

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: August 18th, 2021 @ 2:45pm

Location: Library

IC Chair: Derek Villaneuva
Vice Chair: Teddi Toniolli

Total Attendees: 27

Guest Attendees: Elgenia Stark, Shauna Howser

Manzano High School	Instructional Council	Representatives
*Social Studies - Derek Villanueva	Math - Nathan Humpries	Admin - Rachel Vigil, Sanjuan Mendoza, Jason Sanchez, Arvis Vonner
*ELA - Teddi Toniolli	AVID - Teresa Hargis	Counselor - Tanya Martinez
CTE - Heather Gillespie	Science - Edward Wycoff, Kurt Larson	ATF - Kelly Dutro
Fine Arts - Rachel Thompson	ROTC - Tim Kerze	MCL- Caroline Keller
Community Coordinator: Jessica Dinsmore	SPEd - Allison Stepp, Megan Painter	Activities - Jessica Whittet
PE/Athletics - Greg Gonzales	TLF Rep - Robanne Harrison,	Health/IMPAC - TBD
Student - Hannah Ramierz, Brianna Allen, Ashley Patzan, Daniela Vargas	Parent -	

Today's Agenda:

In-person or virtual meeting for IC and staff meetings 5 minutes (2:45-2:50)

- I. I.C. - Are we comfortable being in person or would we prefer online/hybrid
 - A. Larson- this seems fine being in person
 - B. Dinsmore- maybe it depends on what we are talking about that week

- C. Hargis- I like that as well. Especially if we need to add additional meetings
- D. Villanueva- like that and then switch to virtual should something happen.
- E. Dutro- we are assuming it is in person unless stated otherwise
- F. Dinsmore - yes, unless we have additional meetings
- G. Villanueva- we will meet in person unless it is an additional meeting or something happens - consensus

II. Staff meetings

- A. Vigil - We would like our staff meetings to look more professional learning kind of way and maximize the staff meeting time as professional learning times, other info can be through email. The survey at the end of last year for PD in August - there were too many to fit in. Maybe we can use staff meeting time to get the others in. They don't all have to be in person, but some would benefit us if we did.
 - 1. Dutro- I'm a big fan of having things being sent in an email be in an email and have staff meetings be more hands on and pd oriented - it's more efficient.
 - 2. Thompson- also in favor of it - it's a more useful way to spend time. Lets make sure emails are efficient so things don't get lost.
 - 3. Humphries - Florence has been keeping a list of links that get lost in email. Can we have a designated place for these?
 - 4. Keller- there was supposed to be a website of resources, but have seen nothing
 - a) Dinsmore has it and will send it out. Give Dinsmore things that need or want to be added.
 - 5. Villanueva - are staff meetings in person or virtual, IC needs to decide this? Or we can decide to not decide and Vigil decides.
 - a) Hargis - good with Vigil making the decision because there are so many outside factors
 - b) Wyckoff- virtual good for flexibility
 - c) Dutro- can we do the same as with IC meetings? Like if it is regularly scheduled in person and not online?
 - 6. We will have in person meetings unless
 - a) Dutro - could we do a hybrid?
 - (1) Dinsmore - it makes it really complicated to do this. Hybrid is hard and things discussed should be more productive this year, so let's make it easier.
 - (2) Wyckoff - what would make the difference specifically?
 - (a) Stark - if we are looking at data then we can give assistance when needed.
 - (b) Dutro - it wont be a sit and get meeting, and we are encouraging collaboration.
 - (c) Thompson - collaboration is harder online.
 - (d) Sanchez - Group work and if you're online and some are not it makes the strategy more complicated.
 - (e) Wykoff - the past few years its been talking to more, and so the shift is something I don't understand.
 - (f) Vigil- it would benefit all of our students to continue PD throughout the entire school year. Especially when we bring guest speakers in, or have strategies that will help students be successful.
 - (g) Stepp- If we are virtual there are people who aren't as present and participate less.
 - (h) Consensus - standard is in person, if it changes Vigil will let us know.
 - (i) Thompson- emergency meetings should be in person.
- B. Mendoza- we talked about maybe needing to have an emergency staff meeting for ALICE protocol on August 30th and it would be great to be able to go through the training before we have to do the actual drill

1. Consensus for the ALICE protocol training after school on the 30th

C. Villanueva - we would need August 30th and September 13th then?

1. Yes. The 13th is the next staff meeting and we would need the 30th for ALICE.

Review IC protocols 5 minutes (2:50-2:55)

I. Rolls needing to be filled

- A. If you go to our web page you can see our agenda and all of the roles
- B. Chair, co chair, and secretaries (x2)
 1. We need new secretaries because Hargis and Gillespie's terms are up and they do not wish to continue with it. **Two secretaries would be preferred.**
 2. We will be meeting here in the library.
 3. Two year terms for chair and co- chair
 4. Notes are uploaded to web page and sent out to staff
- C. It is the job of the IC rep to disseminate information to their constituents
- D. IC uses consensus to make decisions
- E. We have student reps and we need a parent rep - Mendoza will ask if Duggar is still interested.
- F. Remember we can always have trainings on consensus and for IC

Announcements during Monarch Pride (2:55-3:00)

- I. On C days announcements are held during the 3rd, but time is not added to accommodate this. Can we move announcements to advisory.
 - A. Vigil - do we need announcements on Monday's. It's only 30 minutes and we need that time.
 - B. Student rep- we should do announcements on Monday's because that's how we get information for the entire week. It gives us more in advisory to do.
 - C. Gonzo- we cannot hear announcements in PE - Monday would be great for us because we have students in a classroom. Kids who have PE during other days, we cannot hear them. We have TV's that are up, can we scroll announcements on tv's? So kids in PE can get them every day?
 - D. Dinsmore- It is inequitable for PE kids, and we need to address this. Why don't we move them period for Monday?
 1. Different period?
 2. Villanueva- move them to lunch?
 - E. Keller- Can we put a cap on how long they can be?
 - F. Student Rep- we have an announcement committee that could create a video that scrolls on the tvs in the gym
 - G. Hargis- could we just create a video or link to post for students to look at on Mondays?
 - H. Dutro - yea and then our announcements could be where to access the announcements
 - I. Student Rep- just for Monday's or everyday?
 1. Just Monday's
 - J. Hargis - Is there a place for all the announcements to be hosted for students?
 - K. Dinsmore- what is another way we can output announcements that you all will actually pay attention to? What's the best way to communicate with you all? What platform would be more efficient?
 1. Student Rep- Youtube would be good, but we can't do it every day. Instagram would also work.
 - L. Hughart- Not married to it... but if we do want just traditional announcements, can we rotate the period that announcements happen all the time?
 1. More time is allocated for block days schedule for announcements.
 - M. Stark - if we do the videos for Monday's that's fine, but we do need to have it on other days for celebrations - and we want to include these for datawise and ews.
 - N. Vonner- Can we change the schedule and take a minute off each class on Mondays?
 1. We could do it, that would give us 7 minutes.
 2. Vigil- it's up to IC, but we could change the schedule.

O. Keller- If we put this information onto those social media platforms then we would make them more meaningful

P. Villanueva - keep the schedule as it is and go to constituents and talk it out.

1. Shave a minute off each class and add it to the advisory to account for announcements?

2. Have people come up with other ideas! Bring it back to the next IC.

Remote Instruction/Instruction while students are in quarantine 15 minutes (3:00-3:15)

- I. Vigil - we know we will be experiencing positive cases on our campus, and it involves close contacts as well. So if they have to be out of school for 10 days how does it affect attendance data and how do we support our students in quarantine? Initially we thought if you got four cases then we wouldn't shut down, but yesterday Elder said we should have a plan in place in case we do have to go remote.
- II. Hargis- random question: is QT in Synergy "quarantine"?
 - A. Dinsmore - It might be. It would be great, so it wouldn't hold attendance against kids in quarantine.
 - B. It is.
- III. Painter- if it's not our classrooms being directly affected, then can we come in if we go remote? Can teachers still be in their room?
 - A. Vigil - I would imagine they could.
- IV. Wykcoff- what triggers a shutdown
 - A. Vigil- not entirely sure yet, but I imagine it is the magnitude of cases. Further guidance will be forthcoming.
- V. Stark - so we just need things in Google Classroom to be prepared to go remote at any time?
- VI. Dinsmore - maybe we need to push the Google classroom thing to provide equity for students.
- VII. Stark - maybe just have a library of "stuff" in Google Classroom like emergency sub plans
- VIII. Larson- I think a lot of us already have this - it is a good resources for students
- IX. Painter - It might be easier to stick to the bell schedule from last year as our backup
- X. Villanueva - this is just a big picture. We need to be prepared if this happens
- XI. Hargis - we are making a contingency plan. We are not telling teachers they HAVE to use Google Classroom all the time. We are telling them they need to have a Google Classroom just in case.
- XII. Dutro- having teachers have a way to communicate with students and have an established way to get communication and workload has to be mandatory. Maybe as long as teachers have a way to communicate with students outside of school or do we mandate everyone has a GC and be more specific?
- XIII. Stark - Belen is shut down until the 1st - we need a classroom with stuff for them to do.
- XIV. Villanueva- we are a G Suite district. Teachers should have a GC with students enrolled, in case of ____.
- XV. Thompson - put a minimum standard of "you must have a way to communicate with your classes outside of school both synchronously and asynchronously"
- XVI. Stepp - We should say - we are strongly suggesting you do this - because we can't keep trying to track down kids that have a lot going on.
- XVII. Dinsmore - talking to constituents - talking to students about this is also important. Letting them know that we have a plan.
- XVIII. Stark- I think it's important that we are all on one platform for the sake of consistency.
- XIX. Student Rep- agree because when we first started, some teachers had a different way of doing this and since some students didn't know where they were meeting or what was expected of them. It's like when students have one binder for every class, it just gets confusing. There should just be one binder, and that one binder should be Google Classroom
- XX. Sanchez - some teachers used Google and some Canvas - and he got a lot of phone calls from parents regarding the confusion
- XXI. Hargis- we are a Google district and students are telling us what they need - and it is consistent - then we should listen.
- XXII. Toniolli- Saying use GC to meet with your students does not breach on autonomy -it doesnt tell them how to teach, it's just the space.
- XXIII. Dutro- yes so GC is like the Google Classroom they go to, but they can link to another places.

XIV. Student Rep- Teachers have been giving the option to do it in person or online and likes this. This gives a sense of relief.

XV. Villanueva - Consensus that GC is the primary platform and should have a shell for each period and students enrolled. Teachers should be communicating with students.

A. If you have students in QT and you want them to join in on a meet, you can, but it is not required to teach both in person and online. This is your call.

Instructional days during shortened weeks 15 minutes (3:15-3:30)

I. Order of days for the fall semester

A. Week of Labor Day - BABA?

1. Keller - with the initiatives of monarch pride moving forward we need to keep advisory every week. If we are going to make it important we need to stress its importance.
2. Stepp - we do have teachers that teach at other schools and this could mess this up.
3. Villanueva - what is the plan for balancing this out?
4. Dutro- in the Finish the job training we had talked about CCBA.
5. Dinsmore- we do have to account for the majority and not the minority because we are pushing this initiative .
6. Sanchez- who covers this?
7. Dutro - how many teachers are impacted by this?
8. Vigil- if we communicate it now than anyone with a split schedule we can work with them to plan accordingly
9. Painter - this affects district programs as well
10. Larson- does this mean two C days?
11. Wykoff - we lose instructional time in this, and lots and lots of more contacts.
12. Stark - we are trying to build relationships with students through advisories.
13. Wykoff - even if we don't see them we have other times to see them
14. Hargis - You can't build relationships with advisory students when you don't see them
15. Keller - last year there we weeks that could go by without seeing students
16. Humphries - how would this kind of schedule affect CEC students
 - a) Vigil - we can individually accommodate students who have to leave early
17. Dutro - if we are having conferences in the fall and there's a chance we will do them with advisory kids - it raises the need to have as much interaction with the kids.
18. Stepp - We need to have an Advisory in November leading up to conferences. However, we will already have had 12 meetings with them before November.
19. Hargis - We need to look at the reasons to make this more impactful and meaningful because if we want to commit to a culture change at the school, we need to commit to that change.
20. Student Reps- having advisory is a way to motivate us for school- it can be a little boost - we have a way to communicate with advisory about questions I have and work through difficulties. Feels like it is important, but if we miss a couple of days it can be okay as long as teachers are communicating with us.
21. Student Rep 2- it's like having another counselor - it helps to be able to check in with them regularly.

B. September dates

1. possibilities for the 7th-10th
 - a) BABA is our schedule
 - b) CCBA
 - c) CABC

C. October dates

1. Possibilities for 4th-6th (No 7th and 8th - Thursday and Friday)
 - a) CBA is our schedule

D. November dates

1. Possibilities for 1st-5th (no 2nd Tuesday)

a) BABA - Monday B, Wednesday A, Thursday B, Friday A

2. Possibilities for the 8th-12th (no 11th Thursday)

a) CBAC - Monday C, Tuesday B, Wednesday A, Friday C

Open House 15 minutes (3:30-3:45)

I. Begin thinking about Parent/Teacher Conferences (November 22 & 23)

- A. Vigil - principal meeting said we can decide to do an open house in person (with COVID safe practices) or virtually (like we did last year). Do we want to use something we have done in the past or do something completely new?
1. Vigil - we could do a schedule where parents go through their students' classes or where parents do a tour of the school. Teachers/departments/subjects talk generally about their classes and parents get to see the other opportunities at the school like electives, clubs, etc...
 - a) Tentative date of September 15th
 - b) Stark- we also want the parents to participate in the Hopes wall
 - c) Dutro - one of the things with open houses is the ones who show up are the ones who don't need to and vice versa. So one of our goals should be to identify why the parents who need to be there aren't. Then find ways to increase attendance by those parents. We need to encourage a higher participation rate.
 - d) Stark - as a parent who hated them - I think a family night idea is a better idea than rotating the schedule. It also makes it more equitable to meet the teachers. It also makes it more relaxed.
 - e) Parent Night - we can also have senate make a whole bunch of posters because our lower classmen need to learn to help with this
 - f) Wykoff- we've had low attendance - it would be nice to do virtual open house
 - (1) Student rep- parents don't like to go virtual open house (or virtual anything)
 - (2) Larson- Are you envisioning we have stations for each department?
 - (a) Vigil- yes
 - (3) Larson - it would be cool to do cool demonstrations, but parents mess up the schedule
 - (4) Vigil - yes more like a showcase
 - (5) Villanueva - it would be an opportunity to show the Student Health services and our community school opportunities
 - (6) Hargis - Hate open house bell schedule. Let's go back to our departments and talk about what we can each showcase for this.
 - (7) Dutro- really likes this idea - thinks it a nice way to reframe it.
 - (8) Student rep- we did something like this with activities rush and parents really enjoyed it
 - (9) Stark - yes, let's make us more approachable.
 - g) Open house will be outdoors and in person. Pending state allowances.
 - (1) Go back to constituents and discuss what we will showcase, and pick a rep for each task force and send it to Vigil.
 - (2)

We are on the first and the third Wednesday of each month.

The Next IC Meeting will be held September 1st

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: 4:25pm