

Attendance 9/21/22

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 - Absent ▾	Community Coordinator - Jessica Dinsmore ▾	EWS - Jeanie Stark ▾
JNROTC - Commander Kerze ▾	ATF - Dan Hall ▾	TLF - Absent ▾
District SPED - Megan Painter ▾	Crosscat SPED - Tim Asselin ▾	AVID - Teresa Hargis ▾
Science - Kurt Larson ▾	Health/Impac - Christine Perea ▾	ELA - Lena Stanley ▾
Social Studies - Stephen Kraw ▾	Math - Nathan Humphries ▾	PE - Bradford Gaschler ▾
CTE - Stacye Simpson ▾	Student Representatives - Absent ▾	EA -
Parents:	Guest Attendees: Kyle Macdonald (Dean). Shellie Schaeffer, Elizabeth Hughart, Jason Sanchez, Arvis Vonner	

IC Meeting Agenda

Agenda Item (Minutes)	Notes
Taking Role (2 minutes)	Name and what department they are representing Delineate Visitors (no say in consensus)
Student Report (5 minutes)	Skipped (no students present)
Principal Report (10 minutes) 2:52	Principal's report covered in Department Chair meetings
Bell Schedules for Finals/Testing/ Holiday Weeks (15 minutes)	<u>Fall Semester Funky Weeks</u> ► DECISION : October 11 (C Day) - No Advisory , modified schedule to come from Sanchez on this day JohnsHopkins and Gates Foundation to come tour MHS

to review EWS program

Week of November 7 (Off Tuesday the 8th and Friday The 11th)

> **DECISION:** CAB for this week

Fall Finals week (Week of Dec 12 and Dec. 19 and 20th of following week. Break starts the 21 and we resume Jan. 4)

Gaschler: La Cueva has 1-2 finals every day with study periods in between , similar to what we did pre-Covid.

Humphries: Last fall we had a scheduled make-up day before Winter Break - there was popcorn on the plaza. Is there an issue with doing half of finals on Friday and the other half on Monday?

Vigil : Popcorn on the plaza took place during advisory period. We can go back to last year's IC notes to check. Concerned that if Tuesday 12/20 is makeup no one will come to school which affects daily attendance and other things.

Stanley: If students had an advisory then it had to have been a makeup day. Equity issue (Sometimes 1st period ends up with less time than other classes, and also with having to have their final split into two short classes instead of one long one like all other periods) but if they did have makeup day on the 20th, then the 19th could be fun day and the week before, back to back finals.

Hall: Last year we moved C day from Monday to Friday and told teachers to give finals whenever.

Kersey: Finals Monday Tuesday 12/19 and 12/20 and make-ups after holidays.

Simpson: Agrees

Humphries: Sandia spreads over 3-4 days - 3 finals Friday, 3 finals Monday, 2 finals with makeup block on the last day.

Hargis: If the 19 and 20th are not finals days, there will be a mass exodus of students on these days. It will create more inequity by giving certain students more time during and after the holidays to prepare.

Simpson: If finals are the 19th and 20th then we need to make sure we have a schedule in place the week after break for make-up finals.

Kersey: As a matter of accountability - if parents want to bolt those last 2 days then they suffer the consequences.

Ambrey: Why not have a form for parents with kids leaving early before break to fill out so that their students can arrange to take finals early?

Sanchez: In the past we said no early finals because it could compromise the

integrity of the test if the questions get out. But some teachers made side deals with the parents.

Thompson: Last year we moved C day to the last day. We need to discuss and move on.

Sanchez: May (end of year) finals discussion should be moved to the next IC. Was at the curriculum board and they will come out with a list of when Senior finals have to be. APS said there couldn't be more than 3 days between finals and graduation day. Maybe the regular finals schedule is up to us.

Dutro: Here are the options thus far:

- 3 finals on Friday, 3 on Monday, and 1 on Tuesday with a make-up period?
- Finals Thursday, Friday, Monday with study periods?
- A finals on 19th and B finals on 20th? 1st period split between the 2 days?

Stanley: We want as many kids on campus as possible and fun stuff might help but doing Mon/ Tues finals would mean a lot of work grading over break.

Dutro: What about a combo: B final on Thursday 12/15; A final on Friday 12/16 and Monday 12/19 first period and a celebration?

Gaschler: Finals back to back is too much for some kids.

Vigil: If only Monday morning finals - they will miss Tuesday and the rest of Monday.

Thompson: How about making Thursday, Friday, and Monday C days? A lot of other HS have cushy days toward the end. Teachers can give their finals anytime within this timeframe.

Kraw: 2 A's to end the week, A day study 12/15, A day final 12/16, B day study 12/19, B day final 12/19.

Stark: You can also split your test between the 2 days. (Half of A test on 12/15 and other half on 12/16 etc.)

Gaschler: Impac needs to give presentations that last week for at least 3 days, a couple at a time.

Ambrey: How about a snow schedule with teachers being available from 7:20 on for kids with questions? Kids do better when the test starts later in the morning.

Humphries: In place of 1st period, they go to advisory and use it as a study hall and that gives them a buffer before taking finals.

Simpson: If finals are the 19 and 20, we need to live in our reality and schedule 5 and 6 of January as makeup days.

Schaeffer: Break it up over 4 days and ask the district not to do this disjointed

holiday schedule again.

How about periods 1,2 on Thursday 12/15; periods 3,4 on Friday 12/16; periods 5,6 on Monday 12/19, and period 7 and make-ups on Tuesday 12/20?

Vigil: If the 19th and 20th are loosely structured there will be more opportunity for vandalism and graffiti.

Dutro: Take these ideas back to constituencies for feedback.

1. M-T finals (12/19 and 12/20)
2. Over 4 days 2 finals each day, 1 on 20th with study periods in between including the 19th and 20th

Simpson: Hammer out the logistics if spreading it out.

ACTION ITEM ! :

Gather feedback from constituencies about the proposed Finals Schedule.

2 main options:

- Spreading finals out over 3-4 days with study periods (brainstorm what this could look like)
- Finals Monday (12/19) and Tuesday (12/20)
- If a different option, please outline and bring to IC on 10/5

Dutro: CCCAA(12/12 - 12/16) BB (12/19 and 12/20)

Spring Semester Funky Weeks

➤ **DECISION:** BABA Week of Jan. 16 (off Jan. 16 - MLK Jr. Day)

➤ **DECISION:** BABA Week of Feb. 20 (off Feb. 20 - Presidents Day)-

➤ **DECISION:** CBAC, Week of April 3 (off April 7-10 - Vernal Holiday)

➤ **DECISION:** BABA (Monday off) Week of April 10

➤ **DECISION:** BABA Week of May 15 (off or abbreviated May 15 - Graduation) no school Monday (but duty day)

Spring Finals Week

Week of May 22 (last day of school May 25)

ACTION ITEM ! : Discuss Spring Finals later

PTC's (5 minutes)

Avenues for scheduling PTC's

Dutro: Week of Thanksgiving, November 21 and 22

Stanley: Teachers scheduled their own last year.

Dan Hall: Math teachers felt that they were busier than other teachers.

Stanley: 20-30 minutes conference length

Thompson: Send something through advisory and help kids schedule at least 1 conference with the teacher of a class that they are failing.

Dutro: Plan on having mini-conferences with advisory kids on the 2nd, 7th and 14th of November and help them decide which conferences to schedule.

Stark: Do all kids schedule at least 1 conference?

Stanley: Last year failing students were the priority .

Dutro: For kids who are failing everything - triage core content classes.

Stanley: Does anyone make advisory lesson plans? At least make sure teachers have their schedule sign-ups up and ready to go a few weeks in advance so that advisory teachers can help kids with the signing-up process.

Simpson: Are conferences in person or virtual?

Dutro: Last year was teacher discretion.

Schaeffer: Are there translation services for students whose parents don't speak English?

Dutro: District has services - prior to conferences, teachers must contact translation services.

Dinsmore: Translation services need to be scheduled at least 10 days in advance.

Stark: The request form is linked in the intervention website.

Hughart : All translators are remote now so they have more flexibility as far as scheduling goes.

> DECISION: During November 7 and November 14 advisories, all Advisory teachers will help their advisory students identify classes they are failing or close to failing and will encourage the advisory student to schedule a parent teacher conference with those teachers. If a student is failing many or all classes, focus on core content areas.

IEP Scheduling
Process: Creating
Norms and Guidelines
(40 minutes)

Establishing IEP Scheduling Norms

Dutro: Sent out a survey for suggestions for IEP Feedback Norms - 12 people responded.

Some suggested that one GenEd teacher be designated per day for the entire day but others say it has to be a teacher that knows the kids. IEP does say one GenEd teacher with the child. Does it have to be a GenEd teacher of record?

Schaeffer: Has to be a teacher with a vested interest in the progress of the student.

Asselin: it has to be a teacher of record that they see on a regular basis and who knows them academically.

Dutro: For purposes of liability, stick to a teacher of record. Should we add it as a norm that the GenEd teacher is a teacher of record?

Asselin: After getting teacher feedback he has 4 IEPs open and has asked 28 teachers for feedback - and it takes a lot of time. After getting the progress form, he has to write goals, and move data into different boxes. Getting info the morning or night before the IEP meetings is not enough time. But if SpEd teachers send out a progress request form 3 weeks before the IEP, the info may be no longer valid. 10 days to a week before is optimum for getting info. Getting it the day of isn't good. He sends 3 or 4 reminders for progress reports. One particular ELA teacher got 14 progress request forms. 48 hours is not realistic.

Dutro: How much time does a GenEd teacher get to respond to a progress request form?

Stanley: Responds to emails during prep (so needs 2 full business days to ensure there is a prep during one of those days) to respond.

Gaschler: 3 days

Larson: Got so many at the very beginning of the school year and accidentally missed some as a result.

Asselin: Progress report request - sends out a week before info is needed. Norm should be to state "Please return progress request form no later than this date."

Simpson: On Tuesdays and Thursdays, opens emails and does a search with term "IEP" so put norm should be to put "IEP" in the subject line of the e-mail.

Schaeffer: A lot of progress request forms are sent when SpEd teachers need to make amendments and asides to the IEPs. They get a request: "Can you work this out and make this happen?" Some of these amendment requests are in emails that the SpEd teachers have to sift through. So they may need GenEd input not to change an IEP but to address just one specific aspect. They come up frequently and SpEd teachers have a very heavy schedule right now.

Dutro: This is why we create norms and not hard and fast rules. Need compliance school wide.

Painter: If the GenEd teacher can't make it, let them know ASAP.

Dutro:

➤ **DECISION:** New norm "IEP" on email subject line.

➤ **DECISION:** 3-5 business days to send back progress request form.

Simpson: For GenEd teachers to set their own reminders to respond to progress requests, go into Gmail / settings / more settings.

Asselin: 3 to 5 business days after receiving the IEP progress report request is good. Also SpEd teachers should not send out progress requests more than 10 business days before the IEP meeting.

Painter: There will be exceptions but it's reasonable.

Asselin: Grading in Synergy - sometimes doesn't see a grade until 4 days before grades are due - teachers should be putting in 2 grades a week. Puts "current grade" on the PR request - so if you see it then make sure you get grades in or explain why not.

Stark: Grades go beyond SpEd and are important for sports. At least 1 a week is the bare minimum.

Schaeffer: Wants suggestions on how to help people to give useful feedback.

Larson: In science, they fill out what they know but would like to request a universal template for filling out feedback forms.

Dutro: Is that something we need to put into IEP norms?

Thompson: Would it be possible for SpEd to give an example of helpful and unhelpful feedback?

Painter: GenEd teachers should phrase feedback in a diplomatic way with measurable results and specific behavioral trends observed.

Schaeffer: When asking for strengths they hear, "Has a great personality!" They want more academic feedback since they are setting academic goals and establishing academic accommodations.

Stanley: What about a template for teacher feedback that specifies academic strengths?

Dutro: Great idea to come up with a template for GenEd teacher feedback.

Thompson: One of the PD sessions in January could be on the topic of what information is actually useful for special ed teachers on feedback requests

Asselin: There are GenEd teacher attendance requirements. It is not acceptable that some teachers don't show up when scheduled or don't respond to calendar requests.

Painter: As soon as you know you can't make it, give notice.

Schaeffer: Lists all GenEd teachers for the student on her progress request forms and states who she chose to be present at the meeting and why. If this teacher can't make it, they can work it out amongst themselves to make sure one of them is present.

Dutro: Teachers filled out a form indicating when they prefer to attend IEPs: during class time vs prep.

Stanley: Received IEP requests and SpEd teacher had wrong master schedule.

Asselin: Jason's is good - use his in Google Drive ask Matt Lindsey to delete the other one.

Vigil: Will get the link to the real master schedule in the newsletter - she'll include it before or after Wica Warrior.

Dutro: Potential norm - explain why a teacher was asked to be present as a rep. To save time, the department could come up with a copy/paste comment bank to explain.

Painter: If GenEd teachers can't come, must explain and inform SpEd as early as possible.

Asselin: Proposed Norm: Accept the IEP invitation upon receiving it during working hours.

Dutro: Share these norm proposals with constituents and see if there are things to add/ modify and then finalize the norms the next time.

Humphries: On IEP requests - specify if it is online or in person and if so, what room they are in. Info should be clearly stated as part of the invitation.

Stanley: IEPs are often mixed hybrid - with SpEd teachers in person and parents remote. Do you want GenEd in the room with you or remote?

Thompson: Doesn't know if there's any legal stipulations.

Humphries: Can you have the name of the student and their I.D. number in the body of the email?

Asselin: Also tries to put during what period they have your class.

Larson: Science teachers wonder if they could be present via Google Meet and situate themselves in the back hall of the science wing so they could go back and forth between the back hall and their classroom to check on the sub and students, especially if the students are doing a lab.

Asselin and Painter: It's a legal issue - you can't disappear from the meeting.

Thompson: Needs to be communication as to what SpEd needs going into an IEP and the GenEd perspective as well.

Simpson: For her last 2 IEPs, she had to wait for the sub to show up (late). Can you put the C-9 phone extension in the IEP calendar invite as well in case a GenEd teacher is late due to waiting on the sub?

Dutro: We need an updated phone list.

ACTION ITEM ! : Concise list of discussed norms - to be revised and ratified at next meeting:

- 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

To be discussed at 10/5 meeting:

- 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
 - 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

	<p>perspective</p> <ul style="list-style-type: none"> • Gen Ed teachers not getting subs - can the C9 extension be included in the Google Calendar Invite?
<p>Recap of decisions and action items (5 minutes)</p>	<ul style="list-style-type: none"> • Fall Semester Funky Weeks <ul style="list-style-type: none"> ○ Week of October 10th (Off Monday the 10th) <ul style="list-style-type: none"> ➤ DECISION : Tuesday, October 11 (C Day) - No Advisory, modified schedule to come from Sanchez <ul style="list-style-type: none"> • JohnsHopkins and Gates Foundation to come tour MHS and review EWS program ○ Week of November 7 (Off Tuesday the 8th and Friday The 11th) <ul style="list-style-type: none"> ➤ DECISION: CAB for this week • Spring Semester Funky Weeks <ul style="list-style-type: none"> ○ Week of Jan. 16 (off Jan. 16 - MLK Jr. Day) - ➤ DECISION: BABA ○ Week of Feb. 20 (off Feb. 20 - Presidents Day)- ➤ DECISION: BABA ○ Week of April 3 (off April 7-10 - Vernal Holiday) ➤ DECISION: CBAC, ○ Week of April 10 ➤ DECISION: BABA (Monday off) ○ Week of May 15 (off or abbreviated May 15 - Graduation) no school Monday (but duty day) ➤ DECISION: BABA <p>➤ DECISION: During November 7 and November 14 advisories, all Advisory teachers will help their advisory students identify classes they are failing or close to failing and will encourage the advisory student to schedule a parent teacher conference with those teachers. If a student is failing many or all classes, focus on core content areas.</p> <p>ACTION ITEM ! : Gather feedback from constituencies about proposed Finals Schedule.</p> <ul style="list-style-type: none"> • 2 main options: <ul style="list-style-type: none"> ○ Spreading finals out over 3-4 days with study periods (brainstorm what this could look like) ○ Finals Monday (12/19) and Tuesday (12/20) • If a different option, please outline and bring to IC on 10/5 <p>ACTION ITEM ! Review and be ready to revise/ratify draft list of norms on 10/5</p>
<p>Items for Next Meeting: October 5, 2022</p>	<ul style="list-style-type: none"> • Make final decision on Fall Final Schedule • Review/Revise/Ratify the IEP Norms • K Building at Lunch

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| | <ul style="list-style-type: none">• Cross-Curricular Collaboration |
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