

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: April 21, 2021 @ 2:45pm

Location: Virtual Conference

IC Chair: Derek Villaneuva
Vice Chair: Teddi Toniolli

Total Attendees: 20

Guest Attendees: Elgenia Stark, Brigette Black, Shauna Howser, Parker Sisty

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 -
Fine Arts - Rachel Thompson	ROTC - Tim Kerze	MCL- Caroline Keller
Community Coordinator: Jessica Dinsmore	SPEd - Megan Painter, Allison Stepp	Activities - Jessica Whittet
PE/Athletics -	TLF Rep - Robanne Harrison, Denise Duran-Chavez	Health/IMPAC - TBD
Student - TBD	Parent -	

Today's Agenda:

1. Parent/Teacher Conferences
 - a. Keller - MCL appreciated meeting with people that wanted to speak with them not just advisory students. If we had a staff meeting to go over all the info and how to do it, it was confusing and frustrating this year.
 - b. Hall - Same feeling echoed in Math; next year when we are doing this, we need to make sure all of these pieces are sent out to parents and teachers sooner.
 - c. Villanueva - That's a good idea; starting 3 weeks ahead next year to be more prepared.

2. Llanes - Only question we had for these conferences was: will it be set up as a first-come, first-serve kind of thing?

2. Senior Finals Schedule

- a. Sanchez - Senior finals are on May 4, 5, 6; you can take your choice of when to offer the finals for seniors within these 3 days. Last day for seniors is on May 6th. Grades have to be done by May 7th at 7:00am (the next day). If you do your finals on the 6th, you will only have that evening to grade and submit
- b. Tonioli - What about teachers who have mixed grade levels?
- c. Sanchez - That is up to teacher discretion; you can make it a project or test, etc. I think there has to be some type of final.
- d. Villanueva - Carr says that May 6th in morning is also Cap & Gown distribution from 8-10
- e. Keller - I think have finals on 4-5 and 6 as makeup day and cap and gown distribution
- f. Tonioli - I prefer per discretion of teacher; I do have seniors in my 10th grade class. Are they expected to be in the class until the end of the semester, like the rest of the class
- g. Vigil - Final exams take priority here; if cap and gown distribution is at same time as final, students need to be doing their final
- h. Villanueva - 8 -10 will only affect 2nd period on Thursday the 6th
- i. Keller - Move cap and gown distribution to after school that day?
 - i. Carr - can't be done since Herff Jones already has us down in their schedule.
- j. Vigil - I don't want to work around the Herff Jones schedule.
- k. Villanueva - Make it very clear that 2nd period on the sixth, will be interfered with cap and gown distribution. Grades must be posted by 7am on Friday

3. Finals Schedule

- a. Vigil - Historically, final exams have been given up to the last day (not the half day). I expressed to the fed rep team, my concerns. Safety and security issue around the final exams. It is a final exam day. If we don't have these activities prepared in place, we will need to think about that a little bit. Who is going to come back after the first period final? Because they will be off to summer. Is there a collective decision here across the campus. Subs may be in hire demand that Monday. I'm looking at all sides of this
- b. Villanueva - We haven't discussed that yet. No fine details yet.
- c. Stepp - No comments from SPED
- d. Thompson - the main concern in fine arts is a time crunch about getting all grading done. One idea from my department, use the 2nd half of the day of that Monday for makeup exams and then Tuesday would be a work day for getting grades done.
- e. Vigil - Virtual hours affect; we are already missing instructional hours.
- f. Tonioli - English likes the proposed schedule but need more clarification. We appreciate the makeup day on Tuesday and hope that stays there.
- g. Villanueva - In an ideal world, it would be fantastic for the proposed schedule. Taking into consideration admin concerns, it seems like a lot of work and we have other things to be working on. Proposal B: Friday first day of finals (1st period normal 45 minutes) and Monday can be used for part 2 of the 1st period final. Then Tuesday is a makeup day.
- h. Keller - If we did a whole day of finals on the Thursday before, Friday before and that Monday, we could include study hall 1st period
- i. Tonioli - We were trying to stay away from changing the schedules like we've done in the past. There's usually some push back with splitting up the finals (half monday, half friday). I don't know why. Do we have to decide today?
- j. Villanueva - We've gone over the ideas: Dutro's original, Keller's today and my Proposal B. Thoughts and comments? Voting taking place today -thumbs up, chat, and use your voice. Schedule B had most tallies. May 21 = 1,3,5,7 & May 24 = 1,2,4,6
- k. Keller - for equity, should we change that Monday to an A day?

1. Villanueva - does anyone have any issues with this? May 17th will be an A day, so it will be ABAB then A-day finals on Friday the 21st and B-day finals on Monday the 24th and Tuesday is half day for makeups

4. ELT: Extended Learning Time

- a. Villanueva - it is not yet official. This proposal stems from Senate Bill 40 (Senator Mimi Stewart). There are schools already on this ELT; Stewart wants more schools to adopt this. Again, this is the proposal or general discussion from the district. 5 extra days at beginning of year and end of year. Staff would report back on July 28th and then end date of school would be June 2nd. 80hrs of PD to be added; it's not an additional 80 hours, it's a total of the 80PD hours- it includes the 17hrs we already do and collab is counted as part of the hours. This does not mean a raise. We can't make decisions as an IC because the district hasn't made a decision yet. But we want to be ready before the decision. Let's brainstorm big ideas--What do we do? SEL learning, community building, Jumpstarts? Building other kinds of culture (since most of our freshmen have not been on campus as freshmen), set up 'houses' on campus like Harry Potter to do various challenges and endurance trainings and such.
- b. Keller - does this assume that all students will be on campus for this?
- c. Villanueva - Yes. This will involve all grade levels, with every student on campus
- d. Vigil - Staggered days for various grade levels? District said No. All jumpstarts would have to happen within that week of July 28-August 4. All students have to be on campus present for school on August 4th
- e. Breakout sessions w/Report-out:
 - i. Stepp - Organized chaos; use time to go over expectations and norms and incorporating culture, climate, discipline, welcome back; balance between fun and actual classroom time. Definitely needs structure. Mendoza brought up connection circles amongst staff; teachers having autonomous time with their students.
 - ii. Howser - Stepp talked about having that Monday Advisory group with us all week too.
 - iii. Sanchez - we talked about relationships, like Hall mentioned talking about going to and acceptable behaviors at assemblies--it's better to talk with them about it before actually going.
 - iv. Chavez-Duran - Llanes mentioned Greek rush week with team building; learn chants and fight song; electives fair, activities fair, clubs and sports, etc. Showing students how to be 'part of our community'; get back to being Manzano High School and what it's like to be a student here and go to school here.
 - v. Anderson - Talked a ton about community and even mentioned a community service project. Team building and Freshmen Academy mentioned; awareness of Monarch Pride and a campus of unlimited opportunities; resources and everything they need on campus is there.
 - vi. Vigil - Wanted to mention that we could celebrate all the different cultures here; activities that lend itself to that
 - vii. Howser - Would you like to put a sub-committee together to plan for this; it's going to be a huge undertaking. Do you have any idea of when the decision will be made?
 - viii. Villanueva - Possibly getting some funding for this - it is on the negotiating table right now. ATF is pushing. Decision will be made by end of semester
 - ix. Thompspon - Using these 5 days to teach students what they say they don't know; life skills and soft skills; get oriented in different electives.
 - x. Harrison - is there any way we can say we need to know by May 6th (or whichever date) because we need to know to plan for this...
 - xi. Howser - Can't leave this to the TLFs we have...we need to pull in other people and departments; it's a huge undertaking
 - xii. Villanueva - We don't have anything to go on with this because it hasn't been decided upon yet. I think the district is obligated to involve the community. Vigil said parents are starting to push back.
 - xiii. Hall - What Robanne mentioned, we just write a letter to send to Vigil and up the ladder...Doing this 5-day school thing with this amount of time for planning, it's not going to be good.
 - xiv. Dinsmore - Adding on to what Mr. Hall was saying, how COVID safe are these activities? We can add this to this letter, we are still in the midst of a global pandemic. There are still aspects of this that haven't been discussed in thorough detail.

- xv. Villanueva - This is under the impression that we are back in school without covid, next year and if you watched the news, you know about the new strains of covid, etc. We know what we know but there's a lot that we don't. How can we weather this as best as possible? Take back to your constituents but don't get too deep in it since the decision hasn't been made.
- xvi. Dinsmore - Feedback on summer bridge program?! The ELT will affect the timing of this.
- xvii. Villanueva - Let myself or Ms. Dinsmore know if you are interested in this.

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: 4:04pm