

Instructional Council Minutes

Wednesday, October 4, 2023

8:05 - 8:50

Norms:

1. Assume positive intentions
2. Take an inquiry stance
3. Ground statements in evidence
4. Stick to protocol
5. Start and end on time
6. Be here now

Attendees:

- Aaron Jawson (Electives) Trini Gallegos (Principal)
Patricia Goke (Assistant Principal)
- Margaret Silva (ELA) ~~Zachary Craig (Counseling)~~
- Cat Maes (Math) Shelli Williams (6th grade)
- Samantha Cordova (Science) ~~Lee Ramirez (7th grade)~~
Suzy Dunnum (8th grade)
- Deb Alberti (Social Studies) Sherie Pennebaker (Union Co-rep)
Clover George (Union Co-Rep)
- Clover George (Head Spec Ed)
- Ashley Griego (EA Rep) **Facilitator:**
Mark Hedman (IC Chair)
- James Laws (parent) **Notetaker:**
Suzy Dunnum (Secretary)
- Fred Rivera (parent) **Timekeeper:**
Kate Siders (IC Vice-Chair)
- Robert Munro (parent)

Suzanne Shelton

MEETING OBJECTIVE:

1. Discuss schedule for Winter Assembly.
2. Discuss career fair schedule.
3. Get department feedback and finalize Finals Week schedule.
4. Update Math Vacancy Status

TO PREPARE FOR THIS MEETING, PLEASE:

- Read through this agenda
- Come ready and prepared to discuss and share ideas

Decisions made

- Minutes approved
- Career Fair Bell Schedule - run a non-advisory schedule on 11/2 to accommodate Workforce Solutions
- Class Finals
 - December 14th & 15th: prearranged makeups & Electives
 - December 18th: Math & Social Studies
 - December 19th: ELA & Science
 - December 20th & 21st: Additional makeups & Electives

Take back

- Winter Assembly - running a schedule with one assembly. Classes will be approximately 45 minutes long. Bring back any objections.
- Discuss pros & cons of not having the Jet Card in the agenda (see “Next Steps” for more details)

TIME	MINUTES	ACTIVITY
8:05 - 8:10	5 Min	Approve minutes from 9/20 Minutes approved
8:10 - 8:15	5 Min	Shelton - Winter Assembly bell schedule proposal. **See document for more details <ul style="list-style-type: none">● Shelton - The Electives dept would like to perform once for the Winter Assembly. We have had all of the students in the gym before (Kwame Alexander assembly) & we currently have fewer students than we did at that time (605). Proposed Schedule:<ul style="list-style-type: none">○ Choir can only be there in the morning due to Moses teaching at McKinley in the afternoon.○ Aiming for around a 45 minute assembly○ The extended advisory schedule has been used as a guide.○ We'll get set up the day before○ Musicians will use 1st period to prepare instruments then wait for students.○ There is a buffer time during 2nd period for musicians to put away their instruments.○ 45 minute classes.○ Two assemblies would end up with 30-35 minute classes & would result in performers missing a good chunk of 2nd period.● Alberti - thank you for putting this together. I like the idea of having one assembly.● Jawson - any depts discuss the winter assembly?● Silva - ELA was excited about it● Hedman - any objections to running a schedule for one assembly? (No). Share with departments that we will have one Winter Assembly. Please take this back to the dept. Bring back any objections.

		<ul style="list-style-type: none"> ● George - combining into one assembly provides the greatest amount of instructional time, which is something members of my department feel strongly about.
8:15 - 8:20	5 Min	<p>Slota - Details about 11/2 Career Fair Proposing to run a Non-Advisory schedule on 11/2 because Workforce Solutions needs a minimum of 45 minutes to successfully cycle students through the career fair.</p> <ul style="list-style-type: none"> ● Siders - The visit from Workforce Solutions will be on a Thursday. We can run a non-advisory bell schedule to support the required 45 minute rotations (like on Tuesday, Wednesday & Friday). Student schedules will not be disrupted because they will attend through ELA. ● Any objections? (No) <p>Career Fair bell schedule - run a non-advisory schedule on 11/2 to accommodate Workforce Solutions</p>
8:20 - 8:30	10 Min	<p>Hedman - Finals Week - Department feedback and further thoughts</p> <p><u>Dept feedback</u></p> <ul style="list-style-type: none"> ● Electives - no strong feelings with the order ● Science - same as electives. Felt strongly to not have it on the last day. ● Math - same ● SS - same ● ELA - same ● Hedman - should we declare an order for the finals? ● George - order by the periods? ● Alberti - maybe front load the week since attendance will drop off as we get closer to the break ● Maes - two subjects on the first day then two on the other? ● Siders - didn't electives talk about 2 subjects on one day, 2 subjects on another day, then Electives come up with their own schedule? ● Jawson - correct because the finals may be after school concerts, performances, etc. ● Silva - ELA typically doesn't do a test but, rather, a final written assignment. If so, we'll be floating through several days using class time & it'll have a set due date. ● Cordova - Science felt the same & would like the flexibility to do a large project.

		<ul style="list-style-type: none">● Maes - initially Math wanted to run their finals earlier in the schedule - just don't want to be last.● Jawson - maybe Math/SS have earlier dates, followed by Science/ELA.● Goke - how are make-ups scheduled? Will there be time on the other days?● Cordova - perhaps during that class in the follow up days. I did ask Trini what happens if a student misses a final. Does their grade drop? We don't have time for makeups after break because grades are due on January 10th. We need guidance from the district.● Gallegos - if students know they are going to be absent, they need to discuss it with their teachers. If the dates get out there right away, that conversation can begin now.● Siders - We agreed on the 14th/15th, & the entire next week. When do we want the last assigned day?● Cordova - rather be prepared to give it earlier (14/15) but don't want to be left with too many days after finals either.● Jawson - maybe Monday could be Math/SS & Tuesday be Sci/ELA. Electives will fit in the rest. Makeups could be on the 18th, 19th or 20th.● Cordova - maybe we use the 14/15 or 20/21 for makeups that need to be scheduled with the teacher due to a known absence. Trini, do you feel that if they don't take the final, it counts as a 0?● Gallegos - yes. It impacts grades in HS so it should here as well.● Alberti - could we get something printed up for conferences so this is clear to parents?● Pennebaker - the drop in letter grade is up to the teacher.● Silva - essays can be completed through Google Classroom so students can complete them while traveling if necessary● Cordova - is the final still worth 10% of their grade?● Gallegos - there's confusion about that across the district. It sounds like it's still cumulative but doesn't have to be 10%. Could be less.● Siders - does it have to be a percentage/final grade.● Pennebaker - my understanding is that it's up to the teacher but I'll look into this again.<ul style="list-style-type: none">○ **Update - Sherie received this message from Jerry Thorp: "...teachers should be able to weigh their final exam as they see fit. Teachers have reported problems with this function in the system and we're working with APS to fix it. Teachers still have the right to assign a project as final, as well."
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8:30 - 8:40	10 Min	<p>Gallegos/Laws - Math Update - Status on new hires and progress toward complete curriculum instruction.</p> <ul style="list-style-type: none"> ● Gallegos - Mr. Cooper (Honors Alg & Gi 7th) started Monday, 10/2. Doing well. Mr. Stone (Gi 6th, Acc 6th, Add 7th) did accept the job but we are waiting for him to work through the process. Shouldn't be too much longer. ● Laws - this is great news for the 6th grade parents. Hopefully this can get done before the end of October because there is concern that there won't be an overlap of instructors if the process takes longer. Does APS know that if they don't get us a teacher by the end of October we will be back where we were and we need them to have a plan in place? ● Gallegos - yes. They are aware. Mr. Stone has most of his information in the system so I don't foresee it taking longer than a month. ● Laws - students are enjoying Mr. Cooper. My son shared that he is teaching them Math ● George - (to Mr. Laws, Mr. Rivera & Mr. Munro) please share with other parents that we also have a SE ELA teacher.

		<ul style="list-style-type: none"> ● Laws - we do not have a vehicle of communication with parents so people could reach out to parent reps. We need one ● Gallegos - I'll add the announcement to the messenger. ● Cordova - Mr. Broaddus, the current 6th grade sub, is doing well & Delta Math is working well. My son is learning & doing well. ● Laws - this is a happy ending but would have appreciated more information/communication from APS, especially in the severity of the situation. In the future, we should feel comfortable communicating with them. ● Gallegos - thank you, Mr. Laws, for taking this on. ● Hedman - It would be nice to see us develop a plan for this type of situation in the future. Hopefully, it will make it less difficult. ● Laws - we'll need to advocate for our school. I received a flier from Explore Academy offering a \$100 visa gift card if I switch my student over there. They are using public funds for these gift cards ● Cordova - there should be something written into the dept head job description that developing lesson plans can be done but with support from the entire dept. It's too much for one person. This would help us make sure we are prioritizing content over busywork.
8:40 - 8:50	10 Min	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> ● Pennebaker- I wonder how the new no Jet card - classroom contract policy is going? In my class, many students are losing their agendas, so the agendas are not as much a priority as they were in the past. This happened less often when the Jet cards were in the agendas. How are students organizing their assignments? How are classroom contracts working out? What percentage of teachers have classroom contracts? <ul style="list-style-type: none"> ○ Silva - As an AVID school, every student should be writing in their agenda for every class every day. We need to make a consistent conscious effort. ○ Maes - I don't sign a bathroom pass if the student hasn't filled out info for my class for the day. ○ Dunnum - the replacement paper agendas don't have a location for students to write down assignments ○ Gallegos - I do want to continue this conversation. Students are losing agendas left and right. They cost \$4000 and we only have one box left. We are saving that box for 2nd semester.

		<ul style="list-style-type: none">○ Alberti - I have a student who has at least 2 original agendas and half a dozen paper copies. He never has his agenda. Could we set time aside during a PD day to discuss using the agenda?○ Cordova - this agenda is less durable - it was helpful when the reminder was in the morning announcements. We should prevent having them in our room.○ Silva - as part of the AVID organizational lesson, I have my students put them in their binder which helps○ Pennebaker - we have a lot of new staff members who may not know the importance of the agenda○ Gallegos - Tanya Campos is aware that October 12 is an issue bc other departments are scheduling district PD on the same date. We're waiting to hear if people can be excused from other PD requirements before fully planning the topics to be covered on that day <p>● Next IC Meeting is October 18 at 8:05 am.</p>
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