

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: April 7, 2021

Location: Virtual Conference

IC Chair: Derek Villaneuva **Total Attendees:** 24

Vice Chair: Teddi Toniolli

Guest Attendees: Shauna Howser, Elgenia Stark, Parker Sisty, Elizabeth Hughart Brigette Black Robert Chancey, Matt Espinosa

Manzano High School	Instructional Council	Representatives
*Social Studies - Derek Villanueva	Math - Dan Hall	Admin - Rachel Vigil, Arvis Vonner, Jason Sanchez, San Juan Mendoza
*ELA - Teddi Toniolli	AVID -	Counselor - Jamie Anderson
CTE - Heather Gillespie	Science - Laura Llanes	ATF - Kelly Dutro
Fine Arts - Rachel Thompson	ROTC - Tim Kerze	MCL- Caroline Keller
Community Coordinator: Jessica Dinsmore PE/Athletics - Phillip Martinez	SPed - Megan Painter, Allison Stepp TLF Rep - Robanne Harrison	Activities - Jessica Carr-Whittet Health/IMPAC - TBD

Student - TBD Parent -

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Today's Agenda:

1. Summer Bridge Program

- a. Dutro - For incoming freshmen; project by Erin Peterson (teacher before Teddi Toniolli). She wrote a grant for about \$10k for them to do a 2-3 week program on campus to keep the incoming 9th graders caught up. This year's seniors are the group of 9th graders who were in the original program. We still have \$5200 left for a summer program because not many people have signed up.
We have to

use the grant for the same kind of summer program. Bookkeeper says we need to have activity on the account or it will be shut down. If we have interest in building a summer program for 9th graders, we have that money that has to be spent.

- b. Painter - Would there be a special education position available?
- i. Dutro - Original program didn't have anyone volunteer to help in SPED, but we could include a SPED teacher in this program. We can make this program however we want as long as it supports our enrichment program.
- c. Hall - We talked about this in Math collab today; I have a teacher that wants to help plan but doesn't want to teach during the program
- i. Dutro - We need to figure all of this out. There is a large administrative component to it.
- d. Dinsmore - I work in summer but I'm not a certified teacher. I want to volunteer my services in the summer. Would I be able to do this even though I'm not a certified teacher?
- i. Dutro - I think so, but you may not be able to work directly with the students.
- ii. Sanchez - Whatever responsibilities you have now should be okay for this. It would be best if during the entire thing, there were 3-4 people working together (on small teams).
- e. Villanueva - Let's take this out to our constituents and see what they think/say. f. Dutro - The people who 'volunteer' will be paid their hourly rate for doing this (it's about \$5200). May have to shorten program or limit lists, depending on how many people are interested.
- g. Thompson - Are you looking for someone who is teaching core? Or other areas, since I'm taking this back to my department?
- i. Dutro - I think we can build it however we like. We can pull in electives because core subjects are taught/enriched in electives. For example, students could be assigned to write a play (like in Theater/Drama class) because they will be implementing their writing skills. We need to remember to work around sports' schedules and Band Camp this year. ii. Keller - do we have to consider students who are doing summer school,

who also need that enrichment to be ready to come on campus the following year?

1. Dutro - only be open to incoming freshmen because of the grant; summer school this year is being held all eCad
2. Sanchez - Freshmen don't really need to take summer school to catch up, so it shouldn't affect them too much. Advertisement could be done better.
3. Dutro - must recruit from middle school; we were hoping for 100 kids but we only got 25 for the program.
4. Dinsmore - I will be spearheading the planning committee for this. If you/constituents have questions, reach out directly to Jessica.

2. Accreditation

a. Sanchez - Brief Summation (slides from Cognia accreditation). They talked about the role of the team to evaluate our performance compared to the standards. Thank you, everybody, for the ownership you have of this place.

Interviews

Stakeholder Group	Number of Participants
School Leader	1
Administrators	8
Professional Staff	73
Other Staff	14
Students	6
Parents	8
Total Stakeholders	110

The role of the Engagement Review Team

- Gather first-hand information to evaluate your institution's performance against the Cognia Performance Standards:
 - Interview stakeholder groups
 - Review documentation you provided
 - Observe and assess the quality of learning environments to gain insights about teaching and learning
- Provide feedback to your institution that helps to focus and guide your improvement journey

General Findings

- Cultural Diversity and Inclusion
- Community Commitment and School Spirit
- Welcoming, Collaborative, and Supportive Community
- Engagement of Stakeholders
- Strength of the AVID Program and IEP Process

Coming next

- Written report to Cognia within 10 business days
- Final report in workspace in about 30 business days
 - Ratings of each Standard
 - Ratings of each classroom observation item, if applicable
 - Index of Education Quality™ (IEQ™) Score
 - Narrative describing themes
- Questions about the report—contact me

a. Black - I used my prep period to go to the Cognia meet.

i. Sanchez - You could use your collab period in place of your prep period so it evens out.

ii. Dutro - as long as you get the time for prepping whether in your prep period or collab period.

3. Finals schedule

a. Villanueva - the last day of school is a Tuesday, May 25th . We need to start thinking about what finals schedule will look like. Right now we are gathering ideas and you will take back to your constituents.

i. Dutro - I assumed that finals would be during that week before so I was wondering if we could have like a fun day on that Monday and Tuesday could just be like make-ups as normal

ii. Villanueva - Days may change; we don't know yet. District extended, due to a new law, 10 day school year but we don't know yet. August 4th for

teachers, August 11th for students.

- iii. Carr- I like Dutro's ideas.
- iv. Sanchez - the issue usually arises with 1st period finals, where we have to extend the period so it is longer for students to do their finals.
- v. Carr - Have 1st period final on that last Monday then fun day and let kids out by lunch.
- vi. Hall - Keep same schedule and let teachers make accommodations for each of their finals/classes
- vii. Sanchez- Grades due on Tuesday by end of day; you have to have it done in order to leave the campus (part of check-out task list)
- viii. Dutro - Have a make-up day on Monday?
- ix. Sanchez - Kids won't show and they will just take a long weekend. I like the idea of having the 1st period finals Monday to get the kids here, then have the fun day. There are some people who stay late to clean up their classrooms, etc, but people tend to get done early and split.
- x. Villanueva - Data for how many students show up to take make-up exams.
- xi. Keller - So would we have Thursday Friday finals with 1st period as a study hall and 1st period final on Monday?
- xii. Vonner - athletics are carrying over into June; so if students don't have the opportunity to come in and take the tests, then there won't be an opportunity for them to complete it.
 1. Martinez - I think as long as they pass their classes at the end of the semester, they should be able to play through the summer.
- xiii. May 17th = regular C-day
- xiv. May 18th/19th = Regular B A days
- xv. May 20th/21st = Finals with 1st period as study hall (not a class, just a study hal)
- xvi. May 24th = 104-minute block final for 1st period then Monday Fun-Day.

Go here for Proposed Spring Final Exam Schedule:

<https://classroom.google.com/u/0/c/ODkwMDYzNTc3MjFa/p/MzEzNTc2NDU3NjQz/details?hl=en>

1. Sanchez - must keep students; can't do early dismissal on the Monday, possibly on the Tuesday.
 - xvii. Espinosa - I will look into the rules about students having to be here (virtually or in person) at least 50% of the day; and still be able to participate in competitions and games, etc.
4. Feedback from Parent-Teacher Conferences (for April 21 meeting) a. Villanueva - Conferences moving to the fall next year; discuss with constituents about what went well and what didn't and we will discuss this at the next meeting.
5. Graduation
- a. Whittet - Graduation for MHS is now on May 12th at 10:30am on the west side (Nusenda Stadium). If in yellow, only 2 guests per graduate (doesn't look like we will be transitioning to green so more people could attend for each student). Haven't received all info yet (like on run through before graduation)..
 - b. Sanchez - It seems there can't be school that day..This was breaking news that

you brought to us!

c. Villanueva - Need to wait to get clarification on this so we can inform everyone.

d. Dutro - Turn May 10th (Monday) into an A-day so we don't lose that A-day for graduation. So that week will be A B B A with no school on Wednesday (May 12th) because we will be at graduation.

e. Kerze - I had in my head that graduation was going to be students and essential personnel and staff doesn't seem to be essential personnel.

i. Sanchez - it's turning into a full blown graduation; until today, I thought graduation was to be the students and administration/essential personnel. f.

Villanueva - Things we will have to get more info on:

- i. AP exams: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>
- ii. Athletics and opportunities for attending 50% of class (affects final exams)
- iii. Graduation details (what we can/can't do, who is expected, etc.)

Meeting ended at: 3:58pm

Next IC Meeting on April 21, 2021

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