


<p><b>IC MINUTES</b></p> 	<p><b>Date:</b> 02/11/2025  <b>Location:</b> Library</p> <p><b>Facilitators:</b> Jorge Serrano (Interim IC Chair)/Stephanie Davy (IC Chair Elect)  <b>Time Keeper:</b> Meagan Labuhn  <b>Recorder:</b> Jess Selbee</p> <p><b>Members:</b> Jorge Serrano, Stephanie Davy, Meagan Labuhn, Michele Torres, Laura Aitken, Yvette Lozoya, Rema Cook, Brenda Ortiz, Ron Yoder, Matt Aragon, Stevie Maestas (sub - At Large)  <b>Also in Attendance:</b> Jess Selbee, Adriana Kerr, Marjorie Milbourn, Robert Stubbs, Wayne Berube, Krista Gordon, Loretta Sandoval, Pat Burrows, Ulysses Zamora</p>
<p><b>Instructional Goals 2023-2024 Year</b></p>	<p><b><i>Take action in support of curricular and instructional improvement at WMHS.</i></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. IC will continue to have a voice and collaborate with advisory</li> <li>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.</li> </ol>
<p><b>IC Norms</b></p>	<p><b>Everyone is welcome, as are all ideas and opinions.</b></p> <ul style="list-style-type: none"> <li>● <b>We will:</b> <ul style="list-style-type: none"> <li>○ Start and end on time</li> <li>○ Ground statements in evidence</li> <li>○ Assume positive intentions</li> <li>○ Show respect and consideration to one another</li> <li>○ Work hard (if we do, we'll fulfill our mission and accomplish our goals)</li> <li>○ Maximize the time we spend on issues</li> <li>○ Work as a team towards our goals</li> <li>○ Leave personal agendas in our offices/classrooms/homes</li> </ul> </li> </ul>
<p><b>(Opening/Business 2 Min.)</b></p>	<p><b>Approval of Previous Minutes and Agenda</b>  <b>Previous Minutes and Agenda approved by Consensus</b></p>

<p><b>Admin. (15 min.)</b></p>	<p><u>Admin. Update</u>          Budget call tomorrow - will not have the budget until tomorrow or later (Friday after everyone has their budget call possibly) - budget is not looking good this year - redesignating money based on school designation (PED determined we are "traditional")          There are things we will HAVE to have based on district directives          Talk with your departments about priorities - super quick turn around - FTE v. software v. stipends - have those discussions to bring back          Likely Emergency meeting will be needed as budget will be due with super quick turn around - more info to come, but unsure WHEN just yet</p> <p><b>Davy:</b> We improved and did better, so we are getting less money - still Title I, but our budget will likely take a hit</p> <ul style="list-style-type: none"> <li>• <u>PLC grouping for 9th Grade Academy</u>  <b>Gordon:</b> Freshman Team - 9th grade team having PLC during the day - Dept Chairs made aware - PLC during 1st period - 3 Math teachers, 3 ELA teachers move to 1st period PLC - anyone from Social Studies or PE interest? Team would meet once per week with the 9th grade team and then meet once per week with content collab.          Members of current team present</li> </ul> <p><b>Serrano:</b> Research shows that when 9th grade teams work, they are excellent, but many of them are failing. Implementation is important. We need to do this the West Mesa Way instead of following what others are doing to improve our chance of success.</p> <p><b>Gordon:</b> Bridge the gap for students - the quicker students find success in their 9th grade year, the more likely they are to have a successful high school experience.</p> <p><b>Maestas:</b> There are gaps in services. If we can build and strengthen the team, the better we can support these students. Get them plugged into those things that are already working here for West Mesa, AND look at what is NOT working and make changes to improve those services. We want to increase rigor, and raise hopes and standards. We need to highlight the good that is already happening on our campus to improve things for students AND teachers.</p>
<p><b>J. Serrano (15 min.)</b></p>	<ul style="list-style-type: none"> <li>• <u>Student Compact</u>          Student Compact - Emily not here - Serrano will check in with her</li> <li>• <u>Panorama Survey:</u> <ul style="list-style-type: none"> <li>◦ <u>What day will it be administered?</u></li> <li>◦ <u>During what class period? Or during announcements?</u></li> </ul>         Panorama Survey - select a content area to complete survey, because we missed most of our students this last time.  <b>Gordon:</b> Sandia HS did their survey during announcements - Do during TWO announcement periods?  <b>Davy:</b> Accountability in being able to check if a teacher's students did not complete March 3-7 (early dates of Administration) - Open through the 14th to catch those that were absent (March 10-14).          Admin will run information to do drawings for students that take it and for teachers that have 100% of their students take it.          Check with constituents: Tuesday/Thursday or Wednesday/Friday the week of the early dates? - email will be sent out to determine which would be preferred.       </li> <li>• <u>Pre-registration update</u>          Santino is out sick - he requests teachers be entering grades - lots of parents calling with complaints. Also lots of grades had to be changed - make sure that grade book is set up correctly. Juanita (registrar) had to use a bunch of extra time to put in a bunch of grade changes because grade books were not set up correctly.</li> <li>• <u>Grading Periods for next year</u>          Grading periods on the agenda - NOT correct - still TBD by district - NOT school by school</li> </ul>

S. Davy (15 min.)

- Field Trip Process:

- Feedback from constituents

Students frequently out - how are we handling this? Used to have the Mustang Absence Forms - did we want to implement something like this?

**Aitken (ELA):** bring back Agendas? and Mustang Absence Forms. Hall Passes NOT working - need new system

**Maestas:** Some of our most chronically absent students are ON CAMPUS. If they are here, we need to help them be productive in reaching their goals. We need to improve our Tier I supports - conversation that we need to have

Hall Pass System - how do we handle this

**Davy:** What is being done if a student is found in a different place? Hall Pass Implementation to be discussed at the next meeting.

**Pedely (SS):** Discussion was more about the possible change of the system - Requests not to change from the current system, to avoid disproportionate impact on students to have those opportunities to be off campus.

**Davy:** Have more insight on the system and possibly improve how we handle field trips

**Davy (CTE):** Is good with whatever IC determines

**Pedely:** will forward conversation

- Behavior Plans

- Is this an appropriate topic for a Retreat?

- Update on April Schedules

- SAT (Asynchronous) April 2nd

- NMSAR (Science Exam) April 8th

Determined bell schedules through email already

Still need to discuss bell schedule for parent/teacher conference week in April...

April 14 & 15 - Block Days or C-Days without Advisory?

Parent and Student Reps requested C-Days

**CTE:** fine with whatever

**ELA:** More instructional time provided with the Block schedules - Class time already lost due to Access Testing

**Sandoval:** C-Days have more issues with absences/ditching -

**Davy:** If you engage them, they will come

**PE:** More engagement during C-Days

**SS:** Vote was split very closely C-Days vs. Block for SS Dept. - will be

**Science:** Prefer block days (was not represented in email)

**Davy:** Majority in favor of block days - Can we "live with" block days to gain consensus? consensus? 14th & 15th to be BLOCK Days

Advisory on Monday? no

**Consensus reached:** Monday, April 14 A-Day, and Tuesday, April 15 B-Day (NO Advisory)

- Activities: Elective Fair, Winter Sports, Spring Sports, Academic, 8th grade Night

Update on dates?

**Cordova:** Here is what is scheduled currently -

2/19 Winter Sports Assembly

8th grade Night 2/26

8th grade Visit 3/10 (Spring into HS Day 9:30- 1:30)

Requested - Academic Fiesta for Honor Roll (Semester 1) 2/28

Parent/Teacher Conferences April 14 & 15

Spring Sports Assembly week of 4/23 (24th or 25th, still TBD based on what block days we have done previously)

4/23 Academic Letter Night

Prom 5/3 (Saturday) - renting out all of Explora! - Information coming out to staff soon

Graduation Week - posted - staff please look at information

Cinco de Mayo 5/2 Celebration

	<p><b>Davy:</b> Recently student emailed all teachers - requested for all work to be sent home due to family's concern with ICE and not feeling confident to make 20 minute trip to school</p> <p><b>Torres:</b> We have not received anything from the district. Teachers are <u>NOT</u> required to provide online content, but teachers can <u>choose</u> to support if able.</p> <p><b>Maestas:</b> Refer families for possible other options, if needed. Previously able to send students to e-cademy, but registration is now closed.</p> <ul style="list-style-type: none"> <li>• <u>Mustangs Mentoring Mustangs</u> <ul style="list-style-type: none"> <li>○ <u>Feedback regarding referrals</u></li> </ul> </li> </ul> <p>Worked with Krista to meet with 150-160 Freshman students - able to enlist 5 - meeting with Sophomores tomorrow, hoping to grab more - If we can grab 20 or 25 students per year to improve graduation rates</p>
R. Stubbs (5 min.)	
R. Knowles (5 min.) information shared by J. Serrano	<ul style="list-style-type: none"> <li>• <u>Cumulative vs. Term-Weighted Grades</u> Print out provided with information on how to properly set up grade book.</li> <li>• <u>Long Lunch for STEAM Fair</u> We are proposing an assembly schedule on an A day in April. A days are better for Major Hendricks as he has cadets available 1st and 7th period to help set up and take down. His suggested dates are 4/9, 4/14, 4/23, or 4/25. Later in the month is better and would most likely allow for a second high altitude balloon (HAB) launch. We expect there to be some sort of accountability sheet (Bingo, scavenger hunt, survey, etc.) to encourage students to interact with as many of the stations as possible. An assembly schedule versus a long lunch schedule means that teachers and students can attend the STEAM fair without cutting in on their lunch time. It will also provide more time for students to interact with the more complicated stations, such as the welding station, which was a huge hit last time.</li> </ul> <p><b>Gordon:</b> November date was chosen to help encourage students to attend "rough days" for something out of the norm. Literature is ART as well - include in STEAM Night Leave work out for parent/teacher conferences - to encourage participation</p> <p>Decision needs to be made to set STEAM Day - April is really FUN. :/ Emergency Meeting (likely due to budget call)</p> <p>Representatives discuss possible STEAM Day dates with departments and bring back feedback to next meeting. (To be discussed at emergency meeting, if possible.)</p> <p><b>Serrano:</b> Assists teachers as well as students - helps decrease burn out.</p> <ul style="list-style-type: none"> <li>• <u>Tardy Policy</u></li> <li>• <u>Cell Phone Policy Discussion</u></li> <li>• <u>Bathroom Passes</u></li> </ul>
Agenda Items for next meeting:	Stevie Maestas Mentorship Update (Stubbs) STEAM Fair Day (Knowles) Date for Spring Sports Assembly (Cordova) Cumulative v. Term-weighted (carry over) Budget (likely emergency meeting)
Date and Time of Next IC Meetings	<u>March 11, 2025 @ 7:30 a.m.</u>  <b>-Guidelines for Instructional Councils:</b> <a href="https://atfunion.org/answers-docs/">https://atfunion.org/answers-docs/</a>

	<p><b>-Agenda Item Request Form:</b></p> <p><a href="https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjlSZERe9is/edit?usp=sharing">https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjlSZERe9is/edit?usp=sharing</a></p> <p><b>1. Please make a copy of the Google Document.</b></p> <p><b>2. Once completed, please email the document to Jorge Serrano.</b></p>
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