



EIC Agenda and Minutes for 9/20/23



Action Items for IC members: NSP, Parent Teacher Conferences, IC Priorities

Topics: Long Assembly Schedule

Attendees: EIC Members
Chair: Patrick McElwee
CoChair: Chelsea McCoy
Acting Secretary: Emery Garcia

Schedule 60 minutes

Meeting to Order

Time	Minutes	Activity
7:30-7:35	5	<ul style="list-style-type: none"> ● Call to order <ul style="list-style-type: none"> ○ Communication to Departments: Protocols <p>EHS IC Protocols document can be found in the EIC Shared Drive: Folder-Guiding Documents. We have the ability to change these protocols.</p>

Decision Items

Time	Minutes	Item
7:35-7:40	5	<ul style="list-style-type: none"> ● Protocol: Standing Policy language <p>The following current standing decisions continue to come up every year:</p> <ul style="list-style-type: none"> ● Schedule Adjustment for Days Off ● Advisory ● Finals Schedule <p>We agree to keep these the same.</p>
7:40-7:50	10	<ul style="list-style-type: none"> ● Next Step Plan Advisory <ul style="list-style-type: none"> ○ Long Advisory or 2 Sessions? <p>Student representatives don't think that a long advisory is needed to complete the Next Step Plans.</p>

7:50-8:00	10	<p>Monday, September 25 Advisory-SREB Survey AND Next Step Plans</p> <p>Thursday, October 12 Advisory-Complete Next Step Plans</p> <p>Wednesday, October 4th will be an asynchronous C-Day.</p> <ul style="list-style-type: none"> ○ Prior to Parent Teacher Conferences: 10/20 ○ Future Ideas <p>We can add Next Step Plans as a standing item to utilize advisory for Next Step Plans. We need to make sure that Freshman Advisory Teachers get the blank Next Step Plan forms.</p> <ul style="list-style-type: none"> ● Parent Teacher Conferences 10/20 <ul style="list-style-type: none"> ○ Advisory Students or Classroom Students <p>Parent Teacher Conferences will be held for classroom students. Teachers can have their own scheduling method. We can offer in-person and virtual conferences.</p> <p>Social Studies wants to be sure that students are in conferences with parents.</p> <p>Counseling wants to support teachers in conferences-reach out to the counseling department to join conferences if needed.</p> <p>Due to the shortened time for Parent Teacher Conferences, conferences for students at jeopardy of failing can take priority.</p> <p>Conferences will be 15 minutes max to accommodate all students.</p> <p>Parent Teacher Conference emails need to be sent out by October 10th.</p>
8:00-8:15	15	<ul style="list-style-type: none"> ● IC Priorities: <ul style="list-style-type: none"> ○ Cell Phone ○ Tardy <p>Include truancies with tardies.</p> <p>SS-Teachers are frustrated about discipline on campus and would like to see more restorative practices implemented on campus.</p> <p>Math-Attendance Team; If teachers want to join the attendance team, they are able. Teachers can contact Juan or Paul.</p>

		<p>PE-Closed Campus</p> <p>MCL-Tardiness in the middle of the day, 4th & 5th periods.</p> <p>-Snack break during the middle of the day. Snacks offered during or after announcements?</p> <p>-Some students would take an APS offered meal/snack, others would go off campus or order meal delivery.</p> <p>-When Jessica returns, she will be handling attendance, restorative practices, and will have a hand in handling truancies.</p> <p>CTE-Bathrooms and protocol for drug use in the bathrooms</p> <p>Math-College Fairs, Class Meetings, Events being rotated during classes instead of always during 4th period.</p> <p>Science-Virtual options for staff meetings to accommodate parents.</p> <p>SPED-Please give feedback when emailed by SPED staff. Be respectful to SPED staff during meetings. They are not always in control of how meetings and meeting times unfold.</p> <p>Admin-Give feedback for SATs and 504s when emailed.</p> <p>Student Representatives-Focus should be given to bathrooms and tardies.</p>
--	--	---

Discussion Items

Time	Minutes	
8:15-8:25	10	<ul style="list-style-type: none"> Long Assembly Schedule Because the assembly ended early, the students had a slightly longer lunch. Pizza and other food that CTE sells was not available at the time when lunch began.

Adjournment

Time	Minutes	Item
8:25-8:30	5	Brief Recap, Review Minutes Reminder and Thank you.

Next meeting:10/4

Attendance:

Administration: Juan Dominguez-Torres, Rachel Weihe, Angela Adcox, Paul Burrows

ATF Rep: Patrick Mcelwee (Chair)

Social Studies: Chelsea McCoy (Co-Chair)

CTE: Aaron Orosco

Math: Rachel Godwin

Language Arts: Maria Robinson/ Adrienne Royce

Science: Eric Holmes

MCL: Israel Ibarra

Fine Arts: Emery Edwards

PE/Health: Reid Figiel

Special Ed/Gifted: Cherie Sartori

Counseling: Lori Montoya/Kelsea Martinez

Parent Rep: TBD

Student Rep: Haley King-Mead/Helena Dambmann

****Highlight in Yellow = ABSENT****