

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: September 1, 2021 @ 2:45pm

Location: Library

IC Chair: Derek Villaneuva

Total Attendees: 21

Vice Chair: Teddi Toniolli

Guest Attendees: Zachary Blossom

Manzano High School	Instructional Council	Representatives
*Social Studies - Derek Villanueva	Math - Nathan Humpries	Admin - Rachel Vigil, Sanjuan Mendoza, Jason Sanchez, Shauna Houser
Fine Arts - Rachel Thompson	SPEd - Allison Stepp, Megan Painter	ATF - Kelly Dutro
Community Coordinator: Jessica Dinsmore	TLF Rep - Robanne Harrison,	MCL- Caroline Keller Martha Ambrey
PE/Athletics - Bradford Gaschler	EWS- Jeanie Stark	Activities - Jessica Whittet (Carr)
Students- Hannah Ramirez Brianna Allen, Ashley Patzan, Daniela Vargas		Health/IMPAC - TBD

Today's Agenda:

I. Open House

- A. Committee needs to form with 1 representative from each department (MCL / Social studies already have reps.)
 1. Decide on a demonstration for each dept. (example lab demo for science)
 - a. Special Ed won't have a booth (it's absorbed into content areas)
 2. Meet either during lunch or after school with paid comp.time)
 3. Committee will determine details of the event
 - a. Teachers will be called back to their classrooms for the door judging event either the first or last 15-30 minutes of the Open House

b. A plan in case of rain will be determined

B. Open House will take place on Wednesday, September 15 from 6pm - 8pm

1. The event is mandatory (non-negotiable) for all teachers
 - a. If a teacher is unable to attend, they must speak personally with Dr. Vigil

II. Usage of J-20 Student Center vs. MSC

A. J-20 is a multi-purpose safe place for students to go to during an off period and not a place to go when ditching class. It is a privilege.

B. J-20 can be used by teachers who want to use the space for a class

1. Email Jessica Whittet to request the space
 - a. Suggestion that a form similar to the one for signing out labs be created
2. If furniture is moved, restore it to its original position
3. No food or drink allowed

C. Future goal is for a mindfulness center to be created and staffed with trained individuals

1. For students who need a few minutes to cool down

D. MSC is to be used for students who violate school and /or classroom norms

1. Students will be referred here after having been referred to admin for disciplinary measures

III. Monarch Pride (advisory)

A. Takes place on Mondays (or C day) includes the pledge (which is every day)

B. There are options on announcements

1. Announcements can be limited to 2 minutes during advisory
 - a. Mr. Mendoza and his students can do them
 - b. Jessica Whittet can also do them
 - c. Students can be directed to website for most announcements with a link from the live feed on webpage shared on Twitter and Instagram

2. Advisory can be lengthened by 7 minutes in order to accommodate the announcements. Each class would have 1 minute shaved off and added onto Monarch Pride.

- a. We can do a trial run of one month to see how it goes (bells changed)

IV. Emergency Sub Plans

A. Need to be submitted ASAP

B. Each department should come up with generic lessons by grade level

1. Each teacher is required to have 1 day emergency lesson plans (can be from dept. plans)
 - a. 5 days of plans are suggested
 - b. Social emotional / restorative justice plans can be included

2. A sub folder should be created with emergency procedures, class lists, seating charts, directions on joining all school remind

V. Supporting ELL students

A. Currently students are being underserved (Yazzie Martinez)

1. Conditions for students lacking literacy skills, basic vocabulary need to be addressed
 - a. ELL students in with 30 plus others and they are lost and don't get anything from the class
 - b. Should teachers attend to other 30 plus students and let these students fail?
 - c. Some students lack basic literacy skills (don't know how to hold a pen)
 - d. Most students have no experience with computers
 - e. Students do not have basic vocabulary and can't understand content
 - f. Equitable conditions do not exist for these students and they are not getting a good education

2. Highland High School has a Newcomers' program with small class sizes that shelters these kids until they are sufficiently proficient in English to be mainstreamed

- a. Manzano teachers should connect with other schools, observe their programs and implement strategies and structures to support equity for these students

We are on the first and the third Wednesday of each month. However due to Open House....

The Next IC Meeting will be held September 22nd

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: 4:05 pm.