

**Manzano High School Instructional Council**

Meeting Notes for:

**Time & Date:** September 22, 2021 @ 2:45pm

**Location:** Library

**IC Chair:** Derek Villaneuva

**Total Attendees:** 25

<b>Manzano High School</b>	<b>Instructional Council</b>	<b>Representatives</b>
<i>*Social Studies - Derek Villanueva</i>	<i>Math - Nathan Humpries</i>	<i>Admin - Rachel Vigil, Arvis Vonner, Sanjuan Mendoza, Jason Sanchez, Shauna Houser. Elizabeteth Hughart</i>
<i>Fine Arts - Rachel Thompson</i>	<i>SPEd - Megan Painter</i>	<i>ATF - Kelly Dutro</i>
<i>Community Coordinator: Jessica Dinsmore</i>	<i>TLF Rep - Robanne Harrison,</i>	<i>MCL- Caroline Keller Martha Ambrey</i>
<i>Counseling: Jamie Anderson</i>	<i>EWS- Jeanie Stark</i>	<i>Activities - Jessica Whittet (Carr)</i>
<i>Students- Hannah Granados-Ramirez ,Brianna Allen, Ashley Patzan, Daniela Vargas</i>	<i>English- Lena Stanley</i>	<i>Health/IMPAC - TBD</i>
	<i>AVID- Teresa Hargis</i>	
	<i>Science- Kurt Larson</i>	

1. Roll Call 6 min. (2:45-2:51)
2. Sped reps (Crosscat and District), 6 min (2:51-2:57)

**Kelly Dutro:** Proposes 2 representatives for the Special Ed department : 1 crosscat and 1 district program representative. Special Ed is the largest department and should have more of an equal voice on IC. Also there is no common collab period for Special Ed teachers and a second rep would lead to better communication among department members. A second election should be held to elect a crosscat representative.

**Megan Painter:** Agrees that Special Ed would benefit from a second representative who has different areas of expertise. Megan will reach out to teachers who are a good fit.

The motion was brought to a vote and unanimously agreed upon. A second election will be held to elect a crosscat rep in the Special Ed department.

3. PSAT sophomore schedule Wednesday October 13, 10 min. (2:57-3:07)

**Kelly Dutro:** There is a concern for instructional equity during that week. Since Wednesday is testing day, it is important to create a schedule that gives all kids equal access to education and equal class time throughout this week.

**Dr. Vigil:** APS will provide a uniform schedule for all schools to follow on Wednesday October 13. Details to follow.

**Derek:** Since the schedule for Wednesday October 13 is to be determined by APS, Manzano can ensure instructional equity by implementing the following structure. When IC meets on Wednesday October 6, the PSAT testing day schedule will be clarified.

Monday 10/11/21	A day
Tuesday 10/12/21	B day
Wednesday 10/13/21	PSAT testing
Thursday 10/14/21	B day
Friday 10/15/21	A day

4. 1-hour lunch for Homecoming proposal (Carr) 16 min (3:07-3:23)
  - a. 1st- 7:25-8:16
  - b. snack break: 8:16-8:21
  - c. 8:27-10:05

- d. 10:11-11:49
- e. 11:50-12:50 lunch
- f. 12:55-2:25

**Jessica Whittet (Carr):** Proposes having the Homecoming Coronation Ceremony during extended lunch period

On Thursday October 14. Under the long assembly schedule, the assembly would take place between 9:54 and 10:59. Having the assembly during an hour lunch period would save a half an hour of instruction time. The ceremony will not be as quiet as in times past since kids are eating lunch but these are unusual circumstances. Teachers will escort the Court candidates.

**Kelly Dutro:** Proposes having the assembly after the PSAT test.

**Dr. Vigil:** Kids need to be in the moment and focus on the test that Wednesday

**Kelly Dutro:** Teachers can volunteer 30 minutes of time to supervise kids during the Coronation assembly (lunch).

**Derek Villanueva:** Teachers will need to do a better job than they did at the last assembly. All hands need to be on board with everyone doing their part. There should be a document on which teachers see where their designated spot is during the assembly.

**Vigil:** Staff get a 30 minute duty free lunch and the other 30 minutes will supervise.

Parameters will be blocked off (including securing the West Lot) and security and staff will be positioned in strategic spots. Seniors will still be allowed to leave campus. Other students who need to leave will need a pass through the office.

#### 5. COVID protocols and sub assignments 40 min (3:24-4:04)

**Derek Villanueva:** The next topic on the agenda is Covid protocols beginning with the practice of freezing grades for kids in QT (quarantine).

**Jason Sanchez:** Suggest that if kids have been in QT before grades come out and have missed assignments, a teacher can freeze their grade so that it reflects the grade they had at the time they went out and then start anew with the new grading period. When marking an "I" for incomplete, that grade needs to be changed within 10 days. Freezing or an opportunity to make up work - giving kids the same number of days as they were absent to hand in assignments- is necessary to avoid unfair treatment of students.

**General Discussion on student responsibilities:** Concerns brought up included the fact that some kids are not sick but do not bother to communicate with teachers or check GC (Google Classroom). They are then behind and simultaneously trying to keep up with new material and catch up with the old material. The need to be held accountable for doing work posted on GC and communicating with teachers. This avoids putting them in a situation (when they come back) that may feel undoable and avoids teachers getting gobs of makeup work all at once.

**General Discussion on teacher responsibilities:** Participants propose enforcing guidelines for teachers. All teachers should have a Google Classroom that can be followed by students who are

absent (excused, QT, unexcused, and suspended). The directions should be explicit with materials attached. Grades should be updated at least every 1 to 2 weeks so that kids and parents are aware of their progress. It's suggested that a teacher's evaluator have access to their Google Classroom.

**Dr Vigil:** Recognizes concerns. Proposes a Google Form to be sent out on which teachers provide a code for their Google Classrooms and that there could be a follow-up with teachers that don't have GC. Also states that communication needs to be in place. Teachers should respond to requests for work sent home within 24 hours.

**Kelly Dutro:** Proposes that teachers provide all lessons to kids and parents via email or GC and communicate to parents and kids that they are required to keep up with school work during QT unless they have Covid. Teachers need to articulate expectations.

**Derek Villanueva:** Reminds others that there are certain rules that can't be set/ mandated (related to GC and frequency of updating grades) by admin but that certain areas could fall under the helm of a teacher's direct supervisor. Derek states the need to continue this discussion in 5 weeks. Derek changes the topic to sub assignments.

There have been issues with sub assignments not being delivered to subs. Teachers should have a buddy teacher to make sure that sub plans are available to students and subs.

**Jessica Dinsmore:** Proposes the creation of a general Google account for subs to consult that would have all sub plans on it. Subs could get the key, a computer (with a user name and access code) as part of regular protocol.

**Dr. Vigil:** The secretary has access to Smart Find which has the sub plans. Problems arise when teachers don't call in before the 6:30 deadline.

**Jason Sanchez:** Adds that there is a sub shortage and that some classes are combined and subs may not get to their assigned area until the last minute.

**Dr. Vigil:** Brings up the topic of departmental emergency sub plan procedures.

**Derek Villanueva:** No official decision has been made with regards to departmental sub plans. If departments want to make them, they can do so without restriction. They can not be required to do so.

**Dr Vigil:** Will put info on this topic in her next newsletter.

**Rachel Thompson:** Suggest departments create a folder in Google Drive. Suggestion is made that subs be instructed to tell all kids to “Check Google Classroom” as part of standard procedure.

**Derek Villanueva:** Adjourns the meeting at 4:04

Meeting ended at: 4:04 pm.