


<p>IC MINUTES</p> 	<p>Date: 11/12/2024 Location: Library</p> <p>Facilitators: Ellen Bernstein (ATF) & Valerie Hoose (APS) Recorder: Jess Selbee Members: Jorge Serrano, Stephanie Davy, Meagan Lebuhn, Brenda Ortiz, Pam Garcia-Arnold, Lea Reza (student), Rema Cook, Ron Yoder, Michele Torres, Donna Simmons, Leo Ural, Yvette Lozoya, Isaac Pedelty, Emily Bird Brown Also in Attendance: Jess Selbee, Pat Bova, Adriana Kerr, Ellen Benstein, Valerie Hoose, Kaleb Ash, Robert Stubbs, Kirk Hartom, Wayne Berube</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 n/a</p>
<p>Bernstein & Hoose</p>	<p><u>Union I.C. Training</u> Instructional Councils Document (ATF & APS) Outlined Representational Structure - IC to make decisions for the school Most High Schools - represented by Depts. (as done here at WMHS) - need to make sure that everyone is represented and everyone KNOWS who represents them.</p>

Also have student representative, community representative, parent rep from a parent group so they are representing a group (not just themselves).

I.C. Council Wellness Checklist & I.C. Council Protocols Document

Reviewing & Revising Protocols

Difference between consensus decision making & voting

Everything about protocols should support communication & trust

If a decision impacts work - consensus! (ex: Improving Student Engagement idea)

Low stakes decisions - can be a vote (ex: Spirit Day - wear WM shirt each Weds/Fri)

A group reaches consensus when they have FINALLY reached a SINGLE alternative after brainstorming and everyone in the group can honestly say that they understand the varying perspectives at the table and that this is the best possible decision for the time being.

Simmons: Is scheduling an IC decision? i.e. Advisory being on Mondays.

What is Advisory and how do we make it work?

Torres: Advisories are guided by the district to be on Mondays (due to CEC) but we decide on long advisories as a school.

There is a law we have to have next-step plans. There is a lot of practice going on around the U.S. that when students have a close relationship with a trusted adult on campus that they have greater success. Advisory is a perfect example of conversation being needed to determine the best way to utilize and how to utilize Advisory.

WM Protocols revised 11/12/24

1. Meeting days, times, and location (groups of 4 discussions) -

Group Feedback: Once a month, 2nd Tuesday, 7:30 - 8:30 am, WM library - w/possibility of some (additional or option of) virtual (& 90-Day Meeting once a month, 4th Tuesday, 7:30 - 8:30 am, WM library) - mornings are preferred due to set endtime

Next discussion: Date needed for "as needed" meetings & if so, when? virtual or in person? -

Group Feedback: Alternative is to be done via email, If we NEED to have an urgent meeting, would be done virtually, virtual meetings don't engage individuals to the same extent, Tuesday's meeting day - as needed the last Thursday - email in practice seems like a good option, but does not always work, some staff already on campus for virtual meeting - email not always effective

Decision? I.C. Meetings = once a month, 2nd Tuesday, 7:30 - 8:30 am, WM library. If needed, connect through email if NEEDED virtual meeting on the first Thursday

Thumb up - you are in agreement

Thumb to the side - not in agreement, but ok with decision

Thumb down - not in agreement & **HAVE SOMETHING TO ADD/SHARE**

If I.C. doesn't come to a consensus, then the decision is deferred to Admin.

It is important that individuals NEED to be able to DISCUSS things and NOT just dig in their heels on things to come to consensus.

There are individuals that are NOT okay with decisions that are being made.

If representation is not present for the discussion, they can not come with issues after the fact. Representation needs to be involved in the process from the beginning. You need to be in the room if you

Overall Advice: Your protocols need to be explicit and address the issues that you are facing. They need to be made available to your constituency groups, and then they need to be followed closely.

<p>Agenda Items for next meeting:</p> <p>Date and Time of Next IC Meeting:</p>	<p>Sample of Instructional Council Protocols Handout Use these to be an exemplar to start conversations Talk about role of Facilitator in leading discussion and ensuring equity of voice Notetaker needs to highlight decisions made Agenda Items and provision How are things to be communicated Decision Making Process - definition (example provided) Task Force to review and revise protocols or have a meeting to review and revise</p> <p>Representatives go back to their constituents to give them the procedures. Representation needs to be present in meetings to have influence in decisions, Visitors are always welcome to come and engage as well. Need to participate in good faith. People can NOT decide to bring issues AFTER decisions have been made.</p> <p>I.C. Meetings are OPEN and can be attended by anyone. If individuals want to know word for word what is said, they need to be in attendance.</p> <p>Pedalty: One of the tensions - Consensus model requires time for discussion and equity of voice. When there is limited time for decision making, there is not always time to engage in true consensus building.</p> <p><u>Next Month's Agenda Items</u></p> <ul style="list-style-type: none">• January PD Planning <p><u>December 10, 2024 @ 7:30 a.m.</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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