

Attendance

Manzano High School Instructional Council Representatives		
IC Chair - Rachel Thompson ▾	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 - Tim Asselin ▾	TLF - Christine Perea ▾
District SPED - Megan Painter ▾	Crosscat SPED - Shaness Conley ▾	AVID - Christine Perrea ▾
Science - Kurt Larson ▾	Health/Impac - Christine Perea ▾	ELA - Lena Stanley ▾
Social Studies - Stephen Kraw ▾	Math - Nathan Humphries ▾	PE - Absent ▾
CTE - Stacye Simpson ▾	Student Representatives - Absent ▾	EA -
Parents:	Guest Attendees: Elizabeth Hughart, Arvis Vonner, Kyle McDonad	

IC Meeting Agenda

Agenda Item (Minutes)	Notes
Taking Role (5 minutes)	Name and what department they are representing Delineate Visitors (no say in consensus)
Student Report	No students present
Principal Report (10 minutes)	<u>EWS Site Visit Report</u>

	<p>Vigil, Stark and Dinsmore: Manzano received the award as a National SpotLight school for their early warning systems. APS announced that all 13 comprehensive high schools will develop the EWS program. Manzano changed the definition of EWS from that of John Hopkins. 3 individuals per school will be trained. Last year was the pilot year and the program is still developing.</p> <p>Vigil: Is hopeful that in a year or 2 the program will move the needle for Manzano. Is grateful to EWI team and staff for working together.</p> <p>Stark and Dinsmore: Thanks to everyone who was positive and gave suggestions. It takes a village.</p>
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Business from Last Meeting

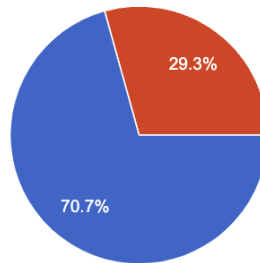
<p>Cross-Curricular Collaboration (10-30 minutes)</p>	<p>Cross-Curricular Collaboration Share Out</p> <p>Thompson: Proposal brought forth by Andreon Williams that collaboration be open one day a week so people can join other groups with common interests and goals.</p> <p>Last meeting, IC members were asked to take the idea back to constituents and get feedback so we could come up with a more concrete plan.</p> <p>Kraw: All supported as a group. Will evolve in unison with other things</p> <p>Parea: Health and Impac collaborates with PE. Avid uses TLFs and the kids benefit. They reach out to teachers - scheduling is difficult.</p> <p>Larson: Monday sounds good. Math talked about how they could target groups they want to work with. Would be good to work with math.</p> <p>Simpson: They enjoy the ability to see what other groups are doing.</p> <p>Kersee: Going with flow</p> <p>Stanley: ELA liked the idea but decided that Monday could be an open collaborative period. So no chaos in scheduling.</p> <p>Conley: Their dept has been so busy managing caseloads. They do collaborate via email with teachers and this is the extent of what they can do as they are already overextended.</p> <p>Asselin: SpEd likes to collaborate with CTE but needs to collaborate with teachers of their students.</p>
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	<p>Stark and Dinsmore: In support of more collaboration to support kids better.</p> <p>Vigil: Great idea - opportunity for creative innovative work. However it pans out, is excited to see the work that will come of it.</p> <p>Ambrey: MCL is not opposed to Monday but uses the other two collabs to work on department initiatives.</p> <p>Thompson: Sounds like work needs to be done setting up Monday's as open collaboration. Send out the master schedule (that SpEd uses). Those interested can begin the process and gather data. We can circle back to this next semester.</p> <p>Stanley: For next year, it would be good to pair preps/ collabs for science and math, social studies and English,etc.</p> <p>Humphries: Is this an option but not mandatory?</p> <p>Stanley: English was worried that if it is mandated, it would not be appealing. It's nice to have as an option but if there is a rigid (and imposed) structure, it will be less appealing.</p> <p>Thompson: Pilot this initiative for folks that are passionate about this.</p> <p>Vigil: Not looking to make it a requirement. Left up to individual teachers.</p> <p>Decision and Action: Pilot on Mondays during prep/collaboration and share out in IC February.</p>
<p>Finally Finalize Final Schedule (10 minutes)</p>	<p><u>Finals Schedule</u></p> <ul style="list-style-type: none"> ● Review results of staff vote ● Get clarification on any questions pertaining to finals schedule

Which final would you prefer to have on Thursday?

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58 responses

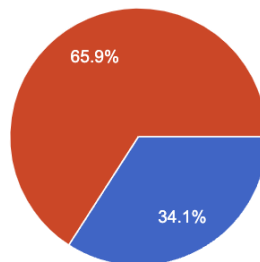


- Option 2a: 1st period on Thursday
- Option 2b: 7th period on Thursday

Preferred Fall Final Schedule:

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88 responses



- Option 1: Periods 3, 5, 7 on Friday; Periods 2, 4, 6 on Monday, Period 1 and abbreviated C Day Make-Ups on Tuesday
- Option 2: One final on Thursday; Three finals on Friday; Periods Three finals on Monday; C Day Make Ups on Tuesday

Thompson: Vote came back. Thursday 12/16 we will do first period finals. 70.7% voted for one final Thursday, the 3 even finals on Friday, 3 odds Monday, with C day makeup on Tuesday 12/20.

88 people responded

Action Item: Jason will create the schedule and send it to Thompson and Dutro.

Humphries: After Thursday will we have 1st?

Conley: Propose to not have first and do 2,4,6 with lunch 3,5,7 with lunch.

Perea: Does makeup Tuesday have an advisory?

Thompson: No advisory on makeup Tuesday.

Humphries: Can we do odd finals on Friday to keep it more consistent for kids?

Thompson: Decision: Odds on Friday and evens on Monday

Vonner: Don't count them as absent in Synergy if the class doesn't meet on a certain day.

Kraw: Does Jason coordinate with Synergy schedules ?

Vigil: Yes

Decision:

Thursday 12/15	Friday 12/16	Monday 12/19	Tuesday 12/20
First Period Final from 7:25-9:25 Abbreviated Snow Delay Schedule (C Day)	3rd, 5th, 7th Finals	2nd, 4th, 6th Finals	C Day Make Ups

IEP Norms (20-30 minutes)

Review/Revise/Ratify IEP Norms from Last Meeting:

Decisions (all checkbox items ratified)

- 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 create a universal IEP feedback template, attach students current IEP (with accommodations) to the request and explain why GenEd teacher was chosen to attend
- 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 (not 3-5) business days of the request

- All teachers will keep grades updated with a minimum of one new grade (or feedback narrative) in Synergy gradebook per week
- Student initials in the subject field of IEP request , include name and student ID in the body of the email and also the class period they have you
- Teacher need to stay for entire IEP meeting unless cleared ahead of time.
- Teachers should try to attend in person but can attend remotely if they are in a private setting.

Norms in regards to IEP request for progress feedback from teachers

Conley: Can't support kids if there's no data as to how they are doing.

Asselin: Has gone to classrooms in person to ask teachers to put in data.

Dinsmore: It's embarrassing EWI when they pull up grades live in meetings with parents and there's no data.

Vigil: When a teacher doesn't respond to a request for grades, the requestor can loop in admin and admin can contact the teacher.

Thompson: Reach out to the teacher first, if no response or change in grade entry in 3-5 business days then loop in admin.

Stark: Grade dumping is when teachers don't put any grades in for weeks and then put them in all of a sudden when it's too late for kids or parents to do anything about it.

Dinsmore: Sports rely on eligibility reports and some kids can't play when teachers don't update grades in a timely manner.

Conley: Parents on top of their kids to get their grades up and sometimes the kids have but the teachers haven't entered grades.

Asselin: Updates his grades twice a week. Tells kids to ask teachers for updates.

Thompson: Let's adopt the 3 business days policy for giving feedback and current grades upon request.

Kraw: Can teachers give a narrative if they do Standards Based Grading?

Larson: Chemistry teachers give feedback (but not grades) on practice assignments. Can email teachers for it.

IEP Requests for Information protocols

Decision: SPed will create a universal template for IEP feedback requests

Conley: SPed teachers can start to explain why the Gen Ed teacher was chosen to attend this IEP in Google Calendar Invitation

Asselin: Keep it short and sweet.

Decision: Yes explain why a specific GenEd teacher was chosen

Conley: Should delete the following from protocols:

“Including current accommodations and modifications in the IEP feedback request - ask for feedback as to which are or are not working.”

As an IEP team they try to make sure the accommodation are reasonable. Tries to email teachers with any changes. Wants kids to self-advocate.

Humphries : As a GenEd teacher, having these included with IEP are a good reminder. It's a nice point of reflection.

Stanley: Does SpEd ask if these accommodations are working?

Kraw: Lindsey sends out new schedules for SpED students (when there are changes) and also changes in accommodations when they are made.

Decision : IEP requests must specify online , in person or hybrid and which room they are being held in

Attending IEP meetings remotely

Thompson: Yes to teachers being able to attend remotely.

Perea: Teachers must be in a private setting so that no one else can hear what is being said.

Conley: After teachers share their piece - can ask family for permission to leave.

Hughart: District needs prior notification and teachers can not leave the IEP meeting to check in on sub.

Vigil: Came directly from Lee Adams - teachers can't leave an IEP meeting in the middle. . Need to notify ahead of time but only as an exception in extenuating circumstances

Perea: Would rather have a teacher in person.

Hughart: Make sure the technology is working ahead of time.

Humphries: Norm should be in person but cleared in advance if not.

Kraw: Hybrid works well and provides flexibility.

Vigil: "IEP meeting should be completed by 2:25. If staff are required to stay past the duty day, they will be compensated"

Asselin: If meeting is after school - then it will definitely be hybrid

Decision: Leave Hybrid option but communicate expectations

Issues with class coverage/ subs and IEP meetings

- Gen Ed teachers not getting subs - can the C9 extension be included in the Google Calendar Invite?

Asselin: Lets admin know if IEP meeting will go overtime

Hughart: If your sub doesn't show or you need coverage for the next class period because IEP is going into overtime, then call office secretary, Jocelyn, J-Lo, Sean Neconie

Asselin: It's important to note that on the IEP calendar - subs are requested not by period but by time slot. In the SafeSchools training hub - there are 6 IEP sections.

Vigil: They don't have subs freely floating. Requests 2 IEP subs for SpEd and GenEd - but they don't always get them or show up. Sometimes teachers sell their prep - so, if a meeting is running past time, Matt Lindsey needs to call the front office and let them know so office staff can adjust coverage. Can't assume that sub will remain since they may have a class themselves the next period. Communication is key.

Decision: TLF's present Explainer session at January PD about IEP's, SPed and

	<p>Gen Ed perspective</p> <p>Conley: Allison was going to present . Allison can work with the team and organize the session.</p>
New Agenda Items	
<p>April 10 Bell Schedule Revision (10-15 minutes)</p>	<p><u>April 10 - Vernal Holiday, no school</u></p> <p>On 9/21/22 IC Decided it would be a BABA week however Wednesday, April 12 is the SAT day, so there will be no instruction on that day.</p> <p>Decision: C, B, A this week</p>
<p>Recap of decisions and action items (5 minutes)</p>	<ul style="list-style-type: none"> ● Mondays for cross-content collab. Those interested report back in February. Master schedule for next year will facilitate the program. ● First period final on Thursday 12/16. Friday 12/17 odds; Monday 12/19 evens; Tuesday 12/20 makeup exams, C schedule but no advisory. ● IEP feedback adopted all norms and added details ● Whole staff PD in January pertaining to IEP processes and protocols
<p>Fall Carnival (3 minutes)</p>	<p>Vigil: Proposes longer lunch on 10/31 for Fall Carnival. Can we shave off a minute of each passing period for 5 extra minutes ?</p> <p>Kraw: Or shave it off class for 6 extra minutes .</p> <p>Stanley: Suggest to not have snack break and add the minutes to lunch.</p> <p>Decision: No snack break on 10/31 - minutes added to lunch</p> <p>Carr: Will put it on calendar</p>
<p>Items for Next Meeting</p>	<ul style="list-style-type: none"> ● Revisit 6 week celebration ● January PD ● Parent Teacher Conferences - Reminder/Norms

Meeting notes submitted by: Marty Ambrey

Meeting notes approved by: Rachel Thompson