

10-5 **Attendance:** Joy, JK, Gabe, Leslie, Kim, Dana, Leigh

The committee came to a consensus on baseline requirements for approving PD proposals, which included:

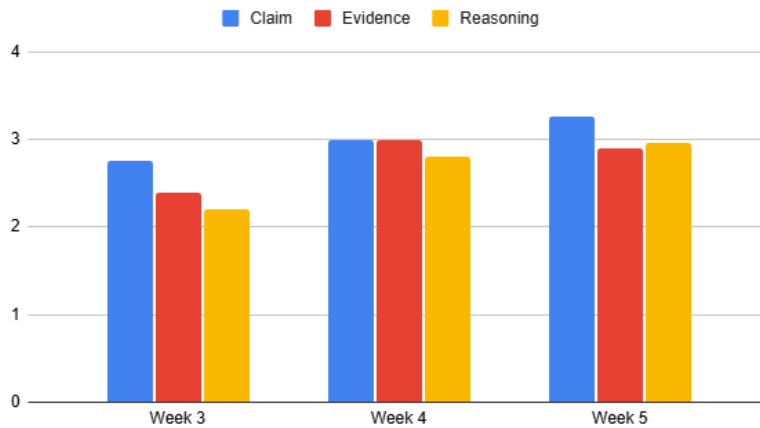
- Under \$300 registration fee
- No more than 1 sub day/conference
- Conference relevancy

The committee agreed to approve costs above \$200 but under \$300 with no teacher out-of-pocket needed.

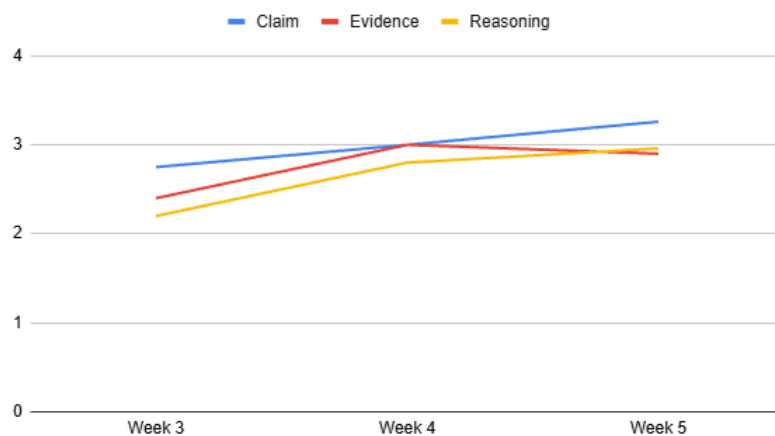
Staff	Date	PD	
Joy	10-21	Phillips 66 Energy Education Workshop for Teachers	Approved
Joy	2-7	Help Your Students Master the NEXT GENERATION SCIENCE STANDARDS	Approved
Kim	11-23	Making Best Use of DESMOS to Strengthen Your MATH Instruction	Approved
Diane	11-12	Geometry Professional Development	Approved
Karla	10-21	NEED Conference – Albuquerque	Approved Travel costs not approved
Karla	11-13/14	National Literacy Conference – Houston	Not approved 54% of freshmen students are currently reading at the college level; therefore, not relevant for the current student population.
Karla	3rd week of Feb	Southwest Branch – International Dyslexia Association Conference Expected timing: Third week of February 2027	Not approved No supporting evidence provided. Flyer submitted was for the 2025 conference
Karla	March 16-22	NSTA National Conference	Not approved Was attended last year
Karla	Jan. 31-Feb. 6, 2027	NOAA ocean exploration expedition	Not approved. APS district leadership did not approve.

	Committee reviewed and refined member roles: JK Fed Rep, English rep Kim Math rep Marion Facilitator Gabe 9th grade academy, Non-teaching staff Joy Upper school, Science rep Leslie Special education rep Dana Admin rep Leigh Admin rep Communication Leigh shared two recent concerns that were submitted through the Let's Talk App. Anonymous Community Member Concern: A community member submitted a request asking the district to review the relevance and effectiveness of the Freshman Academy model. Currently, 9 of the district's 13 high schools are piloting Freshman Academies and are reporting success with the model. Because CCHS has utilized a Freshman Academy model for several years, CCHS has served as an established example for other schools implementing similar programs. Anonymous APS Employee Concern: An APS employee submitted a request asking district officials to review the CCHS teacher duty day. The author expressed concern that CCHS teachers receive compensated time for activities such as providing student tutoring, sponsoring clubs, and participating in collaborative planning meetings, while teachers at other APS schools may be expected to perform similar responsibilities outside of their compensated duty day. The author asked district officials to review and revise the CCHS duty day to make it more equitable with teacher duty days at other schools throughout the district. The author also expressed concern that CCHS teachers are compensated for a 15-minute duty period during which they are not assigned a specific duty. Anyone who would like to review either of these documents in their entirety may see them in Leigh's office
9-21	Attendance: Gabe, Leigh, Marion, JK, Leslie, Kim, Dana Collaboration Time: IC members reached a consensus regarding appropriate uses of collaboration time. Approved activities include attending IEP, SAT, and MTSS meetings, as well as other student-specific meetings previously scheduled with parents, teachers, and/or administrators. IC members reached consensus on defining CCHS's schedule as a 4 x 4 Block. 30-day check-in CER data: The schoolwide CER data show an overall upward trend from Weeks 3–5. Claim and Reasoning demonstrated consistent growth, while Evidence improved overall with a slight decrease in Week 5. Because the averages combine multiple content areas with different CER tasks and levels of difficulty, results should be interpreted cautiously.

CER Weekly Averages



CER Weekly Averages



Strengths: Students are demonstrating improvement across all content areas.

Concerns: Not all teachers are collecting data weekly using the CER rubric.

Reviewed/completed 30 Day APS Check-in Tool:

- **CCHS did not meet the Adult Progress Indicator goal.** Less than 100% of teachers consistently collected CER data every week.
- **CCHS did not meet the projected student outcome goal.** We cannot calculate a reliable percentage of student growth at this time because CER data have not been reported consistently by all teachers. Continued and consistent data collection across content areas will be necessary to accurately measure student growth over time.
- **Next steps:** On Thursday, September 24, staff will meet to review CER expectations and guidelines.
- **Adjustments and/or Resources Needed:** No further resources are needed at this time. Dana has provided all staff with a comprehensive file of grade-level exit tickets that may be used to collect data from any content areas.

8-31

Attendance: Gabe, Leigh, Marion, JK, Leslie, Kim

Drill/Safety Expectations

- **ALL staff must participate in drills**, whether you have students with you or not. This is required by the PED and the site safety plan. During an actual emergency, we will need all staff to assist, and students are not the only ones who need to practice. **If you leave campus before a drill for any reason, please sign out.**
- If you see students not with a teacher while exiting during a drill, please take them with you, as you would in a real emergency. If they should be in a classroom, direct them to that teacher once we are in the designated area. If they do not have class at that time, they should remain with you but report them to administration as extra students.
- Once teachers have verified that their class is present, the teacher should notify the administrator accounting for classes during the drill.

Prep Period and collaboration minutes

- Teachers will have prep time on Monday, Wednesday, and Friday.
- Teachers will be given collaboration time on Tuesdays and Thursdays. Collaboration groups will be
 - 1st Period: Gabe, Veronica, Karla
 - 2nd Period: no collaboration team
 - 3rd Period: Michelle, JK, Marion, Kim, Leslie
 - 5th Period: Joy, Diane, Andy, Jacob
- Each collaboration group will decide on its own objectives and keep meeting minutes, submitted to administration for review at least bi-monthly.
- Spring Semester collaboration groups will change as Prep Periods change.
- Duty Day changes: by Friday, 9-4 academy leads should let Leigh know which duty day schedule change they would prefer.
 - 7:15-3:30
 - 7:30-3:45

90 - Day Plan

- Teachers will switch from percentages to rubric scores for their CER data entries. [Click here](#) to see CER Rubric. (Thank you, Leslie, for providing this rubric)
- Teachers will use "Exit Tickets" to evaluate student CER proficiency. Click here for sample exit tickets. (Thank you, Dana, for creating these) Click [here](#) to access the folder with grade-level exit ticket examples
- Please include your rubric score in all three areas: Claim, Evidence, Reasoning.
- Gabe and Leslie will not submit CER data due to the unique nature of their courses but will provide support during their Collaboration Period.

8-11

Attendance: Dana, Leigh, Marion, Gabe, Leslie, JK, Kim, Joy
The leave system is changing this year! Leaves that have been submitted since August 4 have not been approved because of the upcoming change but will be approved.

If a student misses 50% or more of a class the tardy becomes an absence.

Attendance & Engagement Guidelines

- Establish clear timelines for make-up work.
 - To be discussed on Wednesday at 8:30 with the whole staff. Tabled for later decision-making.
- Discuss policies for students missing classes
 - Individual Teacher discretion
 - Should be included in the syllabus.
 - Suggestion: Under certain circumstances, students may not receive a grade until they have met with their teacher during office hours.

- Standard statement in every syllabus stating that students are expected to communicate with their teachers when absent.
- Students must notify their teacher in advance or by the end of the day to get makeup work. Extenuating circumstances will be considered at the teacher's discretion. Exact syllabi phrasing will be sent out to everyone by Leigh and Dana.
- Idea for encouraging good attendance (currently being discussed in upper school): 80% overall grade. Less than 7 absences (for any reason) may result in an abbreviated final exam.
- Consider grade reduction through participation points (bellringers, group work, conversation contribution, exit tickets, notebook checks, preparedness)
 - At least graded once a week. Should not be more than 10% of the overall grade.
 - Bellringers (the system that starts the class) will be completed during the first 5-10 minutes of every class and will impact the participation grade.
 - Walk-through observations will be looking for this "class start system"
- Google Classroom is a resource, not a substitute for classroom attendance and instruction.

Commit to consistent and reliable practices when using Google Classroom

- Teacher discretion on the learning platform to disseminate course communication to students. Example: Google Classroom, Blackboard, etc.
- Google Classroom should be a resource, not a replacement for in-class instruction.
- Establish Google Classroom accessibility guidelines.
 - Teachers are encouraged to use Google Classroom features to limit students' submissions to specific windows.

Building Consistent Practices to Support Student Success

- Minimum grade requirements posted in Synergy in a timely manner.
 - Minimum of 2 grades per week or 10 per month.
 - Minimum of 3 summative assessments per semester
 - Final Exam must be weighted between 10% and 20% per state law.
- Attendance
 - Thirteen students will begin the year on an ATTENDANCE CONTRACT
 - Tardy Policy will be posted on the website. Lunch detention will continue as a consequence.
 - 1st period tardies will be handled differently from tardies throughout the day.
 - Tardies throughout the day: students must have a tardy pass signed by Dana, Leigh, or Veronica to be admitted into class.
 - Consequences (lunch detention) begin at 5th tardy.

Syllabi

- Should include a statement that school wide attendance and tardy policy will be posted on the school website.
- Excessive absences
 - 10 consecutive absences in a class may result in withdraw/failure from the class
 - Excessive CCHS absences may result in withdrawal from CNM courses.
- Every syllabus must contain the district HQIM reference.

Consistent Practices to Support Student Success

- Cell Phone and Technology Expectations
 - Cell phones, smart glasses, and smart watches are not allowed on a student. They should be stored away from the student.
 - Exceptions will be made for emergency situations
 - Intentional Chromebook usage in the classroom is encouraged.
- Restroom Passes
 - No phones go to the restroom
- Health Office Passes
 - Maggie or Mo is requesting phone calls/google chat or text messages when students are sent to the nurse when possible

	○ Passes should also be used ● Food and Drink ○ No food or drink in the classroom ○ Food connected with instruction is allowed ● Mid-class breaks (breakfast, etc) ○ Breakfast breaks no longer allowed ● Bell-to-bell practices ○ 5-minute brain breaks in the middle of class, under teacher supervision, will be allowed. ○ Groups of students should not be wandering the halls unsupervised during instructional minutes. ● Group collaboration and work production challenges ○ Establish clear criteria for participating in a group. ○ Suggest using peer grading
8-10	Attendance: Leigh, Dana, Marion, Gabe, Leslie, JK, Joy, Kim Change Septemeber 4th Shelter in Place to September 1st Tuesday at 10:15 Determine Professional Development Priorrities and use of \$ Budgeted \$4000 for 2026 2027 decrease from previous years by \$2000 only available for vendor approved entitites Parameters for spending ● Presentations to the grade-level academy on key takeaways from professional development must occur after attending a conference/seminar. ● Hybrid Model: \$200/teacher. Conference must be approved by October 1 ● PD costs above \$200 can be proposed to IC for approval. ● If training is more than \$200 and extra is not approved by IC then teacher makes up difference out of pocket ● Whole staff training budget \$ 1800 ideas ○ Take a teacher to magnet school conferences. ○ Solution Tree whole staff training. \$1800 could cover virtual training or for one to two people in person training. BEMP will no longer be funded by professional development funds but will instead be funded through academy fieldtrip funds. Sunshine Fund ● To assist with staff recognition, snack, meals ● Each staff member will contribute up to \$20 ● Funds will be collected by Edith ● Funds will be dispersed by Dana and Leigh to build staff moral Staff Meeting Calendar Approved click here to see calendar Goal Setting and School Wide SMART Goals ● Non negotiable: APS 90 day plan will include ○ PED 90 day plan ○ MLSS plan ○ Attendance plan ● Recommended Rollout Schedule Recommended Rollout Schedule ● August 10-21, 2026 - Implement first Formative Assessment as identified in Fall 90-Day Plan ● August 28, 2025 - Collaboration groups conduct The APS Data Analysis Protocol on collected Formative Assessment Results AND Record findings ● September 11, 2026 - IC Team reviews Data Protocol findings from ALL Collaboration Groups to answer 30-Day Check-in questions. ● September 18, 2026 - Turn in 30-Day Check-in

- **September 25, 2026** - IC Team uses [The APS Data Analysis Protocol](#) on BOY Assessment Results

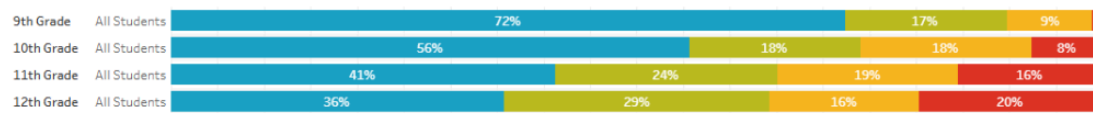
Reviewed ELA and Math Interim Assessments

- ELA had a slight dip between the MOY and EOY assessments. Due to lack of student motivation on a non grade impact assessment during the last week of school.
- Math had a slight improvement between MOY and EOY attributed to awarding students with extra credit if their scores improved.

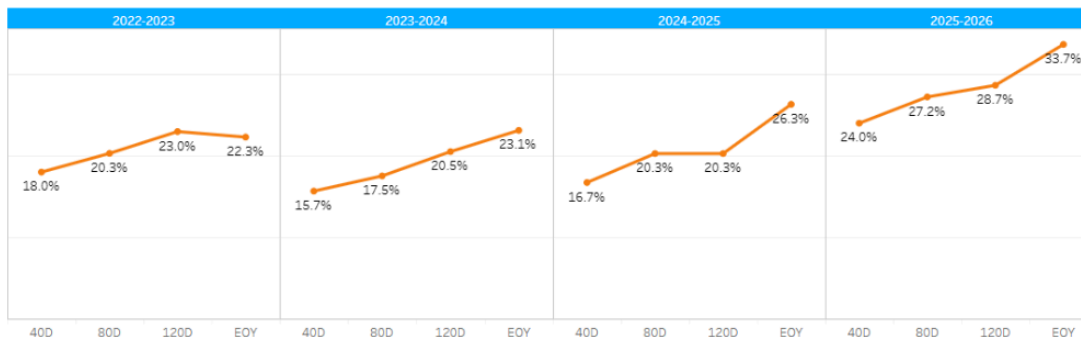
Reviewed Chronic absenteeism data for last 4 years

- 2025/2026 increased from 26.3% to 33.7%

Attendance Tiers of Support (Year-to-Date) (2025-2026) (All) (All Students)



Chronic Absenteeism by Snapshot Graph (Year-to-Date) (All Students)



School Wide 90 day plan goal proposal/discussion.

- Learner Centered Practices will be used to build common academic vocabulary when determining claims and supporting evidence.
- Once a week teachers will assess students ability to make claims supported by evidence using the CER checklist: Is the claim one sentence that clearly answers the prompt? Is each piece of evidence relevant (strongly proves the claim)?, The reasoning should not simply repeat the evidence. Is there a link between the evidence and the claim?
 - Teachers may choose the day of the week and the method they wish to assess their students. Examples: exit tickets, multiple choice,
- Once a week teachers will add their class data to a school wide spreadsheet to track progress and implementation ideas
- Kim will build the spreadsheet

8-6

Attendance: Leigh, Dana, Marion, Gabe, Leslie, JK, Joy, Kim

Meeting Purpose: Identifying IC member roles, responsibilities, planning for BoY; reviewing Advisory intent and schedule; finalizing calendars, meetings.

IC Roles

Marion will be chairperson

Kim will take minutes

JK will be FED rep

Dana or Leigh will attend every meeting

District Goals to be considered when creating 90 day plan

- Improve Graduation Rates
- Decrease chronic absenteeism

Meeting Schedule:

- IC must meet twice a month. 1st and 3rd Monday after school.
- 1st Monday: Goals (may extend past duty day)

- 3rd Monday: Progress Check (should finish in 30/45 minutes)

Reviewed/Discussed Negotiated Agreement

- Consensus not majority vote.
- Every discussion does not need to result in a decision.

Considerations for a successful collaborative structure

- Clearly defined goals are easiest for staff to implement
- Goals should include a recommended data collection process: exit ticket, quiz, reflection.
- Data should be collected to review and reflect on student achievement trends.

Time for Professional Development

- Time to observe in other's classrooms may be possible if it becomes an IC initiative.
- There is a limited amount of money for pd.

Connection to School Committees

	1st and 3rd 2:40-3:15	2nd and 4th 2:40-3:15	
Monday	IC meetings	Academy meetings	
Tuesday	Office hours	Office hours	
Wednesday	Office hours	Office hours	
Thursday	Advisory and Capstone meetings	2nd Thursday Department meetings	4th Thursday Club meetings
Friday	Parent Communication	Parent Communication	

Advisory Committee

- Will plan school wide advisory lessons
- Ideas: community building, Capstone portfolio building, Skills for success in high school
- Advisory classes will be assigned by grade level
- District mandates 15 minutes per week and one hour every 9 weeks dedicated to advisory lessons.

Capstone Committee

- Will create a program where all grade levels collect evidence for the senior capstone project during an advisory time slot.
- Ideas: Freshmen focus on transition skills, Sophmores focus on how to manage their free time, Juniors begin thinking about how to creatively present their capstone project, Seniors bring everything together and look forward to future.

Emergency Drill Schedule Approved.

August 14 Friday 1:15 pm

Fire Drill

August 20 Thursday 1:15 pm

Evacuation to Secondary Location

August 25 Tuesday 10:00 pm

Fire Drill

September 4 Friday AM

Shelter in place

October 19 Monday After Lunch

Alice Drill

February 22 Monday After Lunch

Shelter in place/Alice Drill

- Need two additional fire drills prior to April 30 in coordination with CNM and NACA.
- ALICE drill on February 22 will use REMIND app to transition from shelter in place to Lockdown,
- We will have to barricade this year.
- Windows will need to be covered during lock down . Propose to have butcher paper ready to tape up.

9th Grade Orientation 8-14

	Flex time start at 10:00 am 10-11:30 Welcome multipurpose tour 11:30-12:00 lunch 12:15-1:35 Student schedule walkthrough with 5 minute passing period Fire drill will occur during this period. All teachers must be in their classrooms. Teachers should introduce themselves and their subjects. Most important be welcoming! 1:40-2:40 multipurpose room activities: upper school panel that will answer freshman question 2:45-4:00 parents meeting. Teachers have no responsibilities other than to be available in their classrooms and welcoming.
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