

IC MINUTES



Date: 1/30/2024

Location: Library

Facilitators: Jorge Serrano (Interim IC Chair)

Time Keeper: ~~Megan Labuhn~~ Michele Hardwick

Recorder: Jess Selbee

Members: Jorge Serrano (Interim IC Chair), Brenda Ortiz (MCNL), Pam Garcia Arnold (At Large), Isaac Pedelty (SS), Carmen DiGregorio (Sci), Santino Hernandez (Admin), Eric Villegas (Sped), Leena Villegas (CSC/FRC), Patrick Bova (CTE), Mark Trujillo (PE), Ron Yoder (Math)

Also in Attendance: Jess Selbee, Rebecca Knowles, Adriana Kerr, Trent Carruthers, Laura Aitken, Mary Louise Sena

**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

M. Hardwick: Correction IC Minutes 1/16 - add for clarification...

*Please encourage your students to fill out their course request cards by the due date.

* Counselors are only changing courses DURING one-on-one meetings for pre-registration. NO changes to courses will be made after that, and no elective changes at the beginning of the year.

Minutes and Agenda Approved with above correction to last meeting minutes

<p>M. Torres S. Hernandez (8 min.)</p>	<p><u>Admin. Update</u> 8th grade Night tomorrow (1/31) - Activity Director is coordinating everything FAFSA/Senior Night also here in the KIVA tomorrow (1/31) - C&C Counselor overseeing</p> <p>Counselors headed out to middle schools, starting soon - February 2nd Truman, 6th Tres Volcanes, 8th John Adams, and 9th Jimmy Carter</p> <p>February 29th - Leap into high school: Students from John Adams, Jimmy Carter, and Tres Volcanes Middle Schools on campus - tour and introduction to life in high school - inform incoming students how credits work - still in planning stages, more info to come</p> <p>West Mesa High School Graduation: Thursday, May 23 @6:30 pm District has scheduled Senior Finals - May 14th & 15th Senior grades need to be posted by May 17 @9 am: Correction after IC Meeting: Senior grades need to be posted by May 16 @NOON</p> <p>Grades 9-11, Finals schedule for 5/28, 5/29, & 5/30 to be determined by I.C. One Makeup Day on 5/31 (Last Day of school) Ask your departments about what they want to do with the schedule for Finals - to be discussed and decided at future IC Meeting</p> <p>REMINDER: Important to get “on top” of Seniors sooner than later - push out as much information as possible - reach out to families for any Seniors that may be failing - phone calls BEST, also good to call regarding students with excessive absences - the more contact we can have with these families now, the less chance of issues with them being caught off guard later.</p> <p>Possibility of Call-a-thon (brought up by several IC members) Idea to be discussed among Admin Where can EWI Form be found? Should be in the HUB, but Santino will send out another email with links/resources.</p>
<p>S. Hernandez (8-10 min.)</p>	<p><u>SREB, Pre-registration, Senior Finals</u> February Staff Meeting: February 6 at 7:15 am. We will meet as a whole group and then split into our SREB Focus Teams</p> <p>J. Serrano - Passed around information from SREB website <u>School Turnaround Teachers: Competencies for Success & Turnaround Schools</u></p> <p>M. Sena: Can groups break into sub-groups? Potentially - meeting with SREB (Chuck) later the day of our first group - will check to get some direction on strategies we can use in the groups. This first meeting of groups, focused on introduction and brainstorming the issues</p> <p>(Document - Information on SREB Focus Groups passed around) J. Serrano: Can we get this in an electronic version? Will see if it can be made available</p>
<p>R. Knowles (5 min.)</p>	<p><u>Spring Testing Dates</u> SPRING TESTING COMING SOON - About to begin ACCESS Testing, mostly through ELD classes - except when students get pulled for makeup The two big Junior Tests coming up (required for graduation) - students MUST take school day SAT and NMASR</p>

<p>Isaac Pedelty (10 min.)</p>	<p>NMASR will be held Wed, 3/13 (half-day test) - as scheduled currently, Junior students will miss Block periods 3 & 5, or IC can decide to switch that day to a C-Day, so students miss skinny periods 1-5 and all block periods are unaffected. Schedule change was requested last year to put it on a C-Day, but not sure that is needed this year - IC can discuss, but recommends to keep the same - take back to constituents? Where will they be taking the test? All over - wherever there are openings (library, empty portables, pure Junior classes, etc.)</p> <p>S. Hernandez: That Monday, 3/11 is long advisory for the Violence Prevention</p> <p>Discuss possible schedule switch with constituents... Should we adjust the schedule to be ABCBA? Or leave the schedule CBABA? Unsure if we can move the Gun-violence Program - swap with La Cueva for 3/18 S. Hernandez: Follow-up information provided after I.C. Meeting - La Cueva switched their date so we moved the GVPP (and long advisory) to 3/18/24 to accommodate testing and bell schedule changes for 3/11/24. Now, up to I.C. if we want to change that week's schedule to have C-Day for NMASR Testing, or not. Makeups for NMASR: Friday, 3/15</p> <p>SAT Testing - Thursday, 3/21 All Juniors (& some Seniors who missed last year) - in Mustang Academy Remaining students - Asynchronous day Week of SAT Testing: ABAXB Makeups for SAT Testing: Wednesday, 4/10</p> <p>We will need to silence bells and maintain quiet as much as possible during testing weeks. Would it be easier to silence bells only during specific times or for the entire two weeks? (also during Senior Finals)</p> <p>AP Tests - will start at 8 am - not adjusted to new bell schedule yet - Students need to be here BY 7:45 am on testing days to test.</p> <p><u>Efficiency in Planning/Alignment of 90 Day and SREB</u> What are the expectations for the groups? Important we avoid duplicating what we are already doing (i.e. already doing many things to address areas of need - don't want to duplicate services) Provide lists to each group - what is already being done in their area of focus Survey members of teams with what skills/characteristics do they have that best support that group - allow team members to utilize their strengths</p> <p>J. Serrano: First meetings to be set up ground rules and start discussions on what focuses/next steps should be - create buy-in within group</p> <p>We don't want to survey staff on their skill sets if we won't have opportunities for them to use those. How can each one of us fit into the expectations for outcomes of groups? We can unlock a lot of staff potential IF ALLOWED, and given some room to grow More ownership = more buy-in = more action & better results</p> <p>J. Serrano: (to S. Hernandez) Can you resend the report to staff? S. Hernandez: I will ask Chuck for information to send out to staff</p> <p>How are outcomes going to be measured? S. Hernandez: Do what is in the best interest of students - focus on short-term goals to start, but no expectation of any "results" in the next few months</p>
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<p>J. Serrano (10 min.)</p> <p>Agenda Items for next meeting:</p> <p>Announcements/General Information</p> <p>Date and Time of Next IC Meetings</p>	<p><u>Exploring Student/Staff outreach and retention</u> Follow up from student Presentation done at staff meeting - Will send out information later on how to create psychologically safe environments SREB helping move us in the right direction Need to get creative to address issues in new ways - what we used to do before is no longer working - SREB helps assist us in developing new routines and systems</p> <p>Next Agenda <u>Follow up on SREB</u></p> <ul style="list-style-type: none"> - Groups - How will “success” be measured? - What is allowed? How much choice will staff have in pursuing solutions? <p><u>I. Pedelty: Mindful Mustangs</u> - space for individuals to practice mindfulness Has completed training on implementing Mindfulness, willing to share with others</p> <p>A. Kerr: District offers training that utilizes a lot of mindfulness AIM (Accept, Identify, Move) Training - Book provided for every certified staff that takes the two-day bootcamp training. Registration available in PowerSchool</p> <p><u>Final Exam Schedule, grades 9 - 11</u></p> <p><u>Schedule for week of NMASR Testing</u></p> <p>S. Hernandez: Security System Buttons are working - have had a few instances that it has been used and the response is awesome</p> <p>L. Villegas: FRC - Will assist students NEEDING help, but please slow traffic this week so they can get settled this week Now located in D-7a&b and D-8 (Clothing bank will be moved into FRC over time)</p> <p>J. Serrano: Recommends individuals reread the SREB Report to prepare for groups - Mr. Hernandez will resend.</p> <p><u>January 30, 2024 @7:15 am.</u></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 Jorge Serrano.
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