

MHS IC Meeting -August 17, 2022

Attendance

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 ▾	Student Representatives - Leela Miles ▾
Activities - Jessica Carr ▾	Community Coordinator - Jessica Dinsmore ▾	EWS - Jeanie Stark ▾
CTE - Stacye Simpson ▾	Crosscat SPED - Shellie Schaeffer ▾	District SPED - Megan Painter ▾
ATF - Absent ▾	TLF - Absent ▾	AVID - Teresa Hargis ▾
Science - Kurt Larson ▾	JNROTC - Commander Kerze ▾	ELA - Lena Stanley ▾
Social Studies - Stephen Kraw ▾	Math - Nathan Humphries ▾	PE - Bradford Gaschler ▾
Guest Attendees: Ellen Bernstein, Jerry Thorn, Matt Espinosa, Zachary Blossom, Jason Sanchez, Arvis Vonner, Elizabeth Hughart, Angie Adcox, Sierra Dixson, Ebyn Chavez, Courtney Sena, and Brad Gaschler		

Agenda

Agenda Item (Minutes)	Notes
Housekeeping (2 minutes)	<p><u>Attendance</u> Completed on paper passed around room</p> <p><u>Table Tents</u> Passed out to reps as they arrived to the meeting</p>

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IC/Consensus Training
from Ellen/ATF (~60
minutes)

Elected Reps vs. Visitors

Elected reps can participate in consensus. Visitors can not unless subbing for an elected rep. Each department/ group has one consensus building member. Visitors can participate in discussions but can not participate in final consensus.

Coming to Consensus

Ellen Bernstein hands out a document entitled [Article 7, Instructional Council](#) and explains that anytime a document has 2 logos (district and union) it means that both district and union support our right to collaborate and make important decisions for the school.

Admin and union reps are equals on the IC and the Community Coordinator was recently added as an important liaison to the community. IC reps are elected. EAs and parents can't negotiate but should have a seat at the table.

Note that negotiated contractual rights shouldn't stop you from innovating .
Ex: Prep time is sacred but if IC decides that once a week we can for example, work on developing project based learning, a member can choose to waive the right to a free prep period in order to work on a project.

Budgeting - Added info Guidelines on Union and District Website .

[Instructional Council Wellness checklist](#)- Created to do a temperature check. Sometimes IC reps serve only as messengers but are not involved in collaborative decision making. They should represent the voices of those in their departments.

Making decisions thru consensus is not necessary if the topic at hand is not controversial and would not result in a breach of trust if brought to a vote prior to deliberation and reaching of consensus.

Something that impacts all teachers such as a move to project based learning requires the consensus building process: articles, research, discussions, staff meetings and is very time-consuming. A group reaches consensus when they find a compromise that all members find acceptable.

IC's should not get bogged down with "nuts and bolts" of running a school.

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Mundane tasks should be relegated to the admin team or special committees. IC should focus on issues that impact the quality of education.

[Information About Consensus Making](#) If someone does not agree with a decision, they can't just express dissent, they have to have an idea on how to improve upon the decision at hand.

Review IC Norms from last year - what was working or not working

[IC Protocols](#) - Should be revised in an open and transparent manner every year. They should be changed when they don't work - through site-based decisions. The process must support communication which builds trust.

Facilitation Assignment / Role Descriptions (in IC Protocols document)-
➤ **DECISION:** Consensus is that the chair and Vice chair will run the meetings with no rotation of roles. The chair must be sure that everyone has a voice (equity) . The chair should be neutral but share relevant information. The vice chair shall take the place of the chair when the chair is absent. Vice chair is also the time-keeper and keeps the discussion focused and moving along.

➤ **DECISION:** Agenda-Setting Procedure (in IC Protocols document) The chair creates the agenda with the principal and vice -chair . The chair posts the agenda. Agenda items can be added by reps as long as they give at least a week's notice.

Megan Painter wants more flexibility in proposing agenda items since SpEd has irregular meeting times.

Dutro agrees as long as it doesn't become a last minute habit.

Humphries: Is it possible to have a record of decisions/ items that were not accepted in the process?

Thorn: This could be in an executive summary included in the minutes that outlines decisions made during the meeting.

Dutro: If there is a lot of attention regarding a specific issue, it would let IC know that it needs to be addressed.

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Asks if it would be amenable to keep record of when consensus was created and what decision was reached?

Thorn: Do we need to add any stipulations to the voting members/who is a part of IC?

Larson: Understanding was that there is a main rep and then an alternate.

Dutro: The idea is there is always a department representative at every IC meeting, some departments need alternates due to personal schedules.

Dutro: IC meetings are open to all, but not everyone is a part of consensus building/voting.

Thorn: The folks with decision making powers are the ones who should have a voice in consensus.

Thompson: One consensus driving member per department

Dutro: This is reflected in the drop downs in attendance at the meeting, others listed as guests.

Painter: Can we have EA representation?

Thorn: Yes, if EA's would like to represent and advocate for themselves.

Kraw: Parent representative?

Thorn: Encouraged to be from PTO, does that exist?

ACTION ITEM ! : **Vigil:** Will pitch this to MPTSO.

Thorn: Communications with constituent groups - consensus reached. Communication procedures with the community - is that sufficient?

> DECISION: - Yes. This is sufficient

Publication of consensus made - add a section devoted to that.

Routine revisits to protocols biannually and orientation of new members - done today.

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	<p>Update to reflect annual - only update once a year.</p> <p>Notes sent to Dutro, Thompson and Vigil for review and subsequently posted by the Friday following the IC meeting: e-mailed to staff, posted on Google Classroom by secretary. Posted on IC website by chair. (Click on the above link to join.)</p>
<p>New Member Roles: Restorative Justice, Health/IMPAC, Head SPEd (2 minutes)</p>	<p><u>Health/Impac</u></p> <p>Health and IMPACC added as their own department with rep.</p> <p><u>Restorative Justice</u></p> <p>Dutro asks members to come to a consensus on including Angie Adcox as a representative for restorative justice?</p> <p>➤ DECISION: Adding Angie Adcox as our restorative justice representative - add student voice and restorative practices perspective.</p>
<p>Bell Schedule Week of September 5 (2 minutes)</p>	<p><u>Bell Schedule for week of Sept. 5th</u></p> <p>There's no school on 9/5/2022.</p> <p>➤ DECISION: BABA schedule for that week.</p>
<p>Student Report (5 minutes)</p>	<p><u>Senator Update</u></p> <p>Senior sunrise Friday at 6:30</p>
<p>Principal Report (10 minutes)</p>	<p><u>Principal's Report</u></p> <p>Vigil: Open House on September 14th (Wednesday) - no activities or athletics events currently.</p> <p>Keep the model from last year - all departments on the plaza.</p>

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	<p>Will attempt to provide food for the event since it is related to academic engagement.</p> <p>Food for families in the cafeteria, time to tour departments.</p> <p>➤ DECISION: Yes, proceed with the plan.</p>
<p>Presentation from Jess Carr and Jeanie Stark about 6 Weeks Celebration (~ 20minutes)</p>	<p>Carr and Jeanie Stark: Let's discuss an end of 6 weeks celebration.</p> <p>Carr: We're the way to being an AVID site school - making a habit of regular celebrations and tying it in with our regular grading periods.</p> <p>Proposal: At the end of the 6 weeks, the following Monday is a celebration for student and staff resets.</p> <p>Opportunities for students to go attend classes, focus on SEL, teacher connections, and have fun events.</p> <p>Stark: Celebrating students who do not have tardies during the reset, accountability card to track tardies - can be used as a drawing for big prizes for the semester.</p> <p>Each student has a slip that is signed when they are tardy, if it gets filled - a referral to the dean, if not - added to prize drawing.</p> <p>Carr: Include class celebrations/competitions in the day? Example from 7:25-9:00 a couple sessions (guest speakers, movies, loteria, math art projects, card games, board games, kickball, volleyball, escape rooms, gumdrop structures, robotics, journaling, many other options) - choose your own adventure for students.</p> <p>ACTION ITEM ! : Carr to send list to Dutro - will add to Classroom.</p> <p>Go to class for attendance - check in about options and go to session.</p> <p>Teachers can attend sessions with the students and help to support session facilitators.</p> <p>Humphries: Who will be in charge of this? Math is concerned about losing curriculum days.</p>

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	<p>Schaffer: Could we do this in our classroom with door decorations and help build school pride in the classroom?</p> <p>Carr: We would also like input about what you would like to see on these days.</p> <p>Stark: Time for students to create space from past failures in classes and reset to try again.</p> <p>Carr: It would be 4 days out of the school year - no celebration in December/May.</p> <p>ACTION ITEM ! : Decision needed ASAP - if it's a go, then there is not much time to get it rolling.</p> <p>Adcox: It's important for all to hold students accountable for attendance and help make sure they do not ditch.</p> <p>Vigil: Important to engage students and celebrate their successes. Academics and instructional minutes are key - but keep an open mind to this as a possibility. Angie's point to ditching is also important and there does need to be some rigorous accountability. Maybe assigning duty areas to teachers? Since we are starting we can also consider starting at the 9 weeks point.</p> <p>Stanley: Having it every 9 weeks would decrease the celebration days to 2x a year and could help curb some behavior issues.</p> <p>ACTION ITEM ! : NEED CONSTITUENCY FEEDBACK: Ask IC members how they feel about taking the Monday after every 6 weeks to take a break from instruction and do celebration/assemblies/break out sessions/school wide resets? Time to distribute awards for attendance/grades/etc. Ask if we can do tardy accountability cards. Ask for questions/concerns so we can iron them out at a future meeting.</p>
<p>Recap of decisions and action items (5 minutes)</p>	<ul style="list-style-type: none"> ● Heath and Impac will have a representative voice and a seat on IC. ● Angie Adcox will represent Restorative Justice, which will have a seat in the IC. ● EAs will have a representative voice and a seat on IC

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	<ul style="list-style-type: none">• The chair and vice chair shall remain in their positions for a period of 1 year. The chair will help set the agenda. The vice-chair will cover for the chair in case of chair's absence. The vice-chair will keep time for minutes and keep the meeting focused.• The chair creates the agenda with the principal and vice-chair . The chair posts the agenda. Agenda items can be requested by reps via Agenda Item Request Form as long as they give at least a week's notice.• The Secretary will send notes to Dutro, Thompson and Vigil for review and these notes will be subsequently posted by the Friday following the IC meeting: e-mailed to staff, posted on Google Classroom , and posted on IC website by chair.• BABA schedule for week of 9/5/2022.• September 14th Open House will follow the same model as last year's. There will be food in the cafeteria and parents and students can walk around the plaza to meet teachers / sponsors etc. and learn about programs and activities.• Feedback is needed from constituents regarding the proposal to add all school celebrations after 6 or 9 weeks.
Items for Next Meeting (8/ 31/22 in school library)	<ul style="list-style-type: none">• Come to a consensus about taking the Monday after either every 6 or 9 weeks in order to celebrate successes and/ or assuage failures, build connections and make progress towards becoming an Avid site school.• Share final protocols document for IC for approval.• Vigil will pitch the idea of parent reps on IC.• Carr will send a list of ideas (for the proposed 6 week or 9 week celebration) to Dutro, who will post it on IC Google Classroom. (See above link to access I. C. Google Classroom.)