

Attendance 10/5/2022

Manzano High School Instructional Council Representatives		
IC Chair - Kelly Dutro ▾	Vice Chair/Fine Arts- Rachel Thompson ▾	Secretary/MCL- Martha Ambrey ▾
Admin - Rachel Vigil ▾	Counseling - Karen Hines ▾	Restorative Justice - Angie Adcox ▾
Activities - Jessica Carr ▾	Community Coordinator - Jessica Dinsmore ▾	EWS - Absent ▾
JNROTC - Absent ▾	ATF - Dan Hall ▾	TLF - Absent ▾
District SPED - Megan Painter ▾	Crosscat SPED - Shaness Conley ▾	AVID - Teresa Hargis ▾
Science - Kurt Larson ▾	Health/Impac - Jeremy Vehar ▾	ELA - Teresa Hargis ▾
Social Studies - Absent ▾	Math - Dan Hall ▾	PE - Bradford Gaschler ▾
CTE - Stacye Simpson ▾	Student Representatives - Absent ▾	EA -
Parents:	Guest Attendees: Andreaon Williams	

IC Meeting Agenda October 5, 2022

Agenda Item (Minutes)	Notes
Taking Role (5 minutes)	Name and what department they are representing
Principal Report (10 minutes)	<p><u>Nonfunctional softball scoreboard - Title IX Concerned</u></p> <p>Vigil: Title IX - prohibits discrimination based on sex in education programs and activities that receive federal financial assistance.</p> <p>Need to use SIP money to replace it</p> <p>Norcon vendor quotes \$21,803 but the price could go down if they are able to use the existing structure</p>

There are currently about 34,000 in SIP funds which would leave us with about 12,000 after the purchase.

Shaness: Can the Booster Club contribute?

Vigil: There's not a Booster Club for softball.

Thompson: Is there Title 9 money?

Hall: The district has already spent money on the soccer and baseball scoreboards. Under Title 9 this should also be covered.

Thompson: Should we reach out to the Union?

Schaeffer: Could we ask the community for help?

Dinsmore: The community is tapped out on donations. They were hit hard during Covid.

Thompson: Will this be covered under campus improvements?

Vigil : Yes we can use school improvement funds.

> DECISION: Use SIP funds to replace the softball scoreboard.

Cross-Curricular Collaboration (10 minutes)

Cross-Curricular Collaboration - Andre Williams

Williams: Proposes that collaboration be open one day a week so that people can join other groups with common interests and goals. A spreadsheet with topics of interest should be developed for people to sign up on.

Examples: classroom management, synergy and technology, and ideas for improving attendance

As it's set up now, we are missing out on true collaboration

Thompson: Do certain depts have collab at the same time?

Sanchez: If they are smaller they might. Current collab scheduled as follows:
 1 CTE and some SpEd
 2 Fine arts
 4 ELA

	<p>5 Math 6 MCL and science 7 Social Studies And SpEd varies</p> <p>Hargis: Currently ELA's collab is true to content. This would be difficult to implement this year. Staff meetings could be replaced by an email and used for collaboration groups.</p> <p>Williams: There's not a lot of flexibility - this is not going to happen this year.</p> <p>Hall: Since a lot of people don't have my same collab - could I give up my prep and exchange it with collab once a week?</p> <p>Dutro: So using prep time for collab and flip flop (use collab as prep once a week). We could designate C days as the flip flop day.</p> <p>Schaeffer: Collab could also be for teachers and Cross Cat to meet as a team for EWS - this is beneficial to students and parents.</p> <p>Dutro: So one collab for department and one for cross curricular</p> <p>Sanchez: That would be hard to arrange. Could designate Thursday or Friday as the flexible day or Mondays as well.</p> <p>ACTION ITEM ! Dutro: Take this idea back to constituencies and come up with more of a concrete plan</p>
<p>Fall Final Schedule (30 minutes)</p>	<p><u>Fall Final schedule</u></p> <p>Dutro : We spoke about having finals over 3 or 4 days with study hall periods or finals on Monday and Tuesday December 19 and 20. We can also open it up to other options. What did your constituencies say?</p> <p>Hargis: Is speaking for ELA. They voted on no schedule change except for Monday and Tuesday. Let the teachers decide when to give finals between Tuesday and Thursday.</p>

Vehar: Voted for schedule unchanged.

Thompson: Fine Arts voted to leave the schedule as is but have C days on Monday and Tuesday as make-ups.

Hall: It's better for kids to study if finals are spread out.

Vigil: If left to teacher discretion - then they could give finals on Thursday and Friday. Did not think that was an option.

Ambrey: MCL likes the 2 exams a day proposal with time in the morning to study or meet with teachers. Thursday 1,2; Friday 3,4; Monday 5,6; Tuesday 7 and make-up.

Conley: Exams Thursday and Friday and makeups on Monday

Vigil: And what about Tuesday?

Asselin:Speaking for CTE - likes the math department proposal.

Gaschler: PE needs 2 days for IMPACC finals in the library . Then 3 finals spread over 2 days and a final and makeup for 1 day. Has a document with the proposal on it.

Monday - A day IMPACC 1,3,5,6

Tuesday - B day - 2,4,6 IMPACC

Wednesday - 135 with extended snack and lunchtime.

Thursday- 246

Friday - 1 and makeup

They could move stuff down so as to go into that last week of 19th and 20th.

Larson: Science voted for finals on Monday and Tuesday- need to keep kids busy. Just to keep it simple: A finals on Monday and B finals on Tuesday

Painter: Will go with consensus

Williams: Is not an official Social Studies Spokesman but thinks it best to leave it unchanged - whatever it was last year.

Sanchez: Likes the science dept. suggestion but if makeup day is needed, then finals could be on 15 and 19th and 16th and 20th - on any given day they could do makeup.

Vigil: We are concerned about maximizing instructional time. If we give exams Thursday and Friday, then we are giving up instructional time.

Dutro: ELA classes are currently reading books and both books have movie versions and these could be a nice reward on the 19th and 20th- still instruction but also celebratory. Other teachers could also encourage enrichment.

Vigil: Kids aren't going to come if there are no finals on the 19th and 20th.

Sanchez: Teachers could give exams on Thursday and Monday or on Fridays and Tuesday. They could sign up ahead of time for a slot.

Hargis: A lot of teachers don't give traditional finals - she has students give presentations of their final project.

Thompson: That Monday and Tuesday could be campus beautification days. We should be realistic with attendance expectations.

Adcox: How was attendance today (Wednesday 10/5/22)?

(Members indicate that it was poor.)

Dinsmore: We talk about enabling kids with life skills - if you have a final on a certain day, then you need to suck it up and meet those expectations.

Dutro: Worries about conflicts with parents- flights are cheaper on that Friday 12/16.

Gashler: Wife has to ask for days off a month in advance.

Larson: It's not like we unexpectedly added snow days - these exam dates have been on the calendar since before the start of the school year.

Asselin: If we have a final on Tuesday - what about makeups?

Hines: Counselors thought that if exams were spread out, it would be easier on kids. If there are not as many exams right at the end, there will be fewer makeups required and it's less stressful for teachers to grade.

Hall: In the past math tried to do it on the last days so they have more time to review but some other math teachers finish early.

Vigil: If you gave finals on Thursday and Friday there might be more teacher absences. This Monday (10/3/22) there were six classes in the cafeteria. Keep in mind that Monday and Tuesday are school days - if we give kids a reason not to come, are we making decisions with the students' best interest in mind? Exams on Friday and Monday with first period exam and makeup on Tuesday is more amenable. For example:

Friday - 3,5,7

Monday - 2,4,6

Tuesday - 1 and make-up

Larson: Likes not splitting the 1st period exam between 2 days.

Dutro: Splitting into more days cuts down on makeups.

Sanchez: Some kids take the bus and will have to stay the entire time.

Conley: We need to have a makeup day.

Thompson: Thursday 1,3,5; Friday 2,4,6; Monday first and the remaining time on the C day schedule for makeups Monday and Tuesday.

Hall: Do Friday, Monday and Tuesday.

Dutro: Next IC meeting is 10-19 and we need to let parents know.

Sanchez: At least one final on Tuesday is a hook for kids.

Dutro: Why do we care if Tuesday is a makeup day? What are the consequences of one low attendance day?

	<p>Vigil: These are things that the district is looking at when making the performance report card. Some kids will stay and others will have parents coming to get them. Prefers one day rather than 2 of this situation.</p> <p>Hargis: So many high schools do a makeup day. When they look at data are we going to stand out?</p> <p>Hughart: Not every school has an attendance plan.</p> <p>Hargis: The proposed schedules are similar to other schools.</p> <p>Dutro:</p> <ol style="list-style-type: none"> 1. Friday 3,5,7; Monday 2,4,6 ; and Tuesday 1 and make-up 2. Thursday 1 or 7; Friday 3,5, 1or 7 Monday: 2,4,6; Tuesday makeup finals. <p>Sanchez: Last CEC final is on Friday the 16th so bell schedules has to be similar to theirs.</p> <p>Carr: La Cueva is on 16, 19, 20 - so they have 3 days of exams. Sandia has it spread over 4 days: 2, 2, 2, and 1.</p> <p>Dutro : So the choices are 3 a day and one on one day : With a single final on Tuesday the 20th or Thursday the 15th?</p> <p>Dutro calls for a vote: 6 vote for that single final on Tuesday 12/20 and 6 for that single final on Thursday 12/15.</p> <p>Hargis: If we are split down the middle, why not put it to a vote by staff?</p> <p>ACTION ITEM ! Put the final exam schedule options to a vote by staff.</p>
<p>Recap of decisions and action items (5 minutes)</p>	<p>> DECISION: Use SIP funds to replace the softball scoreboard.</p>

	<p>ACTION ITEM ! Take the cross curricular collab idea back to constituencies and come up with more of a concrete plan.</p> <p>ACTION ITEM ! Put the final exam schedule options to a vote by staff and determine the schedule. .</p>
Items for Next Meeting	<ul style="list-style-type: none"> ● Review/Revise/Ratify IEP Norms from Last Meeting: <ul style="list-style-type: none"> ○ Gen Ed teachers will respond to IEP calendar invites upon receipt - if the Gen Ed teacher cannot attend, they will inform the SPED teacher why as soon as they learn of the conflict. ○ Gen Ed teacher must be a teacher of record ○ IEP must be in the subject of all IEP related emails to maintain organization and simplify email searches ○ SPED teachers will send IEP feedback requests no earlier than two weeks or 10 business days prior to needing the data ○ Teachers will respond to IEP feedback requests within 3-5 business days of the request ○ All teachers will keep grades updated with a minimum of one new grade in Synergy gradebook per week ○ SPED will create a universal template for IEP feedback requests ○ SPED teachers please explain why the Gen Ed teacher was chosen to attend this IEP in Google Calendar Invitation ● Topics Still Needing Discussion: <ul style="list-style-type: none"> ○ Including current accommodations and modifications in the IEP feedback request - ask for feedback as to which are or are not working ○ IEP requests - specify online or in person and which room they are in ○ Hybrid meetings ○ Student initials in the subject - include name and student ID in the body of the email please <ul style="list-style-type: none"> ■ Can class period be included too? ○ Google Meet for Gen Ed participants allowing them to check in with sub and alleviate concerns about teachers missing class. Is this possible given legal issues? ○ Explainer session at January PD about IEP's, SPED and Gen Ed perspective ○ Gen Ed teachers not getting subs - can the C9 extension be included in the Google Calendar Invite?
	<ul style="list-style-type: none"> ● K Building at Lunch - Allison Stepp <ul style="list-style-type: none"> ○ A concern from lunch duty is that students are coming into K

	<p>Building when they aren't supposed to be during lunch.</p> <ul style="list-style-type: none">○ Need clarification for staff and students on when and why students are coming into building<ul style="list-style-type: none">■ Pass system for clubs and tutoring?● April 10 - Vernal Holiday, no school<ul style="list-style-type: none">○ 9/21/22 IC Decided it would be a BABA week○ Wednesday, April 12 is the SAT day, so there will be no instruction● Cross-Curricular Collaboration Share Out
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