

**IC MINUTES**



**Date:** 11/14/2023  
**Location:** **West Mesa High School** Library  
**Facilitators:** Jorge Serrano (Interim IC Chair)  
**Time Keeper:** ~~Pamela Garcia Arnold~~ **Meagan Labuhn**  
**Recorder:** Jess Selbee  
**Members:** Brenda Ortiz (MCNL), Stephanie Davy (Science), Matt Aragon (parent), Isaac Pedelty (Soc. Studies), Patrick Bova (CTE), Art Simoni (English), Jorge Serrano (Union), Mark Trujillo (PE), Michele Torres (Admin), Brandon Trevizo (Fine Arts), Eric Villegas (Spec. Ed), Meagan Labuhn (Counseling), Ron Yoder (Math), Pam Garcia-Arnold (At Large), Leonardo Fernandez (Student), Sharay Hill (Community Schools)  
**Also in Attendance:** Santino Hernandez, Mary Louise Sena, Rebecca Knowles, Adriana Kerr, Jess Selbee

**Instructional Goals  
2023-2024 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, culturally responsive instruction, and AVID strategies.

**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

**(Opening/Business 5  
Min.)**

**Approval of Previous Minutes and Agenda**  
**No objections - both approved**

<p><b>M. Torres (6-8 min.)</b></p>	<p><u>Admin. Update</u> (skipped - return to after next item)  Talent Development Survey happening TODAY  Received email last week, related to SEL survey - uncertain of details  Observations happening today - visitors could be coming into classes throughout the day &amp; may speak with students</p> <p>January PD  Monday 1/8 looks like it will be used for scheduled District PD  Tuesday 1/9 should be site-based PD  Considering Coffee with the Cops that morning - keeping us on their radar, involving APD with West Mesa, is helpful to community</p> <p>Michele out for 2 weeks following Thanksgiving Break - limited wifi access  Santino serving as acting principal, supported by other APs</p> <p>Gun Violence Assembly stuff “for the birds”  Accepting ideas/feedback on how we can better utilize this time:  - smaller space preferred - assembly setting not serving this well.</p>
<p><b>J. Serrano (6-8 min.)</b></p>	<p><u>Discussion: I.C. Union Training - Consensus building (Serrano, IC Chair)</u>  Training was provided previously by our Union on how consensus works - to make things more flexible... Serrano went to a training and can bring the information, but would have his bias included</p> <p>(What is the training? Do we NEED this?)  This training is being offered by our Union to inform things like when to hold a vote and when consensus is appropriate</p> <p><b>S. Davy:</b> Doesn’t have capacity for another training in the next six months - Can this be handled in a memo?</p> <p>Willing to bring documents to the next meeting to IC for members to look over and consider.</p> <p>(Can this be sent out in an email instead?)  Will look into getting documents scanned and emailed to I.C.</p> <p><b>Determined documents will be sent to I.C. Members for consideration.</b></p>
<p><b>J. Serrano (3-4 min)</b></p>	<p><u>Senior Failure List - Request for it to come earlier</u>  Not sure who added this to the agenda (possibly on the running list of agenda items to be brought up at specific times each year)</p> <p><b>S. Hernandez:</b> Counselors are working on the Senior Failure List already  We are also quickly approaching the time for optional progress reports to go out - information on this coming soon  Families who received multiple progress reports last time were pleasantly surprised and we received no complaints about this.</p> <p>These also count as another contact with parents/family</p>

<p><b>J. Serrano (5-7 min)</b></p>	<p><u>January PD Planning-Who is leading this PD day-January 8-9</u> Mentioned earlier in the Admin report</p> <p><b>M. Torres:</b> We are still waiting from District for final decision As understood currently: Monday, 1/8 will be District PD Tuesday 1/9 will be half day - site based PD, half day - work in classrooms</p> <p>Decision to be made next meeting on what PDs for site based</p> <p><b>S. Davy:</b> Request for Teacher Cadets to present something or run an Icebreaker during the site based PD <b>APPROVED</b> (Davy will email Michele &amp; copy Resource Teacher to figure out what will work best)</p> <p><b>ML. Sena:</b> Many students are reporting dissatisfaction with education. They are expressing that teachers do not understand that they sometimes need to hear things more than once to understand. Can we do a survey of students - what do they need for learning? Students do not seem to be getting what they need, as they are saying there is a problem with education as a whole. Where is their voice in these decisions? <b>General discussion:</b> Students are likely tired of surveys - we have already done several this year. This is something we can keep in mind for the future. Where is the student voice in Teacher PD options? Possible for teachers to have conversations with students in Advisory regarding their thoughts and bring this back to I.C. for consideration in decision making.</p> <p>It is important to get students involved and having their voices included - one of the new board members is very supportive of student voice Willing to brainstorm questions, possibly w/Pedely (who has shown interest in gathering student feedback as data), and bring to IC to explore options <b>I.C. will discuss PD Days further and finalize the schedule next I.C. Meeting</b></p>
<p><b>K. Sutherland (5 min)</b></p>	<p><u>Request to have announcements sent in email (Sutherland, Fine Arts)</u> (Sutherland not in attendance to present)</p> <p><b>M. Torres:</b> Without Activity Director, it is difficult to handle all the things necessary - unable to add more to the list of things to do We can consider adding this once he gets back to being here full-time.</p>
<p><b>L. Fernandez (5-7 min)</b></p>	<p><u>Tardy Practices/Data share/Next step?</u> Not looking for new policy - students need clarification on tardy practices Students are reporting teachers locking them out of classroom at the final bell What happens if a lockdown happens &amp; students are unable to get into the class? Students also reporting not all teachers are accepting tardy slips and some are holding students after the bell</p> <p><b>J. Serrano:</b> <u>Did own research and plugged into Chat GPT</u> Addressing tardies at a Title I high school in New Mexico, while considering three main theories for education (Brain-based, Constructivist, and Cognitive) <i>Chaos in the Classroom</i> Elizabeth Jane Davis, Thomas J. Smith, Dorothy Leflore</p>

**J. Serrano R. Knowles**  
(20 min)

**S. Davy:** We have a blended Advisory group with multiple teachers, and we had this discussion with our large group of students probably 6 weeks ago. Students are wondering: can they lock us out? how to handle confrontational teachers, teachers not accepting passes...

Students want clarification on what is, and is not, acceptable for teacher reactions to tardies and what they can/should expect from teachers

Likely need clarification from Admin.

**S. Hernandez:** Admin has already instructed teachers not to lock students out

Teachers can lock doors, but need to open door when someone knocks

If there are still specific teachers locking students out, Admin needs a list of teachers so they can speak with them one on one

Students also need to know to knock

We will continue this discussion at the next I.C. meeting

### 90 Day Plan-

This is a check-in to see how observations are going

Walk through forms need to be submitted for each department

These serve as examples for other departments - see what others are doing

Today, departments report out - How is the process going? What can we learn from each other? What have you seen so far?

We are coming close to end of 90 days, and we will need to decide if we continue or change course

**MCNL:** This week working on reportings

STAMP testing - didn't allow time to complete this before now

**Science:** Regarding the observation form, was confused and thought Resource Teacher was coming up with options to choose from - recognized error and came up with a checklist sheet & Resource Teacher will be doing the observations.

**Soc. Studies:** under impression that instrument using was CLR practices had been turned in, but will email if still needed

Observation instrument is looking at how we embody CLR practices in our classrooms - department has completed one round with observing teacher partners - want to make sure that students can see themselves in the classroom decor - completed forms and discussed feedback

**M. Aragon:** About half of teachers (Social Studies) are receptive and other half seem resistant to this process

**CTE:** Several teachers never been to teaching school or have any teaching experience - have discussed what needs to be seen in teaching practice, used old Admin observation form to go over what types of things others would be look for Lack of time and changes in staffing has made progress on this slow

**English:** observations in process - should be completed soon

**PE:** veteran teachers in department, who collab almost daily, using PLC and preps to observe each other this week and continue after Thanksgiving Break

**Fine Arts:** partnered up and went by disciplines to complete observations - checklist for actions by teachers and actions by students, using 8 Studio Habits of Mind - looking at engaging, behavior management - completed observations - will submit data collected

Only blank observation tool is required, but departments can share more

**Math:** like content observing like content - considering team teaching a class or so using prep period - Using *Building Thinking Classroom* Textbook

Everyone (IC Members who are staff -can not be shared with non-staff due to confidentiality) should have been added to the Shared Drive - West Mesa High School, (NOT WMHS Shared Resources)

In Drive look for SY 23-24, then Artifacts - This is where things, like observation forms will go, and can be found

Purpose - seeing what everyone else is doing

Variety of examples to be found - simple forms to more detailed, self-created or selected from something already created (i.e. Dr. Holley)

If we carry this intention into the Spring - we might want to adjust how we do things based on things we may want to try from other departments

New I.C. members will also be added to NM Dash website - be looking for an email for access

Later on, we will be looking closer at data (graduation, grades, attendance, walk-through insights, etc) to determine what we do with 90 day plan moving forward

Data - 60 day check in -

Overall average YTD attendance rate 89.0%

(didn't quite make goal of 90%, but we have been historically worse at this point) 81.63% of all grades issued for the 1st 9 weeks were passing grades.

English 82.78% passing; Math 77.08; Electives 90.7%

Chronic absentee Tier 3 20.10%; Tier 4 13.38% (total 33.48%)

I.C. Members encouraged to access and explore this data at the NM Dash website

## General Discussion

**S. Davy:** Please help get more participants for the Turkey Trot -

Send students to Davy to sign up with Davy (E115) all day today

Turkey Trot started by Susan Williams - WMHS PE Teacher who started Turkey Trot but passed away before able to expand it - continued in her memory/honor

**M. Trujillo:** Plaque in PE office - move to somewhere more visible?

S. Davy: Placed there in hallway named after her

Some teachers offering extra credit, or turkeys/pies for students that complete it quicker than them

Students will get a bib and results will be posted

There are plenty of turkeys and pies & Susan's husband, Craig, is likely to come to be part of it.

Turkey Trot is 1.2 miles

You can walk it if you prefer - can be helpful to have staff push kids through

Other staff volunteers appreciated to support at different locations along the route

**S. Hernandez:** Audit Information - Bookkeeper is just about done with the school audit - appreciate support and appreciation for all her work - also thank you to all staff for following proper procedures and handling money appropriately

<p><b>Agenda Items for next meeting:</b></p>          <p><b>Date and Time of Next IC Meetings:</b></p>	<ul style="list-style-type: none"><li>- Admin Update (S. Hernandez)</li><li>- Decision: January PD (J. Serrano)</li><li>- Discussion/Decision: Finals Schedule - prior determination pending District insight - insight from District to consider? (J. Serrano)</li><li>- Discussion: Tardy Policy - Clarification (L. Fernandez)</li><li>- Discussion: Exploring student outreach &amp; engagement (J. Serrano)</li></ul> <p><del>January 9, 2024</del></p> <p><b>Date listed incorrectly in Agenda - Note addition of prior meeting dates:</b> November 28, 2023 @7:15 am. December 12, 2023 @7:15 am.</p> <p><b>-Guidelines for Instructional Councils:</b> <a href="https://atfunion.org/answers-docs/">https://atfunion.org/answers-docs/</a></p> <p><b>-Agenda Item Request Form:</b> <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 Jorge Serrano.</li></ol>
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