

**Date: Tuesday, August 15, 2023**

**Location: Library**

**Time: 7:15 AM**

**IC MINUTES**



**Facilitator(s):** April Martinez (subbing for Jess Barrett)

**Time Keeper:** Meagan Labuhn

**Recorder:** Jess Selbee

**Members:** Pat Bova (CTE), Eric Villegos (SPED), Rob Yoder (Math), Isaac Pedelty (Soc Stud), Brenda Ortiz (MCNL), Sharay Hill (Comm Schools), Michele Torres (Admin), Margie Milburn (ELA), Stephanie Davy (Science), Jorge Serrano (ATF), Meagan Labuhn (Counseling), Leo Ural (PE)

**Also in Attendance:** Laine Douglas, Leena Villegas, Rebecca Knowles, Stevie Maestas, Veronica Vasquez, Adriana Kerr, April Martinez, Juan Aragon, Jess Selbee

<p><b>Instructional Goals</b></p>	<p><b><i>Take action in support of curricular and instructional improvement at WMHS.</i></b></p> <ol style="list-style-type: none"> <li>1. Acknowledging that our students need help improving their reading, writing, critical thinking, and math abilities, teachers will integrate reading, writing, math, critical thinking, and reading visuals (charts, graphs, etc.) into their curriculum.</li> <li>2. Improve staff-student relationships: Each student will be connected with an adult on campus who can support them with their academic goals and connect them to resources to support their social, emotional, and material needs.</li> <li>3. Earlier (better) interventions for failing students including but not limited to: mandatory contracts, conferences scheduled with parents and counselors, mandatory tutoring (during lunch, after school, Grad Point, Saturday school, Early Warning System), remediation techniques for core classes.</li> <li>4. IC will continue to have a voice and collaborate with advisory</li> <li>5. IC will continue to advise and work with administration to plan PD that is of best use to our faculty and staff. This next year that will include a focus on offering resources on how to teach digital literacy.</li> </ol>
<p><b>IC Norms</b></p>	<p><b>Everyone is welcome, as are all ideas and opinions</b></p> <ul style="list-style-type: none"> <li>● <b>We will:</b> <ul style="list-style-type: none"> <li>○ Start and end on time</li> <li>○ Ground statements in evidence</li> <li>○ Assume positive intentions</li> <li>○ Show respect and consideration to one another</li> <li>○ Work hard (if we do, we'll fulfill our mission and accomplish our goals)</li> <li>○ Maximize the time we spend on issues</li> <li>○ Work as a team towards our goals</li> <li>○ Leave personal agendas in our offices/classrooms/homes</li> </ul> </li> </ul>
<p><b>Opening/Business 5 Min.</b></p>	<p><b>Approval of Previous Minutes and Agenda</b>  <b>Approved by consensus</b></p>

**Martinez (5-10 Min.)**

- IC Representatives Check:
  - Chair/ English: Jess Barrett
  - Chair Elect: Vacant
    - Jorge Serrano volunteered, no objections
  - At-Large: Vacant
    - remains vacant
  - ATF: Jorge Serrano
  - Community Schools: Sharay Sullivan
  - Counseling: Meagan Labuhn and Michele Hardwick
  - Fine Arts: Rachel Kain and Kim Sutherland
  - Math: Lava Danius and Ronald Yoder
  - Science: Vacant
    - Stephanie Davy (for today)
  - Social Studies: Isaac Pedelty
  - CTE: Patrick Bova
  - EAs: Vacant
    - Remains vacant
  - MCNL: Brenda Ortiz
  - PE: Leo Ural
  - ROTC: Mark Hendricks
  - Administration: Michele Torres
  - Student from Senate: Leonardo Estrada Fernandez
  - Special Ed: Eric V.
  - Parent/Family: Vacant
    - Remains vacant

**Martinez (1-2 min.)**

● **Reminder: Open House is Tuesday, September 12, 2023, from 5:30 pm-7:00 pm.**

**Martinez (5-10 min.)**

- **Amending the 90 Day Plan**
  - **DESIRED OUTCOME** \*observable change in adult behavior: All teachers will use AVID/WICOR skills to support scaffolding of higher level thinking skills, differentiated instruction, and structures for student collaboration in order to engage students in skill development and higher order thinking.

A. Martinez - Follows Strategies 3 & 4)

- Do we want to add culturally responsive instruction to the 90 Day Plan?

R. Knowles clarified ongoing AVID PD was expected, & planned for prior to Dr. Holley's PD. CRT PD overlaps much of the AVID strategies. Can we incorporate this as an either/or option? 90 Day Plan requires feedback from departments by next Tuesday on expectations for 30-day check-in. Need to know department focus, (AVID **OR** CLR). Actual 30 day check-in due Sept. 29

R. Yoder - State has a strong focus on culturally responsive teaching: it's also what we do anyway as teachers.

J. Serrano - expressed support for including CLR as an option

S. Maestas - CLR helps with providing students rigor

I. Pedelty - important to support rigor with relationships; CLR helps with that

R. Knowles - Change wording to include CLR, NOT getting rid of AVID

Consensus reached: Rebecca approved to change wording to include CLR as an additional focus option in the 90-day plan.

- IC representatives, for the next meeting please come back with feedback from your departments/content areas that explains how you all will address the following progress indicator: “As measured by attendance at BOY PD and focus strategies identified by departments with the goal being 100% of all departments reporting focus areas at the 30-day check in.”

**Martinez: IC Master Schedule (35 min.)**

- Master Schedule

A. Martinez went over Master Schedule (discussion items listed)  
M. Torres - One hour Advisories possibly to be used for safety program from the District, still being developed, applied to be included in roll out since it is being developed with what WMHS has gone through in mind  
I. Pedelty - program supporting non-violence?  
M. Torres - APS and City working on things, hope they are talking  
M. Labuhn - Would this be used in long Advisories? or better as Assemblies?  
S. Davy - 1 hour long assembly? Is that realistic?  
S. Maestas - Break it up into different spaces? Smaller groups  
J. Aragon - Decent length for weekly Advisory. Can we use that time and have classes rotate through the school year?  
L. Douglas - IC determines time of Advisory, was decided to be 20 mins, but somehow turned into 35. I.C. may need to revisit this to adjust?  
A. Martinez - schedule was taken on faith from the district  
M. Torres - Monday schedule will be changing to account for CEC  
S. Davy - Eldorado changed theirs yesterday  
M. Labuhn - HHS has a different schedule (not block)  
M. Torres - HHS got special approval; all other HS must follow the schedule  
I. Pedelty - We need to address 2 issues... how are we using whatever time Advisory has, and how is it being delivered?  
A. Martinez - 1 hour Advisory was based on grading periods and those have changed. Should that be looked at? Also need to address when announcements occur in school day  
L. Douglas - Intent was to have long advisory every grading period, but still listed as every 6 weeks as language wasn't changed  
M. Torres - email persons developing District Safety training  
L. Douglas - talk with ATF regarding Advisory contract language for MOU?  
J. Serrano - willing to assist with getting information about this  
A. Martinez - Can we determine by next week? Next month?  
I. Pedelty - could be urgent depending on how many Advisories we need to do

Partnership developed to check into this and report back at the next meeting to I.C.  
J. Serrano & L. Douglas, working with Admin & Union - others encouraged to attend/give feedback.

- Sports Assemblies Dates?
  - Can we ensure that they are not the same week as the Long Advisory?

S. Davy - Homecoming Assembly 9/7; Fall Sports Assembly 9/15; Winter Sports 1/25; Spring TBD (need team schedules to ensure athletes are all in attendance)

Website? - want IC Minutes posted? Yes.

Who will post IC Minutes to the website? Sharay to post - will need to be given access to the IC area.

Parent to attend meetings? Need to identify someone. Could be a staff member, but can't represent two different groups.

Discussion on Plans for next meeting:

A. Martinez - IC picture - next meeting will follow up/coordinate

Michele - SREB Visit next month (September) Company hired by the APS Board, do a type of Instructional Rounds. Looking for Research-based Instructional Strategies, culture of school (in regards to academic instruction). Random rooms to be visited, classrooms could be visited multiple times. Will present findings to IC, valuable feedback to be gained

I. Pedelty - What are they looking for?

M. Torres - Parameters set by Instructional Council, more information provided at next meeting

A. Martinez - West Mesa can make changes to the dress code policy, but it requires a process that involves the community to make changes.

J. Serrano - ATF discouraged male teachers being involved in dress code issues

A. Martinez - up to each teacher if they want to be involved, or not

R. Yoder - can teachers have things in their syllabus to enforce? (Yes.)

A. Martinez - Next meeting: Expectations for 30 day check-in, Update on long Advisory info, SRVB info, picture

J. Aragon - Add modification for Cinco de Mayo agreement to agenda (approved)

Many members requested - Include changing bell schedule and announcements in discussion on Advisory (approved)

K. Knowles - Next meeting = 90 Day Plan, facilitated by J. Barrett, should only take ~30 minutes. Can include conversation re: schedules changing, advisory, & announcements in next meeting.

I. Pedelty - Student Handbook to be added to a future meeting

M. Torres - Handbook been updated by Jackie to align with IC minutes, just completed yesterday

I. Pedelty - Can this be made available for staff review?

**Agenda Items for next meeting:**

- Expectations for the 30 day check in for the 90 Day Plan
- Advisory, bell schedules, etc. (L. Douglas & J. Serrano)
- SREB Visit (M. Torres)
- Modification for Cinco de Mayo (J. Aragon)
- I.C. Picture

**Date and Time of  
Next IC Meetings**

**Tuesday, August 22, 2023, WMHS Library, at 7:15 AM**

**[Guidelines for Instructional Councils](#)**

**[Agenda Item Request Form](#)**

- 1. Please make a copy of the Google Document.**
- 2. Once completed, please email the document to [Jess Barrett](#).**