

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: November 17, 2021 @ 2:45pm

Location: Library

IC Chair: Derek Villaneuva

Total Attendees: 21

Manzano High School	Instructional Council	Representatives
<i>*Social Studies - Derek Villanueva</i>	<i>Math - Nathan Humpries Anthony Strickland</i>	<i>Admin - Rachel Vigil, Arvis Vonner, Sanjuan Mendoza, Jason Sanchez, Shauna Houser.</i>
<i>Fine Arts - Rachel Thompson</i>	<i>SPEd - Megan Painter</i>	<i>AVID- Teresa Hargis</i>
<i>Community Coordinator: Jessica Dinsmore</i>	<i>Science- Kurt Larson</i>	<i>MCL- Caroline Keller Martha Ambrey</i>
<i>Counseling: Nicole Evans</i>	<i>EWS- Jeanie Stark</i>	<i>AVID- Teresa Hargis</i>
<i>PE- Gregg Gonzales</i>	<i>English- Teddi Toniolli</i>	

1. Finals Week (2:47-2:55) Finals week is December 13-17.

Rachel Thompson - Is concerned that the current exam schedule (C,B, A, B, A) is not equitable. It is not fair for students who have to take exams all day and by the final period of the day they are exhausted and can't do their best work. Also, there is no day for make-up finals for students who miss.

Anthony Strickland - Also has concerns about equity and proposes a schedule switch (switch Monday and Friday) so that there's a make-up day after finals and before break. Also would rather have a set time to grade finals and would rather design curriculum upon return from break.

Derek- **Grades are due Wednesday January 5th.**

Caroline Keller- Could there be a study hall first period (?) since student focus is much better by second period and tardies would be less of a hindrance.

Dr. Vigil- Not opposed to Friday as the C day / make-up day. Attendance would be mandatory for all students.

Derek Villanueva- Proposes a switch in schedule during exam week 12-13 to 12-17: A,B, A, B, C. Recommends Monday and Tuesday as review days and Wednesday and Thursday as exam days. Friday is mandatory attendance but also make-up exam day.

2. Instructional Garden/ Outdoor Space (2:55-3:01)

Rachel Thompson- Several studies have shown that the environment has a large impact on mental health and behavior. With the addition of the chain-link fences and metal doors, the school does not look inviting. Bringing nature to the campus would create a more peaceful environment and positively impact mental outlook and behavior. She proposes a natural space/ garden in front of the gym and adding trees along the dirt and gravel strips.

Arvis Vonner- There has been a request from the district to use this space as a parking lot for overflow. But he would forward a proposal for change to the district but is not hopeful. He recommends alternative areas for gardens: east of the Activities Building, south of the Science Wing, and/or east of the portables. These would be small gardens.

Dr. Vigil - Outdoor learning spaces are currently best practice and the overflow parking lot in front of the gym is scheduled for 10 years down the road and in the meantime the space could be used as an instructional garden/ green space.

Theresa Hargis- Proposes a site team of 5 people to plan.

Dr. Vigil- APS had granted schools funds for outdoor spaces/ instructional gardens.

Derek Villanueva - Proposes an "Adopt a Planter" program similar to an "Adopt a Highway" program to help with funding and buy-in.

Jessica Dinsmore - Suggests wood shop could get involved by building raised garden bed planters.

Sanjuan Mendoza - Suggests Amanda Garcia and Zachary Bloom might be interested as well as Lydia Garcia, the transition liaison. The district Special Ed has a huge patio.

3. Behavior Protocols (3:01-3:11)

Derek Villanueva- Reminder that bathroom passes are not to be issued the first or last 15 minutes of the class period. In addition, students should leave their cell phones with the teacher before leaving the classroom.

Jason Sanchez- Color coded hall passes (different color for each building) have been printed on cardstock but are waiting to be laminated (supply shortage). They will be laminated and distributed shortly.

Sanjuan Mendoza- There are 5 tardy sweeps planned. There will be one tomorrow after lunch. Mr. Marquez is dealing with consequences for excessive tardies. There will be (in this order) lunch detentions, after school detentions and Saturday detentions starting in January.

Theresa Hargis - Some teachers are letting students out 7 or so minutes before Lunch.

Sanjuan Mendoza- They will be doing hall sweeps at the end of the period and asking kids, "What class are you supposed to be in?"

Rachel Thomson - Doesn't let kids out early but notes that lunch lines are very long and kids sometimes wait 20 minutes This is because the cafeteria is understaffed.

Dr Vigil - Confirms there are cafeteria staff shortages districtwide.

Jason Sanchez- Proposes that community volunteers be brought in to facilitate flow.

Dr. Vigil - There is a new cafeteria master and Ms. Garcia will have ideas on how to keep the lines moving.

Allison Stepp- Notes that in the morning lines build up because workers have to manually put in student ID's since some students don't have a scannable barcode on their ID.

Jessica Dinsmore - Wonders if students could volunteer (for community service credits for example) and help keep the lines moving.

Toni Toniolli- Suggests that students have the Student View App downloaded on their phone if they don't have a barcode on their ID.

Dr. Vigil -The school will make an announcement to students and lunch room staff that students should have their phone ready to go (with the app loaded) if they don't have a barcode on their ID.

4. Fine Arts Assembly and closing comments (3:11- 3:21)

The Fine Arts Assembly will take place 2nd period on Thursday December 2nd. The [assembly schedule](#) will be followed.

Rachel Thompson- Fine Arts will showcase their personnel, Fine Arts department offerings, student work and related educational content. Students will be more aware of what the department offers and be encouraged to find their niche. Teachers will stream the video during the assembly time 10:02 -10:47. Teachers not able to do this (due to lack of technology in classroom) should contact Rachel Thompson, Jessica Dismore (J-20 might offer a solution) or Dr. Vigil. Because of distribution rights on You-Tube, only a limited number of students will be able to stream on their own devices. So teachers should be prepared to show it to their class.

Closing comments:

Allison Stepp- Harvey Carreathers needs advanced notification of any schedule changes since this effects IEP invites and scheduling.

Derek Villanueva- Next Wednesday December 1st there will be discussions and planning for next semester's schedule.

Jessica Dinsmore - Coming soon will be an editable Google calendar sign-up for J-20. Mark Ramirez has created a calendar sign-up similar to the one used to sign a class up for a computer lab.

Toni Toniolli - The calendars are viewable but teachers can't write on them to schedule classes .

Shauna Houser - Don't put referrals into Synergy. Email a dean or use the Behavior Referral Form on the [Manzano website](#).

Derek Villanueva - Next IC meeting is on December 1st. No meeting needed on December 15th (as confirmed by admin.)