

Manzano High School Instructional Council Meeting Notes

Time & Date: August 26, 2:45-4:00 pm

Location: Telecommute Conference

IC Chair: Derek Villaneuva

VP Chair: Teddi Toniolli

Total Attendees at today's meeting: 28

Today's Guest Attendees: Dottie Rush-Hounshell, Yvonne Reneau, Shauna Hoswer, Matt Espinosa, Harvey Carruthers, Anthony Strickland, Jason Sanchez, SanJuan Mendoza

MHS IC Representatives

<i>Social Studies - Derek Villanueva</i>	<i>Math - Dan Hall</i>	<i>Admin - Rachel Vigil</i>
<i>ELA - Teddi Toniolli</i>	<i>*AVID - Andy Houser (in place of Teresa Hargis today)</i>	<i>Counselor - Jamie Anderson</i>
<i>*CTE - Heather Gillespie</i>	<i>Science: Laura Llanes</i>	<i>ATF - Kelly Dutro</i>
<i>Fine Arts - Daniel Cummings</i>	<i>Health/IMPAC -</i>	<i>Student - SBO Ethan Reed</i>
<i>SpEd - Megan Painter</i>	<i>PE/Athletics -Phil Martinez</i>	<i>Parent -</i>
<i>Community Coordinator: Jessica Dinsmore</i>	<i>MCL - Caroline Keller</i>	<i>Activities - Jessica Carr</i>
<i>90-Day Committee-</i>	<i>ROTC - Tim Kerze</i>	<i>TLF Rep - Wynnell Lebsack, Robanne Harrison, Denise Duran</i>
<i>Community Coordinator: Jessica Dinsmore</i>		

Guest Attendees:

- I. Review IC Protocols
 1. Amendments to be made:
 - a. Facilitator Derek Villanueva
 - b. VP Teddi Toniolli
 - c. Wording for sending out IC notes; let your departments know that questions and comments need to be addressed by Department Chair and/or email VP and Facilitator
 - d. Agenda topics to be added to meeting; check IC classroom for new place to post those
 - e. Do we need to use the Census Spreadsheet?
 - i. We will continue to highlight consensus in the notes
 - ii. If you'd like to amend this, submit to add it to the agenda
- II. Kevin Dill
 - A. When to have him come for PD; we'd still like to get him here
 - B. Teachers have expressed that the presentation is not necessarily needed at this point in time, with online learning taking place
 1. Planning to have Kevin Dill come to our January 21 PD

III. Monday PDs

- A. Villanueva - Who should organize this? TLFs?
 - 1. Vigil - Those doing the Harvard training; get together and discuss so you can facilitate for your staff here
- B. Keller- Synergy PDs
- C. Dutro-Regular ongoing teaching practices/best practices in an online setting. Some teachers could lead PDs on best practices that they are great at
- D. Committee formed:
 - 1. Jessica Dinsmore
 - 2. Jessica Carr
 - 3. Denise Chavez-Duran (the TLF who was interested in forming PDs)
 - 4. Espinosa
- E. Do we need to discuss this further? Other PD ideas..
 - 1. Painter - UDL training - Universal design learning
- F. Dinsmore - Are these PDs every single Monday or just every once in awhile?
- G. Toniolli - Will these PDs take place during collab or Learning labs?
- H. Vigil-- Mondays are designed for collab and Pds and IEPs. Collab time is a decent chunk of time to be conducive to the PD we want to offer. The Army would like to come out and do some trainings. The counselors are going to have to supply some trainings as well, for kiddos
 - 1. Anderson - Counselors are brainstorming ideas; September trainings for students to come
 - 2. Painter - SPED meetings/trainings on Mondays?
 - a) Vigil gave info on special ed students returning to school before January
 - 3. Dinsmore -Record videos so anyone can access them if they miss it
 - 4. Dutro - Every other Monday? Some Mondays for Learning Labs, some for PDs, time for teachers to meet with their students, etc. Every other Monday would be great

IV. Online Resources to purchase (Nearpod, Edpuzzle, Kami, etc.)

- A. Vigil - Interest in purchasing some digital tools or support systems (\$3500-\$4500 cost). Discussions on Nearpod and Edpuzzle-are they the same? Do they do the same things? What do we want to order?
- B. Keller- used Nearpod in Spring; gradebook doesn't transfer well; nearpod gives more options
- C. Cummings - Reading program for SPED?
 - 1. Vigil - We will be purchasing this. It's not just for SPED, it's for all. Are these the ones we feel, as a staff, to purchase.
- D. Dutro - Curious what Nearpod offers that EdPuzzle doesn't? Formative assessment built in to program of EdPuzzle. Does Nearpod have that?
- E. Houshnel-Rush - Nearpod, Health department has been using; organizes everything in one place; an add-on to google slides
- F. Villanueva - How to decide this? We need time for teachers to learn these resources
- G. Vigil - Time frame is sooner the better so teachers can plan on using them
- H. Sanchez - Other resources out there that are available? Other departments may need other stuff. Math, like Inspire, should have something put out
- I. Vigil - Kami was another popular resource; we can buy 2 or all 3 but if Nearpod and Edpuzzle are similar then just pick one or the other.
- J. Llanes - Nearpod provides reports and allows you to pre-record yourself on it
- K. Painter- beneficial program for \$180 called News2You. You can change text; all can use same license; great resource
- L. Villanueva - How to decide which resources to purchase?

CONSENSUS MADE: Nearpod, Kami, & News2You will be purchased as resources for MHS

V. School Communication

- A. Villanueva- Complicated topic; Diff parents and teachers have come to me about various issues of communication. Communication is out there, but it's out there somewhere..don't exactly know where it is or how to find it; very frustrating. Parents and some staff members said that the plan wasn't clear to return to

school (need to keep this in mind for going into hybrid). The amount of time I spend on communication is HUGE--it has ballooned..lots of emails and communication. Parents are frustrated, especially when teachers choose not to reply to their emails.

1. Respond within 24 hours during school week
 2. Respond within 48 hours on weekends
 3. Parameters needed for communication
- B. Vigil - We welcome the feedback; we want to hear what you as teachers and staff members are hearing in communications. Lots of questions, lots of resources out there. People having different variations of what they think something means. How do you want to advise us on making sure we have better lines of communication?
- C. Kerze - We could benefit from better use of our MHS website. It's kinda clunky and we could do somethings there; I know it's extremely hard to manage a website, like a school site; maybe have diff people running various parts
- D. Vigil - Website is transitioning to Jessica Carr because Stacye S. is now a teacher (very exciting). The computer tech position- district policy - when the position is vacated, you can no longer hire that position on campus. We would have a zone rep in whichever zone we are in. We all have to rely on technology; asking IC to open up position for computer tech at MHS, especially because of pandemic and online learning
- E. Carr- send emails; let me know what you need; I am on a learning curb and getting it
1. Kerze - this is a full time job; it's so complicated and Carr helps with so much already
- F. Vigil - No way to avoid the cancellation of distribution day; now it's by appointment. I don't know what to do about people not coming to get their devices
- G. Strickland - IC had decided (4 years ago) to respond to emails/messages within 48 hours.
- H. Chavez-Duran - Emergency Boot Camp for teachers who have so much and are overwhelmed
- I. Vigil - Finding the balance of communication; don't want to robocall the parents to death; don't want to scare parents away from communication; I will make sure teachers are getting the same info as parents.
- J. Llanes - Since Stacye is not Tech, who do we reach out to?
1. Vigil - Stacye is still doing tech; you can reach out to her for now. Send students with broken charges, etc. to Stacye
- K. Vigil - Yesterday was make-up distribution; we were finding that several kids were coming through with no technology. They had already been through the distribution and their teacher told them to go through again for more books. Teachers need to reach out to Carrie Eaton to set this up. Gonna hold a little distribution for BIO kids to get textbooks, per Mr. Duran; teachers will have to set this up.
- L. Villanueva - Eaton sent out a link for students to fill out a form and schedule a time to get that book from Ms. Eaton

VI. Miscellaneous:

- A. Strickland - Is a new TLF position open since Porrás is gone?
1. Dutro is getting info on it for us and will let us know
 - a) Chavez-Duran has turned to Leclerc and Keller for some of their best practices
- B. Sanchez Long term subs
1. Timothy Gutierrez (Chris Tapia); in Special Education
 2. Rashawn Isaac (Marshall)
 3. Elaine Smiel (for Porrás)
 4. Yanna Arnot (Sarinanas)

Next meeting is September 9 @ 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.