

Attendance 1/18/23

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 - Jeanie Stark ▾
JNROTC - Absent ▾	ATF - Dan Hall ▾	TLF - Absent ▾
District SPED - Megan Painter ▾	Crosscat SPED - Shaness Conley ▾	AVID - Absent ▾
Science - Kurt Larson ▾	Health/Impac - Christine Perea ▾	ELA - Lena Stanley ▾
Social Studies - Stephen Kraw ▾	Math - Nathan Humphries ▾	PE - Absent ▾
CTE - Absent ▾	Student Representatives - Sydney Garcia ▾	Athletics - absent ▾
EA - Diane Wirth	Guest Attendees: Arvis Vonner, Jason Sanchez, Elizabeth Hugheart	Parents -

IC Meeting Minutes

Agenda Item (Minutes)	Notes
<p>Staff and Student Positivity recognition (5 minutes)</p>	<p>Perea - Students are coming to class.</p> <p>Hines- Hardly any “F’s” for freshmen.</p> <p>Hughart- Thanks to staff for completing the form to track no-shows. Many teachers sent an email on the 3rd day of no-show and called on the 5th day of no-show.</p> <p>Garcia- Did Friday popcorn for ID promotion and part of the Senate Project for State.</p> <p>Dutro - Students are good about showing ID before using the restroom.</p>
<p>Principal Report (10 minutes)</p>	<p>Vigil - Asks that everyone follow the 60 day legislative sessions. The 60-day session runs from Jan. 17 to March 18. There are proposals that could have wide ranging effects on high school education. Some of the proposed changes deal with the number of required credits needed for a diploma. Bernstein is working with some of her constituents who are proposing the changes.</p> <p>Buckle up, it's going to be busy with pre-registration and it's master schedule time and we need to have thoughtful discussions to build a master schedule that promotes our mission. Also think about how our schools will be addressing mental health (of students.) Also being discussed are full year start times. Nothing is yet determined - stay tuned.</p> <p>The district technology team will outfit the labs so they are state of the art STEAM and STEM labs.</p> <p>Also, as for the ID's, we need to enforce the wearing of them for safety. We need to give it our all but it will be an uphill battle.</p> <p>Kraw - Should offer lanyards in the student store. Some kids don't like the purple Manzano lanyards.</p> <p>Vigil- This is a great idea. Students could redeem Monty bucks for swag. Lanyard doesn't have to be a Manzano one. To incentivize kids, the admin will have a candy bucket and hand out candy to kids wearing their ID's.</p> <p>Dutro -Could we have candy to hand out in our classrooms for kids wearing</p>

ID's?

Vigil - Maybe out of activities budget. Will do ID sweeps but also trying to keep it positive with the candy. If they need a bathroom or hall pass, make sure they are wearing their ID before they leave the classroom.

Dutro - In English collab they liked the idea of the sweep but not at the expense of 45 minutes outside of class. How about writing down names of kids with no ID and secretary could print out IDs and send student messengers to deliver the temporary IDs or have the kids go to the office.

Vigil - Can develop a Google Doc for teachers to fill out after attendance and kids that don't have ID's visible can go on the list.

Happy with calm response to yesterday's (1/17) emergency. The admin worked closely with the attendance office and police. Wants to thank Angie Adcox, Officer Lily and other admin who dealt with the situation. Lockdown was deemed unnecessary - according to the directions from law enforcement and district. Safety and Security are important. Will send out another communication to the parents to reinforce this and the wearing of IDs at school.

Stark - Does temporary ID have their picture on it? It's important to keep kids in class. Teachers could have blank ID stickers to fill out for kids that don't have their IDs and then kids wouldn't have to leave class to get one.

Diane Wirth - They have a senior who refuses to wear an ID. Has been sent to the office to get a temporary ID. One day he tried to use the temporary ID he had received the day before. Kids are trying to game the system.

Vigil - If teachers fill out Google docs form, the admin can issue lunch detentions after calling parents.

Dutro- Having the sticker would be good because it's not punitive but enforces safety.

Kraw- Lanyards can be purchased on Amazon at a cost of 15 dollars per 50 black lanyards. Can give a lanyard to kids that need one or don't like the purple ones. Also, Will the number of required credits be less or more?

Vigil - Looking like less.

Kraw - Would like to see standard Mental health procedures in place for staff to help students.

	<p>Vigil - This is part of SEL (district big on it). The plan is to come up with outline/ ideas on what a school can do to address mental health concerns and then let the schools decide which protocols to adopt.</p> <p>Vigil - Legislature is considering reducing 24.5 credits required to graduate to 22 credits instead.</p> <p>Kraw- Wants to be on the SEL committee.</p> <p>Dutro - Per many of these issues, the Union puts together a bill tracker every session - as it moves through a committee there are updates.</p> <ul style="list-style-type: none"> ● Facebook: ATF- Albuquerque Teachers Federation ● Twitter: @atfunion ● Instagram: atfteachersunion ● YouTube Channel: ATF Union
<p>Wellness Fair Idea Share-Out (5 minutes)</p>	<p>Ambrey - MCL wants a toolbox to help students to deal with anxiety that would help them learn to deal with their anxiety through action and not avoidance (to empower them and not enable them).</p> <p>Stark - On the brain mapping presentation there are a bunch of links including things like mindfulness techniques and other tools.</p> <p>Dutro - There is a Manzano toolbox for everyone - the link is on the Newsletter every week.</p> <p>Resources: :</p> <p>EWS SEL/ Cassel framework and Avid's SEL Learning Toolkit</p> <p>3 Signature Practices Powerpoint (Curriculum Board 2022)</p> <p>Humphries - Math is wondering why not have the SEL focus activities during advisory. It would be a strain curriculum-wise to develop SEL lessons on top of regular curriculum.</p> <p>Larson - Science liked Kelly's idea the best. They think that guest speakers would be advantageous. They have addressed these issues in class but have not seen much positive impact.</p>

Dutro- English is studying their students and why they are different post-Covid. They are addressing these issues from a wider perspective.

Thompson - Prefers second model proposed (with each department tackling a mental health issue that ties in with their subject matter). How do we engage with kids on a real level when they are constantly consuming sensationalistic news? How to get kids to document their own progress and to develop habits and learn to reflect on how their negative habits affect their progress towards goals.

Stark - [Developing Grit](#) is important - there is a section on it in the Manzano Website

Kraw - To better access issues, there needs to be surveys gathering data on kids including groups of kids who are difficult to manage. In addition, for the SEL fair (first model) why not stream the guest speakers during advisory.

Stark - On the [PBIS intervention map](#), there's a workbook on SEL.

Dutro - The lessons on SEL could be spread out. Repetition is the key.

Perea- In Health class they do a lot of work on mental health - school could do more work on how to sustain it so they get the repetition throughout high school.

Painter- As far as the first model of the Wellness Fair goes (the one with an entire day dedicated to visiting different speakers and doing different activities) there are logistics involved that concern some people in the Sped department. Some are afraid that kids would ditch or not attend. To discourage ditching, first period teachers keep the kids' backpacks for the day. Though many students have tech addiction and substance abuse addiction, some staff aren't sure that kids would buy into it.

Carr- Ties into J-20 and pandemic and legislation talking about social and emotional wellbeing and academics during and after the pandemic. We could use a family counselor in J-20 full time. All the family counselor would deal with would be counseling. It's an FTE. Eldorado has one,

> Action Item: Find out how Eldorado got their full time family counselor.

Vigil- We have a school based health center - which Eldorado doesn't. Doesn't know if the district has the resources for a full time family counselor.

Carr - After the 4th suicide among their student body, Armijo (who worked at El Dorado at this time) pushed for it and got it.

Ambrey- Would we be able to get one through a grant? Do we have a grant writer here?

Dutro- We have [Josefina Dominguez](#) -and she'd be a great resource.

Vigil- She is a very helpful board member.

Kraw- Does the student based health deal with substance abuse?

Dinsmore - Yes and they are booked in the health and wellness center.

Hines - We have an additional counselor who comes once a week in addition to UNM counselor Cavanaugh. They see 12-14 additional students per week. The counseling department is happy to speak in the classroom and promote SEL.

Vigil - So where are we?

Dutro- Do we want to form a committee to narrow down our ideas? We have concerns about the logistics of a big day. What was the preference - within the content area or as a big event?

Thompson - What about taking the original idea for an all school wellness fair and then make it the norm in advisory. There are some SEL lessons developed over covid that could be revamped.

Stanley - Likes the idea of continuing it along with the grade tracker in advisory.

Humphries - Favors having a theme for the month with specific advisory lessons built around that theme. The theme could be reinforced through signs throughout the school, announcements in the morning etc. These same themes could be periodically recycled in order to really reinforce them.

MacDonald - As far as logistics go, a committee is needed.

Dutro - Adults also need SEL - so PD on this could be included in staff meetings.

Stanley - This could be kicked off next school year during the back to school period. Need to take this back to departments- get down names for a committee and bring those back to the next IC.

Vigil - Need teachers to be part of committee - staff has to have buy in and we

	<p>need to commit to it.</p> <p>Hines - Genie and Karen can go to collabs as a follow up to PD and talk about mental health.</p> <p>Carr- Can add to Open House in August. Parents are struggling too.</p> <p>Ambrey - Before broaching deeply personal topics with advisory students, it would be helpful to have team building activities like the ones they have in youth groups. Could we get PD on this?</p> <p>Stark - Tik Tok has great team building activities.</p> <p>Kraw - Pushing it to August is too long. We could encourage it on C days as part of lessons as soon as possible.</p> <p>Dutro - Our next meeting is on February 1.</p> <p>> Action Item: Pitch idea of SEL themed advisories, first week back, and wellness fair during first week to constituents. Ask for volunteers to be on SEL committee.</p>
<p>Changes in Students and Teachers Share-Out (5 minutes)</p>	<ul style="list-style-type: none"> ● Moved to February 1 meeting
<p>Spring Final Schedule (5 minutes)</p>	<ul style="list-style-type: none"> ● Last Day of School: Thursday, May 25 <p>Sanchez- There are no firm dates yet for senior finals. They will get dates sometime this spring. We should know by this Friday. Finals have to be (no more than?) 3 days before graduation. Graduation is May 15th.</p> <p>Kraw - Said that 3 people in his department prefer the regular bell schedule for finals. The special finals schedule (1st semester) was confusing for kids. Proposes the following: .</p> <p style="padding-left: 40px;">5/22 Monday - C day 5/23 Tuesday B day 1,2,4,6 5/24 Wednesday A day 1,3,5 7 5/25 Make-up Thursday</p> <p>Shaness - Likes the idea of a part 1 and part 2 for 1st period final (spread over 2 days)</p> <p>Dutro - That Thursday is make-ups</p>

	<p>Sanchez- District usually does early release that day and teachers' grades are due that day.</p> <ul style="list-style-type: none"> • > Action Item: Bring proposed finals schedule back to constituents: <ul style="list-style-type: none"> ○ Monday, May 22: Regular C Day ○ Tuesday, May 23: Regular B Day ○ Wednesday, May 24: Regular A Day ○ Thursday, May 25: Make-Ups
<p>Inclusion Discussion (45 minutes)</p>	<p>Lindsey - Will send out a Google Survey to the entire staff. The inclusion model pilot will establish a partnership between core subject teacher and Sped teachers in order to offer an inclusive learning environment to Sped students. Studies show that inclusive models increase achievement among Sped students. They are looking for volunteers to pilot the program : 1 teacher per core content area. These people report back to collab and to other groups on best practices, data, observations etc. Next year there is to be a more robust implementation of the inclusion model. Highland and West Mesa have been doing it for some time now. Kennedy was forced to choose between implementing the inclusion model schoolwide or cutting FTE positions so they had to adopt inclusion across the board with only 1 or 2 segregated classes per content area.</p> <p>The inclusion classroom would consist of one Gen Ed and one Sped teacher working together. The Sped services would be conducted in a Gen Ed setting - inclusion for the student. Only use the Gen Ed curriculum but Sped teachers would do remedial tutoring as necessary. Both teachers tag team and teach together and both teachers are there all the time. No loss of instructional time for behavioral issues (one teacher deals with it and the other continues teaching). Teachers paired voluntarily or training is required in order to facilitate cooperation among teachers. Surveys will go out to teachers for potential students who are good candidates.</p> <p>The inclusion model was piloted at Kennedy and worked well and they are full inclusion with a couple of Cross Cat exceptions. Matt will share info.</p> <p>Vigil - We need to stay within the allotted budget. So if half the staff wants to do it, they might not have the needed FTE spots in the budget. So it will be piloted according to the limits of the budget.</p> <p>Conley- Will teachers do training for 7 best practices of co teaching? Is there one partnership per content area minimum?</p> <p>Lindsey - Yes, but more if funding is available.</p>

	<p>Kraw - Used to have inclusion and that's what brought him to Manzano. Doesn't know why it was discontinued - maybe budget constraints.</p> <p>Perea - Had good experience with it at Jimmy Carter.</p> <p>Lindsey - Could get the names of teachers who have experience with inclusion and they could mentor those interested.</p> <p>Hall - Co-teachers would need the same prep or collab.</p> <p>Dutro - Question - If we were to do inclusion would we also have CrossCat courses?</p> <p>Lindsey - There are students who read at a 4th grade level so we'd still have CrossCat as well as inclusion. This is a pilot - so slow and steady before we adopt it on a larger scale.</p> <p>> Action Item: Take inclusion proposal back to constituencies and get a list of names for potential piloters.</p>
<p>Recap of decisions and action items</p>	<ul style="list-style-type: none"> ● > Action Item: Bring proposed finals schedule back to constituents: <ul style="list-style-type: none"> ○ Monday, May 22: Regular C Day ○ Tuesday, May 23: Regular B Day ○ Wednesday, May 24: Regular A Day ○ Thursday, May 25: Make-Ups ● > Action Item: find out how Eldorado got their full time family counselor. ● > Action Item: Pitch idea of SEL themed advisories, first week back, and wellness fair during first week to constituents. Ask for volunteers to be on SEL committee. ● > Action Item: Take inclusion proposal back to constituencies and get a list of names for potential piloters.
<p>Items for Next Meeting on February 1, 2023</p>	<ul style="list-style-type: none"> ● Next Step Plans (10-15 minutes) ● Process for Addressing Skills Deficits ● Final Schedule Share-Out ● Inclusion Discussion Share-Out ● Changes in Students and Teachers Share-Out ● SEL Theme Discussion Share-Out