

Manzano High School Instructional Council

Meeting Notes for:

Time & Date: *October 6th 2021 @ 2:45pm*

Location: *Library*

IC Chair: Derek Villaneuva

Total Attendees: 25

Guests:

<i>Manzano High School</i>	<i>Instructional Council</i>	<i>Representatives</i>
<i>*Social Studies -</i>	<i>Math - Nathan Humpries</i>	<i>Admin - Jason Sanchez, Rachel Vigil, Arvis Vonner</i>
<i>Fine Arts -</i>	<i>SPEd - Megan Painter</i>	<i>ATF - Kelly Dutro</i>
<i>Community Coordinator:</i>	<i>TLF Rep -</i>	<i>MCL- Caroline Keller</i>
<i>Counseling: Nicole Evans</i>	<i>EWS- Jeanie Stark</i>	
<i>Students-</i>	<i>English- Lena Stanley</i>	
	<i>AVID- Teresa Hargis</i>	
	<i>Science- Kurt Larson and Laura Llanes, Edward Wycoff</i>	

1. Clarification regarding PSAT schedule and staff requirements

- a. Vigil - What has been communicated is that the district has a full release day for everybody except the students that are taking the PSAT exam.
 - i. Is it an asynchronous day? No - if you are a 9,11, or 12 you get the day off.
 - ii. For proctoring it is still a work day. Coach Johnston is still making some modifications to the schedule, but ALL hands are needed on deck for proctoring. There is a schedule that has been sent out. Two people per testing room.
- b. Painter- so our special ed kids don't come that day?
 - i. Vigil - reached out to Stephanie Fashiatelli (sp) asking about this. Her response was whatever is happening with Gen ed is happening with special ed. So the district program also has the day off.
 - ii. Painter - if they show up anyway?
 - iii. Vigil - we sent out communication today letting parents know it is a non school day, would suggest communicating with students clarifying this.
- c. Vigil - bus transportation will run the normal day for our 10th grade kids.
- d. Toniolli - what about the release notes for kids?
 - i. Vigil - we let parents know that sophomores can go home at the conclusion of the test, so we need parents to send a note to let us know if they are picking up their kid, or giving permission for

them to leave. Admin is thinking the 7:30-8:30 window will have runners go to collect those notes. And they will compare them to the roster. The afternoon of - the aux gym will have a movie afternoon.

- e. Llanes - In the past we have split it into times, or is now that all three teachers are in there at the same time?
 - i. Vigil- Johnston will be setting up clarification for this. I think it's all teachers on deck. When students first get here they go to their first period class, initially. This can help us communicate what class they go to. Will ask Johnston to clarify this.

2. Clarification of staff expectations regarding Synergy grade book and Google Classroom

- a. Vigil - synergy gradebooks not being kept up to date, we recognize there are subs and other things going on, but it was communicated that not everyone is keeping their gradebook up to date. The current process we have in place that was determined via IC prior was:
 - i. 2 grades per week - I know that this conversation came up again last year in IC- and the admin discussed needing to talk to teachers who are not keeping up with this expectation. 1-2 a week seems reasonable. It is a concern when we are four weeks into a grading period and there are no grades. Some teachers discuss putting them in Google Classroom. Synergy is the legal gradebook of record- people have to check in on kids for eligibility (coaches, counselors, teachers, admin, parents, etc.) and it needs to be used. Recognizing it is not easy to sync the two, but we have to find a way to keep the synergy gradebook updated.
- b. Keller - They're not sure how to do it on synergy and now it is not showing up. New teachers if they don't have a strong department, and they need training.
- c. Sanchez- we could contact someone in ed tech to run a training
- d. Vigil- or ask a TLF? For synergy it would be suited for the TLF team to hold an after school session for support, or a lunch and learn.
- e. Stark - there is also videos on synergy
- f. Vigil - will follow up with TLF's to create sessions for staff.
- g. Tonilli - to sum up - we are expected to be updating gradebooks weekly with 1-2 assignments, knowing this differs by department. They are required to be updated in synergy. Must have a google classroom, but don't have to have grades in it.

3. 8-Hour Workday Pilot

- a. Vigil - in communication with the fed rep team- this is voluntary. IC is not approving who is doing it. This is up to the individual teacher, however there is an application process that we have to do as a school. We are hoping to have IC look through projects and see if there is overlap somewhere and merge ideas, before sending off the application.
- b. Humphries - there is a meeting on the 13th- so we should bring these back to the constituents before then. It's in the library.

4. Potential funding opportunity for tutoring

- a. Vigil - I attended a meeting a week and a half ago, where we were asked to participate in a brainstorming session on reimagining the tutoring process. Three categories:
 - i. Tutoring for intervention purposes
 - ii. Tutoring for engagement purposes
 - iii. Tutoring for project based learning
- b. Ms. Garcia said that the district is getting some ESSR monies due to COVID so they are looking for schools interested in the spring time if we want to participate in these. If we want to reimagine what tutoring looks like here, we have the opportunity now. It won't be available until the spring time.
- c. ACTION ITEM: talk to constituents about this. Are we interested? What model might we want to pursue?

5. ACTION ITEM: Start thinking about the parent teacher conferences - what do we want these to look like?

Remember they are parent teacher conferences, not student led conferences. How do we want this to look?

- a. Stanley- will these be virtual?
- b. Vigil - unsure, haven't heard from the district. There hasn't been a specific directive, this seems to be up to our discretion. Parents can come on campus, but how we choose to hold these is up to us as well.
- c. Sanchez - It might depend on the situation.
- d. Keller - last year we had problems with scheduling - will there be an opportunity for us to have an opportunity to train on whatever we do.
- e. Vigil - yes, let's talk it through here, we will make it as simple as possible. Virtual or not.

- f. Larson- are we thinking that we want an all or nothing?
- g. Toniolli- let's take it to constituents, and see where we are at by the next meeting.
- h. Vigil - if they do come on board we have to keep track of them.
- i. Stanley - this is the week of Thanksgiving? Yes? Yes!

End of meeting: 3:16pm