

IC MINUTES



Date: 8/13/2024 7:30 - 8:30 am.

Location: Library

Facilitators: Jorge Serrano (Interim IC Chair)/Stephanie Davy (IC Chair Elect)

Time Keeper: Meagan Labuhn

Recorder: Jess Selbee

Members: Jorge Serrano, Stephanie Davy, Meagan Labuhn, Robert Stubbs, Ron Yoder, Pam Garcia Arnold, Brenda Ortiz, Emily Bird-Brown, Michele Torres, Donna Simmons, Laura Aitken, Leo Ural, Isaac Pedelty, Rema Cook, Matt Aragon

Also in Attendance: Jess Selbee, Rebecca Knowles, Adriana Kerr, Becky Rutherford, Patrick Bova, Lilibeth Campos, Theresa Illgen, Santino Hernandez, Veronica Vasquez, Josephine Pablo, Jackie Smith, Paul Burrows, Kirk Hartom, Scott Blocker

**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, 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.

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 2
Min.)**

Approval of Previous Minutes and Agenda

Previous Minutes - clarification needed

Davy: recollection is that we discussed required components for Syllabus, template was requested, but would not be required

Simmons: Syllabuses completed over the summer - were already ready to go. If we were going to ask people to do that, would be better to provided template in May

	<p>Knowles: template/checklist provided for all staff to use</p> <p>Davy: Is this required?</p> <p>Hernandez: We can do what is easiest for everyone. Initial request: non-negotiables for syllabus, but for now we can adjust to make sure everyone is hitting the main five components. SREB reported no consistency. For now, we will be flexible and will provide feedback on what is received.</p> <p>Serrano: Union states that it is in the discretion of Admin to provide such direction</p> <p>Henandez: Can work toward using template for everyone for next school year</p> <p>Cook: easy to transfer over</p> <p>Davy: Many teachers have multiple preps, adding to the difficulty of changing to a new template at the start of the school year</p> <p>Serrano: clarification - IC and 90 Day meetings will be separate this school year</p> <p>Agenda & Minutes approved</p>
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<p>J. Serrano (2 min.)</p>	<p><u>Note-taker Volunteer</u> Selbee volunteers to take notes again this school year consensus reached - Selbee will continue to be notetaker</p> <p>Serrano apologizes for coming across as intimidating in prior meetings - requests individuals address this with him if they feel it continues to be an issue</p>
<p>M. Torres (15 min.)</p>	<p><u>Admin Update/15-minute Duty Plan/Open House/Syllabi/Other</u> Class meetings - happening week following next (Picture Day next week) Important to go over expectations again with students Admin is encouraging students to get to class during passing periods & lunch</p> <p>What is the easiest content to go through for class meetings? ELA - Pictures Science - Chromebooks Math or Social Studies - take to constituents to see what they think? Class meetings, last week of August</p> <p>Davy: Social Studies supports in Spring semester w/registration Yoder: will check with department Davy: Back up plan if Math disagrees? Yoder: Math will take it Knowles: Meetings only 9-11? Are senior Math classes consistent enough? Consensus reached: Class meetings will be held through Social Studies classes</p> <p>Homecoming 2024 Game 4th Dance 5th</p> <p>Hernandez: Issues with gates locking/closing. If you have duty, please check gates and let Admin know if they are left open.</p> <p>Davy: For afterschool when do kids need to be out of the building? Response - 3:40</p>

Duty schedule - did the best we could. Please let Admin know if there are any issues moving forward.
Do your three weeks and be done - easier than having to do a set day each week

Hernandez: still working on leveling classes - some classes are still pretty big. If you hear a student is not coming to the school, please let Admin know even if it is just a rumor - so admin can investigate and get students dropped that are not here

Mid-July we were fully staffed and now we aren't - relying on subs and moving people around. Making adjustments to advisory classes that were sent down from the district.

Reading Intervention class - no more Read 180 - elective - need to use data to identify students for this course - please refer students that could use additional reading support

Reading intervention class - elective course for Gen Ed or Special Ed students - not tied to IEP or services

New Building & Grounds AP - Paul Burrows - be patient with him as he figures things out

Davy: SREB still in existence - meetings happening as part of staff meetings?
Response - These are extinct - no longer happening

Tardy policy

Stubbs: Tardy policy not feasible to make all the contacts that tardy policy is requiring. If tardies are not affecting behavior or academics, why is this being reported so highly? Not required to call home for attendance to that extent - why are we continuing to call home for tardies so often? System already making calls - duplicate work. Parents will stop answering phone calls with excessive calls - ineffective

Simmons: Are there Robocalls for tardies?

Torres: Only done for absences

Davy: calls going out at different times

Serrano: Calls go out when attendance is taken - \$5 million program we need to use it to its full potential

Davy: Tardy policy - talk to departments and come back to it? What are the steps moving forward?

Serrano: We have tried this policy two years before - let's discuss with departments and come back to determine how we address this moving forward. Punishing tardiness v. teaching punctuality.

Smith: If it is not affecting academics, it is difficult to have that discussion with parents on tardies - best to focus on tardies affecting student performance

Serrano: Plan needs to be operationally feasible

K. Hartom: At least one contact is important (and that it is logged) - even if contact is not made - attempt needs to be made and logged before referral to Deans - keeping students and parents accountable - helps decrease tardy frequency

Yoder: focus on student absences first and then deal with tardiness

Smith: helpful to call first and after that email families with BCC

Yoder: email would not be as personal

R. Knowles (15 min.)

Smith: helpful to inform families emails would be coming after the 1st phone call?

Serrano: Take back to constituents to discuss tardy policy at future meeting

90-day Plan

West Mesa Fall 90-Day Plan Draft 8/13/2024

Need to get rid of “template” regarding syllabus

Some APS requirements do not fit with NM PED requirements for 90 Day Plan

Need to make sure everyone is satisfied

minimum goal - improved graduation rate by at least 3 percentage points

66% 2022

2023 not officially published (NM Vistas website - preliminary rate: 69.8%)

Goal will be set for 69%, but feel like 72% is possible

WMHS graduation rate is right where APS is - we gained & APS lost

Layer 1 instruction (focus area) - worded differently - box check academic instruction

As an AVID school, Avid must be mentioned explicitly in plan

Listing specific strategies - 100% of teachers, 75% of the time, collaborative teaching strategies are being used - need specific strategies to list to make sure these are there to check the box - teachers may be using these and/or other strategies

We are accountable to ourselves to be meeting the plans that we provide - Admin committed to coming into classrooms one day per week. Holding each other accountable

Monthly staff meetings - Using collaborative strategies to model for staff

All teachers will learn names of all students in their classes and advisory

Volunteers - AVID Path Oct. 25-26th (email coming later to enlist those interested)

Weekly informal walkthroughs - Admin

Determine point person for each bullet?

What will departments need to bring for the check-ins?

Focus area 2 - nothing from PEDs focus area matches what we want to do - attendance/behaviors - template to be changed to expectations/guidelines

All ELA & Math teachers will conduct BOY assessments

New ELA assessment (mythical?) - NWEA

Need to keep families informed

Intervention classes to respond to needs identified in testing

Advisory focused on student skills, habits, and mindset survey response

Profile of a graduate

Title I - Funding to cover ALL students taking AP exams, and course fees for Metals and Culinary Arts

Simmons: How could Art fees be considered? How do we explain student fees to students not understanding they have an art fee, but do not have to pay for Metals or Culinary Arts?

J. Serrano (10 min.)

See how this works this year. We may be able to expand this further in the future - Started with CTE as it is an APS focus currently. All or nothing - Fees can NOT be charged for those courses this school year, even if Title I money runs out.

Continuing to pay for digital tools - Nearpod was not being used enough to support the \$5k it would cost - only one let go for this year.

Not paying for Smart Passes, because Synergy will be covering this for us (\$9k saved)

Who are the 90 Day Plan folks?

Same representative for departments? Someone else? Rotate?

Determine who will be representing for IC and 90 Day Plan (if not already determined)

Davy is now taking over for CTE - collaboration periods are not aligned, so Bova will still be in attendance & Bova will be representing for 90 Day Plan

Juan Enriquez now representing EAs (not present)

Math - looking for someone else, but for now - Yoder

Chair/ATF - Serrano will be also represent for 90 Day Plan

Community Schools - Emily Bird-Brown, attending for both IC and 90 Day

Counseling - Meagan IC, Michele 90 Day Plan

Art - Simmons & Sutherland

Science - Cook for 90 Day & IC

SS - Pedelty both

ELA - to be discussed

PE - Trujillo 90 Day, both for IC

Hendricks - unable to attend meetings

SPED - election happening

Aitken: ELA has no representation - SPED teacher request to represent ELA

Consensus reached to allow Aitken to represent ELA

Davy: student representation - student in Ed Rising AND student senate, but allow a student from either to represent.

Consensus reached to allow student to be from Student Senate and/or Ed Rising

IC Representatives Check:

- Chair/ATF: Jorge Serrano
- Chair Elect/CTE: Stephanie Davy
- At-Large: Pam Garcia-Arnold
- Community Schools: Emily Bird-Brown
- Counseling: Meagan Labuhn (Michele Hardwick 90 Day Plan)
- Fine Arts: Rachel Kain and Kim Sutherland
- Math: Ronald Yoder
- Science: ~~Vacant~~ Rema Cook
- Social Studies: Isaac Pedelty
- ~~CTE: Patrick Bova~~
- EAs: ~~Vacant~~ Juan Enriquez

- ELA: Laura Aitken
- MCNL: Brenda Ortiz
- PE: Leo Ural and Mark Trujillo (Trujillo for 90 Day Plan)
- ROTC: Mark Hendricks
- Administration: Michele Torres
- Student from Senate and/or Ed Rising:
- Special Ed: ~~Eric Villegas~~ TBD
- Parent/Family: Matt Aragon
- Note Taker: Jess Selbee

Other Discussion

Open House - Sept 18 5:30 - 7:00
 Freshman night - Aug 15 5:50 - 6:15 (small stipend for staff who attend)

Agenda Items for next meeting:

ITEMS for next Agenda:

Advisory
 Long Advisories
 Student IC Rep
 Tardy Policy

Date and Time of Next IC Meetings:

September 10, 2024 @ 7:30 a.m.

-Guidelines for Instructional Councils: <https://atfunion.org/answers-docs/>

-Agenda Item Request Form:

<https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjlsZERE9is/edit?usp=sharing>

1. Please make a copy of the Google Document.
2. Once completed, please email the document to Jorge Serrano.