they meet again tomorrow.
- d. Toniolli- When will we have re-elections?
- e. Dutro - I think we have these in August again. We could hold elections earlier but the new TLFs wouldn't start until the next school year, when the others step down.
- f. Dutro - How many teachers can we send to Data Wise?
- g. Vigil - we could send 5-7. Would like the TLF's to go. Do we want a member of IC to attend? Would like an admin to attend as well.
- h. Dutro - should we do TLF election sooner, and they would start after the current TLF's term ends. This way we know who to send.
  - i. Harrison- thinks it's a good idea.
  - j. Sanchez- do they get college credit for it?
  - k. Stark - thinks there is.
  - l. Dutro - We also need to figure out which person from IC will go. How do we decide who goes if multiple people want to go?
  - m. Harrison - Let me go and talk with the TLFs tomorrow and we can come up with a strategy to determine who goes.
  - n. Toniolli- Data Wise will be put on the agenda for the next IC meeting.

- o. Vigil - deadline for application is due March 16th, mid April is the final day, but we want to use the first priority application deadline.
- p. Dutro - What information do we need to submit the application?
- q. Stark - We have to send a team, according to the application, we have to have names for the team when submitting.
- r. Vigil - having attended similar courses- they know that things come up if we have to shift people. It's more about paying for an individual, so if something comes up we can work with them.
- s. Dutro - If we have to have names, and then we have new TLFs to send instead, that may make it tricky. Next time, we will use the info Robanne gathers from TLFs to determine who to send and/or who will be eligible to go
- t. Harrison- would it be possible to get an agenda or website to get TLF's a sense of what is coming
- u. Vigil - yes, and I can touch on it in our next staff meeting as well.
- v. Stark - Data wise objectives are:
  - i. Explore how the Data Wise Improvement Process brings coherence to the core work of schools
  - ii. Cultivate the habits of mind that improve team effectiveness and foster a supportive culture of improvement
  - iii. Practice using a series of inquiry protocols that you can bring back to your faculty
  - iv. Create a plan for integrating the Data Wise Improvement Process into your daily work
- w. Toniolli - tabled for next meeting to discuss more.

#### 4. Student conferences

- a. Toniolli- we have to come up with how they will be held this year, as they are virtual and moving from student led to student conferences.
  - i. Llanes - Science department likes the format for home-visits with advisory students from the beginning of fall semester. Was very helpful getting a hold of students at the beginning of the year and we know some of the students have dropped off of advisory. This will hold students accountable.
  - ii. Dutro- was thinking something the opposite of that would be cool. Likes the idea that it is only our advisory kids. One of the things we could do instead - thinks parents might want to meet with all of their teachers. What if we had a particular window of time for parents who want to meet with us, and they could sign up for times. Like a structured open house.
  - iii. Kerze- Likes this idea. It is good for those who want a meaningful conversation with teachers. We could also do a kind of hybrid. Grade Checks.
  - iv. Hargis - I like the idea; my concern is, this is a year where there seems to be a lot of parent complaints, which will lead to a lot of taxing frustrations. We could have a form that parents can fill out to let us know what they'd like to discuss.
  - v. Toniolli- What is the goal of the student conference?
  - vi. Painter- If we could do a sign in - when it fills up, it fills up. It could have an area that talks about what should be discussed and if there is a need for an admin.
  - vii. Sanchez - Going back to original goal for Next Step conferences. Some of the things we have the 2-days of no class for these conferences, within parameters the conferences can be spread out across the week. The teacher should not be going over grades, especially if you don't have advisory students as 'your' students. The students were supposed to be coached ahead of time so they led the conferences with their parents. Originally, students were to prepare something and schedule the meeting for 10-15 minutes. Students wouldn't prepare for the conferences as they were supposed to, which led parents into 'pulling' this info out of their kid, and making them tow the line. Getting back to that would be easier for us. Also, originally, we were supposed to make 3 attempts to reach

- each parent/guardian to contact them to make a conference; and parents started opting out of conferences.
- viii. Thompson - Performing arts would like to touch base with students parents individually because those are the students they know. It is also invaluable to catch up with parents. Can we do half day office hours and half day meetings so we do both?
  - ix. Dinsmore- Though I don't do conferences, I get feedback from parents and students. When students are presenting their grades, it feels like a waste of time because they can do this themselves. Wanted to let you all know the feedback of parents and students as we discuss these conferences.
  - x. Hughart- Have heard this too, but the explanation from the students good or bad is valuable. Parents might be looking at the grades but they aren't helping their students work to problem solve. Maybe coming up with a plan regarding grades is important. As a teacher, I would want acknowledgement that parents see the grades.
  - xi. Llanes - Duran has students bring sample work with grades and next step plan.
  - xii. Dutro- The union and district agreed to drop student led conferences because they haven't been effective. We have the freedom to rework it. Hybrid is a good idea. What if we did like an open house type thing the first day and then a by appointment the second day. Concern with office hours is the student privacy, especially if screen sharing, it could be an issue. What if we were to have an open house model on Thursday morning/afternoon, and then we could have appointments available to go talk to teachers independently. We can always tell parents, if the conversation isn't good, that we can end the call and reschedule with an admin. We could create a disclaimer.
  - xiii. Sanchez - A lot of the focus should be on what the graduation requirements are, what they have passed, what they need to make up. Thinks the whole advisory teacher taking on responsibility of grades is something that is too much to ask of advisory teachers.
  - xiv. Dutro - Do we have to do next step plans in conferences? Parents don't tend to be involved in this from past experience. Can we use advisory time prior to this to complete this.
  - xv. Sanchez- They are supposed to be completed in advisory by student in hand.
  - xvi. Gillespie - MPTSO connection. Sessions for Family-Engagement. Is there a way we can connect family engagement with conferences?
    - 1. Vigil - For that engagement night we want it to be more light hearted and a series of sessions that are fun and informative.
    - 2. Mendoza - Last night had a student suggest a -Giving Helpful Hints- list or session- for coming back to school in 'in-person' classes. We could run this a certain way and let parents know through conferences/MPTSO.
  - xvii. Hall - As far Next Step Plans: how do we get them to students? We couldn't remember from last year. Do {in general} parents want to have this meeting? In the past, a third of my meetings have been really great and then a third has been like pulling teeth and the other third just don't show up.
  - xviii. Kerze- we need to make ourselves available to people who want to have valuable conversations. Also don't want to force this upon folks who don't want to do it.
  - xix. Sanchez- teenagers don't always want to speak to you at home, as a parent. Sometimes with a teacher there they will. For our seniors - having parents sign the next step plan is a graduation requirement. So for teachers of seniors it is vital that parents sign up for this and this is completed.
  - xx. Dutro -Keller's question in the chat - how will parents sign this virtually? What about kids who don't have printers, what do they do? Is this something we still have to do?
  - xxi. Carr - Last year Rhonda switched it to a virtual document last year.
    - 1. Sanchez - Parents were sending actual pictures of them; it could become an electronic form. I will find out if they need an actual signature/picture of it or if they can just type it in their signature.

2. Keller - can we send them hard copies for them to sign?
  3. Sanchez - possibly. For other things like ELD/PE waivers, there is an electronic form this coming year. This page goes to the seniors electronic cume file
- xxii. Anderson - She can send what counseling got about the next step plan, essentially it is up to the school site regarding decision making.
- xxiii. Carr - it'd be good to eliminate it as paper.
- xxiv. Harrison - How are other schools handling it? It should be simple this year. A google form would be the simplest.
- xxv. Vigil - Love the idea; if school's have autonomy, we can use a google form and we won't have to worry about printers and such. I like a simple process to complete NSP.
- xxvi. Dinsmore - was talking about this in a meeting- there is also maybe an option that students can verbally speak this as a form of online signatures.
- xxvii. Kerze (in chat):Everyone student has a Chromebook. Why can't APS send the Next Step Plan out to families and make it THEIR responsibility to complete it, electronically sign it, and send it to an Administrative POC for accountability. It's not our problem if they don't complete the requirement...it's theirs.
- xxviii. Stark - There's language that you can use to document the signatures. I will go find that language and put it in the chat, if needed.
1. District Proposes: Due to the closure of schools, signatures were not obtained by the team. All members present on the signature page attended on the Google platform. IEP, PWN and COVID PWN were sent to the parent by email along with Procedural safeguards.
- xxix. Toniolli - It sounds like the next step plans can be done google forms, correct?
- xxx. Vigil - and via advisory not student conferences, right?
- xxxi. Toniolli- Is this the decision we are going to make?
- xxxii. Consensus made: Next step plans done in advisory prior to student conferences.
- xxxiii. Carr - Waiting to hear from Lorraine Chavez about a process for this but I haven't heard back from her yet.
- xxxiv. Toniolli- is this a task for IC or something someone else has to do? We need to talk about the conferences themselves. Options:
1. Like advisory check ins
  2. Scheduled times with teachers
  3. Having open house sessions
  4. Hybrid between advisory and conferences
- xxxv. Hall - As far as contacting parents I think we should not have parents come in if they don't need it. As advisors part of that role is being in contact with families. What if advisory is the contact point to help facilitate conferences with other teachers.
- xxxvi. Dutro - Agree with Dan. Parents ask questions- I don't know the answers and that's what we experience with these students since we haven't had them in class. We can get the NSP completed but conferences should be for parents to talk to content teachers as needed.
- xxxvii. Stark - As a parent I have had both students - the ones I didn't need to worry or meet and then there are the others that I need to check in on and meet.
- xxxviii. Toniolli - so scheduled time with teachers?
- xxxix. Dinsmore - The kids whose parents we need to talk to aren't going to schedule. I know it's not the teacher's responsibility, but how are we going to reach those kids and parents?
- xl. Stark - there might be reaching out that needs to be done, because the kids not making it are not going to come. We need to call and document.
- xli. Llanes - Maybe we could trouble shoot in advisory and see if students have reached out to teachers and schedule based on need.
- xl.ii. Vigil - Listening to all the options, maybe through advisory the advisor reaches out to their pride parents and let them know that conferences are coming up on this day, and

outline what the look will be and tell them teachers will be having sign ups, so if you want to make an appointment with child's teacher you can, but as advisor, encourage them about their kids, talk about concerns and encourage them to talk with teachers where their kids are struggling the most. A lot of times when parents were made to meet they wanted specific information on classes, which left parents feeling frustrated.

- xliii. Dutro - when do we need to have a decision?
- xliv. Vigil - not today. Let's discuss with constituents and make a decision next time we come back.
- xlv. Hall - Are these the options we have: Do what we've done in past OR Advisors contacting people and encouraging them to set up appointments OR an open-house type plan?
- xlvi. Toniolli- Discussing with departments is our action item. Discuss 4 highlighted options.
  - 1. Like advisory check ins
  - 2. Scheduled times with teachers
  - 3. Having open house sessions
  - 4. Hybrid between advisory and conferences
  - 5. Hybrid between open-house and conferences
- xlvii. Stark - sent out info to those in the meeting in data wise with weblink.

Next Meeting is: February 3rd @ 2:45pm

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.

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| Meeting ended at: 4:01pm |
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