

## Attendance

<b>Manzano High School Instructional Council Representatives</b>		
<b>IC Chair</b> - Kelly Dutro ▾	<b>Vice Chair/Fine Arts-</b> Rachel Thompson ▾	<b>Secretary/MCL-</b> Martha Ambrey ▾
<b>Admin</b> - Rachel Vigil ▾	<b>Counseling</b> - Karen Hines ▾	<b>Restorative Justice</b> - Absent ▾
<b>Activities</b> - Absent ▾	<b>Community Coordinator</b> - Jessica Dinsmore ▾	<b>EWS</b> - Jeanie Stark ▾
<b>JNROTC</b> - Commander Kerze ▾	<b>ATF</b> - Absent ▾	<b>TLF</b> - Absent ▾
<b>District SPED</b> - Megan Painter ▾	<b>Crosscat SPED</b> - Tim Asselin ▾	<b>AVID</b> - Absent ▾
<b>Science</b> - Kurt Larson ▾	<b>Health/Impac</b> - Absent ▾	<b>ELA</b> - Lena Stanley ▾
<b>Social Studies</b> - Stephen Kraw ▾	<b>Math</b> - Nathan Humphries ▾	<b>PE</b> - Absent ▾
<b>CTE</b> - Stacye Simpson ▾	<b>Student Representatives</b> - Absent ▾	<b>EA</b> -
<b>Parents:</b>	<b>Guest Attendees: Derek Villanueva</b>	

## IC Meeting Agenda

➤ **DECISION:**

**ACTION ITEM !**

Agenda Item (Minutes)	Notes
Taking Role (5 minutes)	<ul style="list-style-type: none"> <li>● Name and what department they are representing</li> <li>● Delineate Visitors (no say in consensus)</li> </ul>
Student Report	<ul style="list-style-type: none"> <li>● Senate members not present.</li> </ul>
Principal Report (10 minutes)	<p><b>Vigil:</b> AttunED is a consulting company that the board hired and they are forming panels composed of principals, students and teachers. They are also doing school visits - Manzano is not being visited but will participate in the panel. AttunED will conduct interviews with the principal as well as teachers and students. Vigil has been asked to be an interviewee and also find student and teacher participants for the panel. They are looking to see how APS schools perform in comparison with other schools in the state and nation. In addition, how are schools addressing learning loss brought on by the pandemic?</p> <ul style="list-style-type: none"> <li>● High School Redesign Task Force by APS and ATF is researching the following: <ul style="list-style-type: none"> <li>○ Bell Schedule (later start time or flex schedule)</li> <li>○ Course taking patterns</li> <li>○ Moving to 6 period day</li> <li>○ NM History in Middle School</li> <li>○ Course Pathways re: CTE and Vocational Ed</li> <li>○ Next Meeting is 11/10/22</li> <li>○ Change graduation requirements</li> <li>○ Seniors take a full course load</li> <li>○ Holding graduation after the school year ends</li> <li>○ Building Office Hours (for students to meet with teachers) into the school day</li> </ul> </li> <li>● In addition to other teachers and administrators throughout the district, the High School Redesign Task Force members include Vigil, Asselin and Toniolli. So far the Task Force has met once with Bernstein and is in the research phase. The next meeting will take place on November 10th.</li> </ul> <p><b>Dutro:</b> None of this is set in stone. These items are simply being discussed.</p>
<b>New Agenda Items</b>	
Revisit 6 week celebration (20 minutes)	<ul style="list-style-type: none"> <li>● Proposed by Jessica Carr earlier in the year <ul style="list-style-type: none"> <li>○ Make it a January PD Item</li> <li>○ Form a committee - brainstorming/planning/proposing to IC</li> </ul> </li> </ul>
January PD	<ul style="list-style-type: none"> <li>● IEP Norms and Process Review - 60 minutes</li> </ul>

	<ul style="list-style-type: none"> <li>● AVID Site Team: Whole Staff Avid Website Training - 30-60 minutes?</li> <li>● Whole Staff SafeZone Training - 60 minutes</li> <li>● Standards Based Grading Follow Up ? - (suggested by Jason Sanchez but not yet discussed by the SBG committee members) 30 minutes</li> <li>● SEL Curriculum - AIM - 30 minutes (proposed by Megan Painter)</li> <li>● Six Week Celebration - 30 minutes in breakout groups brainstorming ideas and making suggestions for implementation</li> </ul> <p><b>ACTION ITEM !</b> At the next IC the presence of TLFs is requested so that we can hash out the plan for PD the first day back from winter break (1/3/2023)</p> <p><b>Dutro:</b> IEP norms should be broken up into subsections/ chunked</p> <p><b>Vigil:</b> All teachers should know how to use the Avid website (link to <a href="#">Padlet</a>) but in order for them to have access, they have to have a training on it. The training will teach staff how to navigate the website and familiarize them with available resources.</p> <p><b>Dutro:</b> In regards to the 6 week celebrations, teachers want to celebrate success but do not want celebrations to cut into instructional time. At the same time there are safety concerns associated with a campus wide celebration that need to be addressed.</p> <p><b>Stark:</b> Teachers should form the committee and plan the celebration. There would be more buy-in.</p> <p><b>Dinsmore:</b> And Carr has a lot on her plate.</p> <p><b>Simpson:</b> Proposes that we discuss in break out groups on the first day back from winter break. Realistically this would be for next year. Stark and Dismore could have a sign-up sheet during the first day back PD so that teachers who want to serve on the committee can sign up.</p> <p><b>► DECISION: Dutro:</b> The bulk of the next IC session will be planning PD for 1/3/2023.</p>
<p>Parent Teacher Conferences</p>	<ul style="list-style-type: none"> <li>● Google Calendar School-Wide Scheduling Proposal -</li> </ul> <p><b>Derek Villanueva:</b> There is a <a href="#">video</a> on how to set up meetings on Google Calendar. There is also a <a href="#">list of steps</a> to take in order to create the event. When a meeting is set up it generates a link to a remote meeting and allows you to see who has signed up immediately. Make sure that you request the</p>

	<p>name of the student the parent/ guardian is advocating for. You need to be in “day” or “week” mode in order to schedule. This feature can also be used to set up office hours with students.</p> <p><b>&gt; DECISION:</b> All teachers will use Google Calendar to set up their schedule for PT conferences to streamline the process for all involved. They will put the link on their Google Classroom, send it out to parents via synergy and share it on the Google Form sent out by Rachel Thompson. (Please check your e-mail.)</p> <p>Teachers should plan to set up this link and to share it to the <a href="#">Google Form</a> sent out by IC by 11/7 (next advisory). Advisors should use the <a href="#">results from the form</a> to help students set up conferences with teachers in the classes that they are having trouble with.</p> <p><b>Thompson:</b> We also have A and B days to show students how to schedule conferences.</p> <p><b>Dinsmore:</b> Also have students update their Grade Trackers in advisory.</p> <p><b>Dutro:</b> The TLFs can stay after the staff meeting on Monday in case someone needs help.</p> <p><b>ACTION ITEM !</b> Watch the video (link above and also in email) on creating an event in Google calendar with your constituencies during the next collab. Teachers should share the Google calendar P-T conference invite link on the <a href="#">Spreadsheet</a> sent out by Rachel Thompson as well as through Synergy bulk e-mail and their own Google Classrooms.</p>
<p>Recap of decisions and action items (5 minutes)</p>	<ul style="list-style-type: none"> <li>● <b>&gt; DECISION:</b> All teachers will use Google Calendar to set up their schedule for PT conferences</li> <li>● <b>ACTION ITEM !</b> Teachers will put the Google Calendar link to their conferences on the list sent out by Thompson, on their GC, and send it to parents via synergy. (see above for tutorials)</li> <li>● <b>&gt; DECISION:</b> The bulk of the next IC session will be planning PD for 1/3/2023.</li> <li>● <b>ACTION ITEM !</b> At the next IC the presence of TLFs is requested so that we can hash out the plan for PD the first day back from winter break (1/3/2023)</li> </ul>

Items for Next Meeting	<ul style="list-style-type: none"><li>• Hash out January PD</li></ul>
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