

Date: Tuesday, September 26, 2023, 7:15 AM

Location: Library

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

Time Keeper: Michele Hardwick

Recorder: Jess Selbee

Members: Jess Barrett (English), Pam Garcia Arnold (At Large), Leonardo Estrada Fernandez (student), Matt Aragon (parents), Jorge Serrano (ATF), Brenda Ortiz (MCNL), Ron Yoder (Math), Michele Hardwick (counseling), Eric Villegas (Special Education), Stephanie Davy (Science), Michele Torres (Admin), Rachel Kain (Fine Arts), Sharay Hill (Community Schools), Isaac Pedelty (Social Studies)

Also in Attendance: Jess Selbee, Lilibeth Campos, Rebecca Knowles, Laine Douglas, Juan Aragon, Santino Hernandez

IC MINUTES



<p>Instructional Goals 2023-2024 Year</p>	<p><i>Take action in support of curricular and instructional improvement at WMHS.</i></p> <ol style="list-style-type: none"> 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, GradPoint, 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 will include a focus on offering resources on how to teach digital literacy, culturally responsive instruction, and AVID strategies.
<p>IC Norms</p>	<p>Everyone is welcome, as are all ideas and opinions</p> <ul style="list-style-type: none"> ● We will: <ul style="list-style-type: none"> ○ 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

Opening/Business 5 Mins

Approval of Previous Minutes and Agenda

- Counseling Registration is in January, NOT March.
- Emergency IC Minutes Correction: “Monday, November 11, 2023” should be “Monday, November 13, 2023”
Previous Minutes APPROVED with Corrections
- Schedule for 2nd week of October needs to be added to Agenda
Agenda APPROVED with addition

Second week of October - Schedule

proposed C-Day and one of each block day Tues C, Wed & Thurs normal block proposed all C-Days - interference with CEC

TABLED to get info from CEC

Revisited at end of meeting: **Consensus reached - Unless District gives schedule requirements, WMHS will have a C-day Tuesday and the usual block days on Wednesday and Thursday.**

Week before (PSAT 10/4) - Schedule ABAB

A-Synchronous day for testing - Which classes are we posting work for?

Clarification from Union - post work for ALL students NOT attending testing

More direction is needed from the District on how work for non-10th grade students should look, especially in classes that have mixed levels.

Barrett (2 min.)

The Celebration Date

Bilingual Dept. was asked to hold this event in May this year.

They moved the Bilingual Seal Ceremony from May 1 to May 8.

They are able to hold the celebration (with extended lunch) on May 2nd.

Bilingual Dept. requests to be able to hold this event in April OR May moving forward, to allow them the ability to adjust to whatever is in the schedule each year.

No objections - Consensus reached; request is approved.

Douglas and Serrano (10 min.)

School-Wide Announcement Time

(J. Barrett) Request has been brought to the Instructional Council to address when in the day announcements should be made.

Approved for discussion - Is this the correct place for this to be brought?

(J. Serrano) Announcements can be traumatic for students due to past issues with lockdowns. Classroom environment is part of instruction.

(L. Douglas) Classroom bell schedule needs to be adjusted to add specific time for announcements to avoid disruption in instructional time. Additional announcements after the Pledge intruding on 1st period instruction time. Announcements should be kept to the assigned time to maintain equity of instruction across periods.

(J. Barrett) Is this an issue for discussion?

No discussion was had by most departments. Majority seemed to feel this does not need to be added to the IC Agenda. There were some concerns voiced over the possibility of yet another change to the bell schedule this school year.

(R. Yoder) It does impact instruction, and deserves a place on the Agenda.

Agreement voiced by other department representatives.

Roll Call done to determine majority -
Should we add Announcements to the next IC Agenda?

YES	NO
ATF English Math Social Studies	Admin Science PE MCNL Fine Arts Special Education Counseling Community Schools Parent Student At Large

CTE was not represented.

Determined by Roll Call - this will NOT be on the next IC Agenda.

SREB, PD for November 47, 2023, and Updates

Admin hasn't received a comprehensive report yet. They will share more from the visit at the next staff meeting. They are happy with initial feedback. Were told no school is working as hard as West Mesa is for their students. Overall good feedback from kids, but some kids feel like they do not have an adult on campus they can go to. We do not have any way to identify these students, but obviously want to make sure that all kids feel safe and have someone they can confide in.

Problem of Practice - not as much student engagement as they wanted to see; primarily saw teacher directed or individual student work being done.

Other information from Admin:

Admin will be sending out a survey to determine what PD staff would like to be offered Nov. 7th. They will work with AVID to find offerings based on staff response.

Admin is attempting to find a date with Dr. Holley, but he is not available Nov 7. We still need to complete the follow up training.

(R. Yoder) Posed question to Admin regarding professional responsibilities. Was determined the request made of the staff member was not appropriate and would be addressed to avoid such requests being made in the future.

Admin. (15 min.-20 min.)

Barrett/Serrano (15 min.-20 min.)

90 Day Plan

Depts that did not have focus last meeting, asked to share:
Fine Arts - CLR Practices, using the 8 Studio Habits of Mind
PE - CLR

Artifacts Discussion - What do your artifacts show and if you had an observer, what would you expect them to see?

Fine Arts

8 Studio Habits of Mind... Ways for students to focus in class
Documents in 90-Day Drive
Fine Arts Resource Teacher comes to meets and discuss with the Dept.
Request was made for more time to process what has been asked.

(R. Knowles) Clarification of what is being requested of Departments:
Big picture for the semester = development of walk through forms
Focus is on instruction - What would you expect your observers to SEE during observations? How does this tie back to teacher instruction? What does the instruction LOOK like?

MCNL

Graphic Organizer "CER strategy" from WICOR
Working on written component - looking for specific areas
Sentence stems for higher levels
recording each other

Social Studies

3 prong attack

1. Student Query - Students surveyed to determine whether or not elements of CLR are recognized by them, and if they feel represented. (Surveys conducted before, during, and after)
2. Teachers reflect on their practice.
3. Observation & Feedback from other members of Department
 - a. What would they see? Set of indicators to be developed
 - i. Student friendly terms
 - ii. Teacher specific indicators ("Look Fors")

Science

Nothing uploaded in the Drive yet, but has three different pages of information
Utilizing the 3 Rs and 3 Ps from Chap 3 of Dr. Holley's book

- greeting students at the door
- treating students with respect; acknowledging who they are
- providing autonomy in classroom
- positive response to student involvement
- building relationships
- procedures - allowing students to choose seat & determining who they work with from there
- grade for equity, being done in various ways
- use of attention getting signals

- providing language supports
- group activities
- validation of student culture
- bridging academic & social skills

(R. Knowles) Please put artifacts in Drive, to be seen by all to serve as models and to keep each other accountable.

Based on Science Dept report out, observations might look like:

- being there at beginning of class to see greeting
- tallying positive interactions

PE

Meeting today to gather artifacts and determine course of action

English

- Artifacts have been sent
- Resource teacher will do walk through (Checklist - observed or not observed)
 - Higher level questioning
 - Higher level thinking

(R. Knowles) Resource Teacher coming with observation forms has been delayed. She will bring these to the next meeting.

(R. Knowles) Next meeting: if possible, bring possible walkthrough form(s) from your department. These are not required, but could be helpful to the process. Actual forms will be due November 3rd, and walkthroughs will happen November 24.

(R. Knowles) AVID PD Info coming out soon; be on the lookout.

Reading, Writing, and Notetaking PD is available online. E-mail Rebecca to register.

Return to prior discussion (also noted in Minutes above)

Week of Oct 10 - If NOT set by District, and left to school discretion: C day on Tuesday, followed by 2 block days as usual for Wednesday and Thursday?

Approved by Consensus

(S. Davy) If walkthrough done during prep periods, will there be compensation?

Possible Options:

Department switch prep periods and collaboration periods that week?

Paid for use of prep period time for observations?

(M. Torres) Pay is available to pay for prep time to do observations, but needs to be at least 30 minutes in length to submit a timesheet for this.

(S. Hernandez) Observations need to be done for more than just the sake of doing it. Admin here to help and support. Lots of resources available on campus; utilize each other and the skills everyone brings to the table.

(L. Estrada Fernandez) Request made to add "Discussion: Clarification on Tardy Practices" to the Agenda for next IC Meeting.

<p>Agenda Items for next meeting:</p> <p>Date and Time of Next IC Meetings</p>	<p>(I. Pedelty) What are the reasons students are late? Until we know why, we can't address the real issue(s). Polling tardy students to gather data on this; willing to share with IC if it could be helpful.</p> <p>(S. Davy) Using a similar form for tardy students; students required to turn form in to change absence to a tardy.</p> <p>(S. Hernandez) Admin is also working on a similar form</p> <p>Reasons discussed: buses, bathrooms, taking their time, etc.</p> <p>Union & ELA voiced that the situation with restrooms is related to this and also needs to be added to agenda.</p> <p>General concern was brought up that Athletics are having a greater impact on instruction as well, and need to be addressed. ATF representatives offered to bring this up with FedRep Counsel to see how this is affecting other schools, and/or how they are handling the impacts of the athletics' schedule.</p> <p>Finals' Week - Schedule Discussion - Walkthrough Forms (Bring if you have) Discussion - Clarification on Tardy Practices Discussion - Restrooms</p> <p>Tuesday, October 10, 2023, at 7:15 AM in the WM Library</p> <p>-Guidelines for Instructional Councils: https://atfunion.org/answers-docs/</p> <p>-Agenda Item Request Form: https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjISZERE9is/edit?usp=sharing</p> <ol style="list-style-type: none"> 1. Please make a copy of the Google Document. 2. Once completed, please email the document to Jess Barrett.
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