

**IC AGENDA**



**Date:** 10/14/2025

**Location:** E-115

**Time:** 7:30 - 8:30

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

**Time Keeper:** Stephanie Davy

**Recorder:** Jess Selbee

**Members:** Jorge Serrano, Stephanie Davy, Jess Barrett, Yvette Lozoya, Ron Yoder, Alisha Bavin, Rema Cook, Michele Torres, Mark Trujillo, Brenda Ortiz, Matt Aragon

**Also in Attendance:** Jess Selbee, Laine Douglas, Veronica Vasquez, Shonn Schroer

**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**

**Barrett:** Request to go over the Norms (Norms read.)

Correction to Prior Minutes - Consensus included Tyler Hartom coming to collabs - Consensus was for the date when long advisory would be held, NOT that Hartom WOULD come into collabs, but that he COULD.

Minutes and Agenda Approved by Consensus with correction listed above.

<p><b>Admin. (10 min.)</b></p>	<p><u>Admin. Update/Youth Risk and Resiliency Survey</u>  Student Surveys coming down from NM PED - Information provided by Vasquez  Vasquez sent out slides with information, but slides did not get forwarded out to IC Reps.</p> <p><b>Davy:</b> CTE unable to speak on behalf of constituents as information was not provided to gain feedback on.  Decision needed TODAY to inform NM PED when and how (paper or electronic) survey is being completed.</p> <p><b>Serrano:</b> Paper copies are easier to see when students are done.  Electronic easier overall.</p> <p><b>Barrett:</b> English recommends using Powderpuff time, already long advisory built into schedule - have students that stay behind complete survey.</p> <p><b>Ortiz:</b> Unable to have formal meeting with Dept. since last (Emergency IC) meeting - would like to recommend it be done in an A Day since last one (survey) was during B Day - recommend 3rd period - students often late for 5th as they seem to think announcements are an extension of the passing period.</p> <p>Discussion turns to doing surveys in Advisory</p> <p><b>Barrett:</b> Can not lose more instructional time - ELL students already miss so much instructional time with testing - could do Advisory</p> <p>20th during Advisory? Electronic?  Information requested to be more detailed and sent to students AND staff, please.</p> <p>Uncertain of ability to send info direct to students. Families/Students can opt out - documentation sent out for families to (passive) opt out. Assumed alright to survey if no response from families.</p> <p>Send out forms through classes? Which class?  Email families with the option to opt out. Inform them to send back form to students' Advisory class to opt out.</p> <p>Students also have option to opt out of single questions or entire thing (110 questions)</p> <p>Consensus Reached - Surveys would be done electronically through long (Powderpuff Game) advisory 10/20. Opt out forms emailed to families prior and returned to their Advisory Teacher. Students who do not return opt out form, complete survey.</p> <p><b>Clarification needed <u>after meeting</u> - Long Advisory for Powderpuff Game is <u>NOT</u> on 10/20. That date is a regular Monday Advisory. When consensus was reached it was uncertain if the understanding was for Long Advisory for Powderpuff Game on Wednesday, 10/29 OR the usual, short Monday Advisory on 10/20.</b></p> <p><b>Vasquez reached out to NM PED and was able to tell them that we would do the survey electronically through Advisory. It was determined that the survey can be completed on multiple dates as long as students do not take it more than once, but material may not be ready in time for 10/20.</b></p> <p><b>Determined that survey would be completed through Advisory on Monday, 10/27 and/or Wednesday, 10/29. Neither is ideal as one offers the possibility for more students to participate with limited time to complete the long 110 question survey while the other offers students the time needed but limits the number of students available to participate.</b></p> <p><b>Update on Prior Surveys</b>  Panorama Survey, still only at 62%  WMHS - lowest last Spring - we are expected to get 95%</p>
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Deadline is THIS Thursday. We NEED students to complete these!  
Staff needs to have students participate (Domain 4) - could impact Teacher evaluations if not supported.

**Halloween 10/31** - Garner & kids came up with the idea to have kids Trick or Treat during passing periods - optional for teachers to participate to hand out candy.

J. Serrano (2 min.)

IC Reps

- At-Large  
Still vacant  
Who is covered by this Rep? Anyone not covered by other role groups/depts.
- Family  
Still vacant
- EA - Rebecca Boyer

J. Serrano (2 min.)

November Meetings - What days?

- Staff Meeting - No school on Nov. 4 (Election Day)
- IC Meeting - No school on Nov. 11 (Veteran's Day)

November Staff Meeting? No school 11/4 - scheduled elsewhere?

IC Meeting - No school 11/11

Skip? Not in a position to skip - need to discuss Final Exam schedule at next IC Meeting!

**Davy:** ATF indicated moving to an online format is acceptable when needing to reschedule a meeting. Defensive Driving classes on Mondays and Wednesdays, so would like to avoid those days.

Move the meeting to that Thursday, 11/13? Before school? In person. - Agreed by Consensus.

S. Davy (10 min.)

Scheduling Sub-Committee???

- Dates for Long-Advisories

We have to have a long Advisory at least once/quarter - combine this with Level All - checked in with Hartom and Counseling to determine appropriate time - wait for the 11/13 meeting to decide? - No objections to waiting to proceed with feedback at next meeting.

- Fall Final Exam Schedule (Last day of Sem. 1 - Dec. 19)

**Barrett:** Proposing to change up the schedule a bit. Long 1st period - messy - spoke back in Sept. about possibility - last day 12/19 - 17th/18th Block schedule and do make up (1st period span over two days) - 19th makeup day.

**Davy:** Up for change, but split first period could be a hard sell. First period testing at the end of the day might be more agreeable - give notice early so kids can adjust work schedules

**Ortiz:** A lot of students are getting finals super early. Completed with all finals prior to the schedule for Finals. Explains why they aren't coming to other classes with Finals during the scheduled time.

**Barrett:** Seeing same - students who have completed all their finals prior to the scheduled time

**Davy:** Take information back to departments and come back to make a decision at the next meeting - still also waiting for District guidance.

Potential option...

12/16 1st period Final at end of day - Skinny classes 1-7 or 2-7, then followed by long 1st period at the end of the day for Final Exam.

12/17 & 18 Finals for 2, 4, 6 and 3, 5, 7

12/19 Makeup Day

- Turkey Trot - What day? 11/21 NO Change - already scheduled ahead of time

We attempted to set the schedule during IC Retreat - but fell through  
Attempting to make as few changes as possible as we move through the year

- Nov. 3 - Nov. 7 BXABA
- Nov. 10-14 BXABA

Weeks of Nov. 3 & 11 - C-Days out of the question.

<p><b>L. Douglas (10 min.)</b></p> <p><b>I. Pedelty (10 min.)</b></p> <p><b>J. Serrano (10 min.)</b></p> <p><b>Agenda Items for next meeting:</b></p> <p><b>Date and Time of Next IC Meetings</b></p>	<p>Monday change to Tues BXABA both weeks B Day Monday, no school Tuesday, &amp; Wednesday - Fridays as usual</p> <ul style="list-style-type: none"> <li>• <u>Reminder:</u> <ul style="list-style-type: none"> <li>○ <u>Nov. 24/25 / PTC</u></li> <li>○ <u>Nov. 26-28 / Thanksgiving Break</u></li> </ul> </li> </ul> <p>A-Synchronous Days for PTC - Two C-Days No students on campus (unless coming with families for PTCs)</p> <p><u>Health and Safety Committee</u> Provision in Negotiated Agreement - out of compliance currently Health &amp; Safety Committee needs to be reestablished Spoke with Paul Burrows - agreement to have representation of stakeholders, involving whoever is interested in participating - meeting to come together (30 mins) once a month to discuss health &amp; safety issues on campus that they are aware of or have information about. Paul would then make recommendations based on what is discussed - casual thing Crystal (security) recommended - good representative since she knows the kids. Examples of things committee might discuss: doors opening outside the safety gate, soap in bathrooms, mold in hand dryers, etc.</p> <p>Consensus reached in agreement of recommended format (listed above)</p> <p><u>West Mesa PTO</u> Pedelty not present at meeting - no update</p> <p><u>Miscellaneous</u></p> <p>January Meeting - start discussing SAT scheduling? Thursday/Friday schedule for March dates around breaks Too many A-Synch Day? What does Graduation week look like?</p> <p><b>Torres:</b> Unlikely to change to have A-Synchronous Days for testing this year. \$5 MILLION fine - coming down from NMPED - Hopeful for no snow days - they are already built into the schedule - may help cover day off for graduation.</p> <p><b>Thursday, November 13, 2025 @7:30 am</b></p> <p><b>-Guidelines for Instructional Councils:</b> <a href="https://atfunion.org/answers-docs/">https://atfunion.org/answers-docs/</a></p> <p><b>-Agenda Item Request Form:</b> <a href="https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjISZERE9is/edit?usp=sharing">https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjISZERE9is/edit?usp=sharing</a></p> <ol style="list-style-type: none"> <li>1. Please make a copy of the Google Document.</li> <li>2. Once completed, please email the document to Jorge Serrano.</li> </ol>
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