


<p>IC MINUTES</p> 	<p>Date: 10/08/2024 Location: Library</p> <p>Facilitators: Jorge Serrano (Interim IC Chair)/Stephanie Davy (IC Chair Elect) Time Keeper: Meagan Labuhn Recorder: Jess Selbee</p> <p>Members: Jorge Serrano, Stephanie Davy, Meagan Labuhn, Yvette Lozoya, Kim Sutherland, Mary Louise Sena, Ron Yoder, Pam Garcia Arnold, Rema Cook, Michele Torres</p> <p>Also in Attendance: Jess Selbee, Santino Hernandez, Adrianna Kerr, Pat Bova, Veronica Vazquez, Wayne Berube, Becky Rutherford, Tyler Hartom, Kirk Hartom</p>
<p>Instructional Goals 2023-2024 Year</p>	<p><i>Take action in support of curricular and instructional improvement at WMHS.</i></p> <ol style="list-style-type: none"> 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.
<p>IC Norms</p>	<p>Everyone is welcome, as are all ideas and opinions.</p> <ul style="list-style-type: none"> ● We will: <ul style="list-style-type: none"> ○ 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
<p>(Opening/Business 2 Min.)</p>	<p>Approval of Previous Minutes and Agenda Minutes & Agenda Approved by Consensus</p>
<p>M. Torres (12 min.)</p>	<p><u>Admin. Update</u> A lot is coming down from the district that we need to take care of through advisory or somewhere else. More and more are coming down at the school level that we will be losing instructional time for. It is more than ever seen before.</p>

Meeting twice a month with students to get feedback - Announcement boards came from that council. Working on getting a grant to get some updates in the halls.
Panorama Survey - A lot of students feel like their teachers don't know them and they don't really know their teachers
IDEA: Tell me something good - Quick interview of every teacher on campus to put on TikTok & Instagram for the students. To be discussed at the next meeting w/student advisory council.

Serrano: Oftentimes, teachers try to acknowledge kids and the kids don't respond. The kids understand this.

- Dr. Holly Update
- Level-All Platform (Tyler Hartom)
Thank you for everyone who took their classes to the Career Fair
Next Step Plans have been done in lots of different ways - took us some time to get used to doing things online, but last year was super successful. Now they are changing it again. Introducing Level-All
Students receive log in access through their APS credentials
Many useful tools available for students: college planning, how to finance a house, savings, financial aid info, college finder, etc.
This will be the tool used for Next Step Plans moving forward.
This is new so we are still unsure how this will work to remain compliant with the State requirements for Next Step Plans.
Students start journeys: Start strong in 9th grade, 10th grade... final Next Step Plan, Postsecondary Plans, etc.
All electronic - submission to NMPED
Great platform, but concerned that everything is virtual and virtual submissions have been a challenge in the past.

Davy: How can teachers access this? Can teachers see what their students have done/completed?

Teachers can set up an account. Teachers need to assign their own students, but it is unsure how that looks.

Bova: Is there Administrator access or do teachers have the same view as students?

There is a teacher version.

J. Serrano (10 min.)

Class schedules for:

- Week of Nov. 4-8 BXABA (X=no school)
- Week of Nov. 11-15 drop C Day (BABA)
- Nov. 25 & 26 AB blocks or C-days w/no advisory

Department preferences:

Math - block

Sped - AB (block)

CTE - no preference

Knowles: upcoming STEM night CTE - request long lunch on 25th (discuss next meeting, but please consider in preference for these days) - discuss w/constituents & respond to email to provide input.

Next IC meeting - training with the Union 11/12, so the determination on the long lunch 11/25 will need to be determined through email.

Also keep in mind, CEC - works better to keep C-Days

Counseling - good with C Days

PE - C Days

Fine Arts - block

MCNL - block

Science - block

Still want blocks with long lunch breaking into B day instruction and preps (11/25)? Yes.

J. Serrano (2 min.)
Vazquez

ELA (via email) - block (ok with C Days without advisory)

These days (11/25 & 11/26) will be block (AB)

- Finals Week - Final Exam Schedule
TBD via email after discussion with constituents - district has already provided dates for finals.
- Turkey Trot? Nov. 22nd - two A Days in that week with a long lunch for Turkey Trot. Turkey Trot has already been approved by I.C. as an ongoing annual event. (losing instructional minutes on 2 A Days in a row - need to discuss with constituents when discussing long lunch possibility or 11/25)

Cook: Schedule felt rushed with last week's changes - Powder Puff game & assembly STEM Fair - Science would prefer to do Science Fair in February, so thi will not be part of the STEM Fair.

Feedback on schedules - email to be sent out today - feedback due by next Friday.

Advisory/Long Advisories

- Counseling Needs Check-in

Advisory lessons - I.C. is in charge of Advisory lessons and Velasquez will be out soon on maternity leave. Need some additional support to create lessons to provide to teachers.

Advisory survey of students

281 student responses - only about 25% of teachers appeared to give this.

19.2% do not feel like advisory is a good use of our time

45.9% sometimes a good use of time

34.9% feel it is a good use of time

What topics should be covered?

college (more relevant for upperclassmen) - need more than 1 or 2 people setting up material for differentiated lessons if we are to differentiate based on grade level grades - students are requesting more support with grades

Berube: It would be nice if we could add an effort score for Advisory to report cards

Union agreement - Advisory can **NOT** be graded in any way

School I.C. determines how advisories are set up (i.e. by grade level)

Level Up can assist with this - lessons available

Possibly go over level up at a staff meeting to encourage advisory teachers to use program to support students in advisory

Serrano: Bilingual Seal and SPED using advisory - beneficial

Ask constituents if they want to work w/Laine Douglas, creating Advisory lessons

Skills, Habits, and Mindsets Survey (Knowles)

Last year this was done during a short advisory because it did not require a long advisory, but had a low response rate

October 14 - 24 window for this year's survey

We have one short advisory during that time

Sena: STAMP testing during that time so Advisory would be preferred.

Title I Compact also needs to go out through Advisory to get signed, but shouldn't take additional time. These should be sent home to be collected later.

Time sensitive material - do not want to dictate what happens in advisory, but this is important and time sensitive stuff

Panorama Data will be available to teachers reference at some point after collected Students are anonymous for the survey.

<p>S. Davy (20 min.)</p> <p>J. Serrano (16 min.)</p>	<p>Davy: Students show completed screen to advisory teacher to be entered into a drawing for prizes to encourage higher participation? (YES! We can do this.) Skills, Habits, & Mindsets Survey will be completed through Advisory on October 21st.</p> <p><u>Student IC Rep</u> Students are supporting the Attendance & Punctuality Event.</p> <p><u>Tardy Policy</u> Information given from Deans, Syllabus template, what we are told will happen and what is happening has not been consistent - policy is not clear. Tardy Control has not worked the way it was advertised that it would be Staff wants the policy to be <u>consistent and followed</u>. Staff making calls for all the tardies would take more time than teachers have Email from Stubbs, 4-19 students tardy per day. When does this get kicked up to Admin? Never, because teachers are expected to call home for each tardy and teachers don't have enough time for that.</p> <p>Torres: Stopped doing Tardy Control because it was just running students even later to class. Also, we are down a secretary - no attendance secretary currently. Students know there is no consequences, so they don't care to get to class on time</p> <p>Torres: This is a classroom management issue - tardies are awful everywhere - not allowed to do anything to enforce tardiness and absenteeism.</p> <p>Davy: EVERYONE'S hands are tied because of APS policy</p> <p>K. Hartom: That does not mean that we do not address it. Referrals can be made to Deans via the <u>Tardy Form</u> and Deans will bring those kids in and contact families. The form is available in the Hub.</p> <p>Hernandez: Want to hear from parents - when dealing with students and families - dad helped figure out the root cause (student walking girlfriend to class) and families can really assist us in finding the solution</p> <p>Sutherland: only thing that worked before was teacher shutting door and having students sign in out there</p> <p>Torres: it is a liability issue for students to be turned away. We can not lock students out.</p> <p>Davy: Tardy form outside the door - must be filled out to be marked from absent to tardy</p> <p>Davy: Good to check-in and follow up with the sending party (nurse, counseling, etc.). Students are under the impression that we do not have ways to check-in and contact others on campus (email, messaging, etc.)</p> <p>Labuhn: Counseling only gives passes for legitimate visits - they will NOT issue to students unless they have been seen in the counseling office for a justified reason.</p> <p>Berube: Robo-calls for tardies? (No, not for tardies) Calls going out for absences. Mark absences. Change tardies later so parents get calls for the absence and have reason to check in with student/teacher(s)?</p> <p>Take this back to constituents on how we can deal with tardiness as a school - to be discussed further at a later meeting.</p> <p><u>Cell Phone Policy</u></p> <ul style="list-style-type: none"> • Discrepancies between syllabus template and Deans' presentation <p>The two things look different - template says that Admin will take cell phones, but Admin is not taking cell phones. Syllabus says that cell phones would be taken, and that has been sent home. Do we need to amend Syllabus?</p>
--	---

