

**Date: Tuesday, September 12, 2023**

**Location: Library**

**Facilitators:** Jess Barrett (IC Chair) and Jorge Serrano (IC Chair Elect)

**Time Keeper:** Meagan Labuhn

**Recorder:** Jess Selbee

**IC MINUTES**



**Members:** Jessica Barrett (ELA), Parm Garcia Arnold (At Large), Isaac Pedelty (Social Studies), Leonardo Estrada Hernandez (Student), Rachel Kain (Fine Arts), Meagan Labuhn (counseling), Eric Villegas (SPED), Brenda Ortiz (MCNL), Ron Yoder (Math), Pat Bova (CTE), Sharay Hill (Community School), Stephanie Davy (Science), Mark Trujillo (PE), Jorge Serrano (Union), Matt Aragon (Parent), Michele Torres (Admin.)

**Also in Attendance:** Laine Douglas, Leena Salcido, Santino Hernandez, Adriana Kerr, Robert Stubbs, Lilibeth Campos, Stevie Maestas, Scott Blocker, Juan Aragon, Rebecca Knowles

**Instructional Goals  
2020-2021 Year**

***Take action in support of curricular and instructional improvement at WMHS.***

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.
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.
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.
4. IC will continue to have a voice and collaborate with advisory
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.

**IC Norms**

**Everyone is welcome, as are all ideas and opinions**

● **We will:**

- Start and end on time
- Ground statements in evidence
- Assume positive intentions
- Show respect and consideration to one another
- Work hard (if we do, we'll fulfill our mission and accomplish our goals)
- Maximize the time we spend on issues
- Work as a team towards our goals
- Leave personal agendas in our offices/classrooms/homes

<p><b>Opening/Business (5 Min.)</b></p>	<p><b>Approval of Previous Minutes and Agenda</b></p> <p>Minutes  L. Douglas - correction to spelling of name in prior minutes  <b>Minutes approved w/correction</b></p> <p>Agenda  M. Aragon - request to add being added as the parent representative for the IC to agenda  <b>Agenda approved</b></p>
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<p><b>M. Aragon</b></p> <p><b>Douglas and Serrano (10 min.-15 min.)</b></p>	<p><u>Family Representative</u>  Matt Aragon requests to be added as the parent representative for the I.C. as his daughter is a student at WMHS and he is involved in the Fillies parent group  <b>The IC Approved Matt as the parent representative</b></p> <p><b>Advisory Schedule (Bell Schedule)</b>  IC applied to be part of Gun Violence Prevention Program - WM accepted to participate  As part of the program, must do 1 hour long advisory each month (October - March)  To adjust schedule, WMHS needs to apply for a waiver to the contract through the Albuquerque Teachers Union to make possible changes  Vote by union members - requires <math>\frac{2}{3}</math> quorum to pass  Need to change long advisory from once every 6 weeks to once every month  Could consider doing away with short advisory to cover some of the lost instructional time</p> <p>S. Hernandez - corrected time to needing only 45 min. for the program</p> <p>L. Douglas - Fed Reps. need to put out a vote to union membership to get a waiver and quorum needs to be met in order for the vote to pass.</p> <p>J. Aragon - Not wanting to give up advisory time; using advisory to do grade checks and helping keep Bilingual Seal students on track for Bilingual Boot Camp</p> <p>L. Douglas - Union contract is clear about not using time for academics, but to be used for SEL, so using time for grade checks might be in a "gray area."</p> <p>J. Aragon - OK being in a gray area if it best supports students, regardless of union contract.  Staff that are doing so, are doing so voluntarily</p> <p>S. Davy - Only union members get to vote? (yes)  Clarification requested, what will union members be voting on/for?</p> <p>L. Douglas - current contract has weekly short, and long advisory every 6 weeks... change needs to be made to have monthly long advisory, to provide 45 minutes per month for this program.</p> <p>J. Barrett - Will options with or w/o weekly advisory be provided?</p> <p>J. Serrano - good to have options... advisory helps special ed teachers connect and develop relationship with students... a little less instruction time will not hurt us</p> <p>J. Barrett - when will the survey be emailed out for union members to vote?</p> <p>L. Douglas - ASAP... Justin can get out the info. to the teachers in the union to vote and track, but could likely use Admin support to encourage staff participation</p>
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S. Davy - What is the program? What is this "Gun Violence Prevention Program"?

Michele - DEA, APS, BCSO came up with a Violence Intervention Pilot Program and WMHS likely would have been chosen even if we did not apply, since we have been the school most facing these challenges.

S. Hernandez - program is only for 9th grade students. Freshman students would be pulled out. Program focus is on 6th-9th grade only.

J. Barrett - Who is creating and providing resources for long Advisory for grades 10-12 so that students are not just sitting there?

S. Hernandez - We will... as an I.C.

L. Douglas - If IC is responsible for creating lessons for long advisory for the rest, it will likely be left hanging. This group has a lot on our plates. We need to set up a sub-committee, and maybe have our Resource Teacher help provide resources

S. Davy - Clarification: 9th grade curriculum is already done, but I.C. would be responsible for rest? (Yes)

J. Barrett - Maybe our Resource Teacher can help with creating these?

L. Douglas - Idea: Google site - open to everyone... could make WM look "all good" to support other schools with Advisory materials

M. Labuhn - Pre-registration happens during March long advisory. How could that be handled if 9th grade is doing this program?

J. Barrett - 9th grade at alternate time? Possibly done over 2 short advisories? Would need to determine this once we know what advisory time we are working with.

R. Knowles - AVID has pre-created long advisory lessons ready to go, available on MY AVID website... can give access to all who need it.

M. Torres - Mr. Ramirez is currently redoing WM HUB to make it more user friendly

A, Kerr - Doing away with short advisories would put SPED in risk of non-compliance.

L. Douglas - Do not want to jeopardize SPED, so we will limit vote to leave short advisories alone and change long advisories monthly.

General discussion - We don't need the long advisory in April & May, so should we just say six long advisories in the school year for presentations, so timing can be worked out with flexibility.

Union Reps will get a survey out to union membership to vote for continuing short advisories on Mondays, with six per year being replaced with long advisory to allow for Violence Prevention Pilot Program Presentations for 9th grade students.

J. Aragon (10 min.-15 min.)

**Make a decision regarding the schedule for El Celebracion**

Two schedules presented previously, being brought for a vote

Option 1 Block Day - difference shorter block classes on day of event  
lunch 108 mins

Option 2 - B day on Monday and C day day of event  
lunch 107 mins

Both move lunch to the end of the day (almost 2:00), and provide a nutritional break during the day.

E. Villegas - Has this been discussed with cafeteria staff to see how they feel about how this would impact their schedule?

J. Aragon - not yet

M. Labuhn - Issues with students having enough time to get lunch, already an issue on usual lunch days

General Discussion - Students DO have enough time to get lunch. If they aren't getting lunch it is because they are messing around. Lines generally clear in about 10 minutes.

J. Barrett - Pam is now on IC, and can communicate with cafeteria staff

I. Pendelty - Would we inform DECA? (yes)

### **FEEDBACK**

ELA - Option 2, either day... equitable instructional and prep time

Science - Block move to May 2nd... NO C DAY on Thursday

Math - no discussion yet

Comm. Schools - no preference

CTE - no preference

SS - either works

MCNL - prefer the 1st week; which option depends on which week

student - C-Day (don't like lunch at the end of day)

FA - C-Day

PE - Block day

Union - appreciate the idea & work before to make this possible... flexible to either option parent tep. - students stand in line for a long time. How can trucks prep certain items? If lunch is at the end of the day, how many kids will decide to just take off?

Counseling - no discussion yet, but typically go with majority

SPED - Option 1 (block) but didn't discuss which day

Admin - concerned with end of day and possible safety issues

At Large - likes nutritional break, but curious what cafeteria thinks

### **Outcome?**

Option 1/Block: Sci, PE, SPED

Option 2/C-Day: ELA, Student Senate, Fine Arts,

No preference: CS, CTE, SS, Union, Counseling

No discussion/need more info: Math, At Large

Depends on date: MCNL

Concerns: Parent, Admin

J. Barrett - Should we table for later to discuss other possibilities to address concerns with doing lunch at the end of day?

J. Aragon - If we can't get this resolved, we can go back to the old schedule with one-hour in the middle of the day. Do it in less time?

S. Davy - equitable prep/class time... 30 min duty free turns into 108 min duty free lunch

J. Barrett - Concern could lie in prep/academic time being cut short

S. Davy - Event should be adjusted to give extra time. Make sure to provide nutritional break to make sure students can eat

**Barrett and Serrano  
(20-30 min.)**

S. Maestas - Events like this help build culture and support moral

S. Davy - This is also a successful fundraiser that supports students

J. Serrano - free days are needed for our students to connect and have fun... make WM more inviting... supporting SEL

M. Trujillo - Important for students to create high school memories

**After discussion, Consensus Reached - Option 2 (no objections)**

General Discussion - Benefits: Campus Clubs can sell items for nutrition break (nutrition-free) Culture building "FREE, fun day"

Which date? Can we move this from April 24 to May 3?

J. Aragon - Essence being celebrated, more than the actual day  
Celebrate students' culture

Need to check bilingual calendar; 3rd Thursday of April approved on previously  
Oscillate between 3rd Thursday & 1st Monday, and work around testing possibly.

**I.C. Consensus is to hold this event on May 3rd and for Monday, April 29, 2024, to be a B-Day and Thursday, May 3, 2024, to be a C-Day with the extended lunch period.**

J. Aragon - First Thursday in May this school year? Need to check Bilingual calendar, and will communicate if this will work or not to Ms. Barrett.

**30 Day Check in for 90 Day Plan**

Teaching Depts - Focus for 90 day plan Report Out

CTE - AVID strats (getting ready for SREB)

FA - no discussion

MCNL - WICOR (written strand specifically)

PE - discussed, but not agreed

SS - CLR (will forward actual plan to Rebecca)

Sci - CLR

Math - CLR

Eng - CLR & AVID - higher levels of questioning & thinking

J. Barrett -

**Attendance 90 Day Plan: - If you cannot take attendance, why not?**

S. Davy - attendance sometimes taken and disappears  
(still there, bug in the system)

J. Barrett - WIFI down, can't take attendance  
Able to go back in & worked with Tamara to enter after locked out

L. Douglas - students marked all day absent, but they are there, unable to change  
Send name and ID to correct; keeps a paper roster for backup

S. Maestas - There have been instances where mom excused a kid for 30 days instead of 1 day accidentally in the system. Please report it if they are here

J. Barrett - students marked absent and were out for Activities  
student needs to inform whomever had them out to get the absences marked as activities absences

P.Bova - list of students too much for teachers to go through and find their students

L. Douglas - lists need to go to the office to mark students out A/C for activities absences

S. Davy - teacher to mark absent & then corrected later through office with list(s)  
New colors in Synergy? (red- student excused; yellow - ???)

L. Douglas - Clarification needed: Excused or not excused tardy for an appointment?

S. Davy - parent signing students in... students coming from office, excused tardy

J. Serrano - Attendance taken early, created phone calls from office & count as contact home. Also discourages students from being tardy

**90 Day Plan Next meeting:**

J. Barrett - Collab groups need to talk with constituents about focus and bring their "artifacts"  
Who is doing your walk through? (90 Day Plan)  
Walk through form (ELA: Observed/Not Observed)

R. Knowles - For sake of check ins...  
Other resources/supports needed? (no response)  
Critical Action - All freshman families were to be contacted by freshman team members in the first 3 weeks. Unable to complete, so adjusted to provide funding for ALL staff to connect with families during this limited time. Look into continuing Title I funding to provide this each year.  
Any other supports/resources needed re: communicating with families?

J. Barrett - PD on utilizing Translation services

J. Aragon - Training coming, as well as "Bathroom Briefs" with information

J. Barrett - Important to connect with families & be aware of home language preference. Need to close gaps to overcome barriers for these students.

**Barrett (10 min.)**

**Revise the IC instructional goals for the IC Agenda**

#5 Focusing on digital literacy - change to CLR and AVID strategies

S. Davy - Important to keep digital literacy (AI)

General Discussion - in favor of keeping "digital literacy"

J. Serrano - add additional focuses?

J. Barrett - Update to include "Culturally Responsive Instruction & AVID strategies" but leave remainder alone (Consensus reached)

**Torres (SREB)**

Michele - SREB needs to be discussed  
SREB VIisit is next week 9/22 & 9/23  
Thursday ALL DAY THING  
Everyone should expect to be visited at least one time, more possible  
Focus groups: 9th, 12th, CTE students

<p><b>Agenda Items for next meeting:</b></p>  <p><b>Date and Time of Next IC Meetings</b></p>	<p>Teacher, counselors, Admin, support roles, and department</p> <p>Friday - Report out to Admin Focus: seeing what is going on, what we can improve focus on the kids &amp; some on CTE Good feedback on what we are doing well and what can be approved upon</p> <p>Dept Chairs meeting with SREB, still TBD</p> <p><b>Next meeting Agenda:</b></p> <ul style="list-style-type: none"><li>- J. Barrett to bring info from J. Aragon regarding EI Celebracion</li><li>- SREB Info Report Out</li></ul> <p><b>Meeting adjourned 8:15 am.</b></p> <p><b>Tuesday, September 26, 2023</b> <b>West Mesa HS Library 7:15 am</b></p> <p>-Guidelines for Instructional Councils: <a href="https://atfunion.org/answers-docs/">https://atfunion.org/answers-docs/</a></p> <p>-Agenda Item Request Form: <a href="https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjISZERE9is/edit?usp=sharing">https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjISZERE9is/edit?usp=sharing</a></p> <ol style="list-style-type: none"><li>1. Please make a copy of the Google Document.</li><li>2. Once completed, please email the document to Jess Barrett.</li></ol> <p>- 90 Day Plan : <a href="https://dash.ped.state.nm.us/">https://dash.ped.state.nm.us/</a></p>
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