Updated: 2023

IC AGENDA	**Date:** Tuesday, October 13, 2026 **Location:** Library 7:30- 8:30 am **Facilitators**: Stephanie Davy (IC Chair) **Time Keeper:** Stephanie Davy **Recorder:** Jess Selbee **Members:** Stephanie Davy, Michele Torres, Santino Hernandez, Jorge Serrano, Alec Lahoff, Ron Yoder, Brenda Ortiz, Clint Kirkland, Leo Ural, Alisha Bavin **Also in Attendance:** Jess Selbee, Rebecca Knowles, Tyler Hartom, Loretta Sandoval
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** Approval of Minutes & Agenda by Consensus

Admin. (10 min.)	Admin. Update **Torres**: Trunk or Treat Event - done instead of School of Choice Fair Stipends available - let Torres know by this Friday if you will be participating Admins need to be in 4-5 classrooms/week EACH starting next week

	Hernandez: 5 in/5 out cross curricular map - needs to be looked at by department - info needed for 90 Day Plan **Serrano**: donations for candy, where? (Office) Car show? (let Stevie know so we know how many cars will be showing up.) Student's family with lots of **Davy**: computers and barcoded items out and available for check **Hernandez**: 90% attendance rate for 9th grade and low numbers for tardies Teaming is coming - more should be discussed in department chair meeting 1250 enrollment as of this morning **Torres**: We are really LOW…. another reason district wants us to do events.
T. Hartom (10 min.)	<u>Long Advisories</u> **Hartom**: Next Step Plans - district is trying to figure out how we do this. We need to determine dates for how this is to be rolled out **Hernandez**: District made video, but it hasn't come out yet. **Hartom**: Most staff have been good about doing this with their advisories. Not everyone shows up to advisory, but in the negotiated agreement that it will be doneduring advisory. Will provide step by step directions for how to do this. Need to set up dates, but waiting on the video. **Davy**: Rolled out last year, but did not have materials. Platform this is being done on? **Hartom**: Synergy, as far as we are aware. Until we get our hands on the video, we don't really know for sure how this will be done. **Davy**: Still in negotiated agreement that we have a long advisory at least once a quarter. We will need to do one this quarter for next step plans. None done in Q1. How do we handle those students that are missed in long advisory? **Hartom**: Let me know what students missed and I can hunt them down to get these completed. Never been an issue before to find those students individually. **Davy**: If we keep to the final exam schedule, could we do this after the first period final, making those other classes as skinny as possible. Gives us as much time as possible **Kirkland**: Good idea. **Hernandez**: Want to reach out to the district. If it is ready to go, don't want to short us on time available to get this done. **Davy**: Still have entire next semester to hunt them down. December will be here soon. **Serrano**: Good idea, but maybe have a contingency plan on how to do this earlier if we get the information earlier. Early grads? **Hartom**: Julie is already working with students with SE to get their next step plans done. Don't want to overburden those students or leave them out. **Davy**: SE students with their case manager for that time **Barrett**: Can we do this earlier in case students leave early **Davy**: Early grads on the counselors, but we have the entire next semester to get these done **Kirkland**: Student-led conferences - schedule these and have students come in and do their next-step plans **Davy**: Student-led conferences and next step plans through the negotiated agreement. Also, more difficult to have advisory students for conferences as ness informed of what is going on with the students. **Kirkland**: Checking grades? **Bavin**: Don't know what it looks like either, yet. How many advisories do we have between now and then? (two.) We can do these during the regular advisory and then catch those students who we haven't completed with for the long advisory on the 1st period final day. **Davy**: We still have the entire next semester. **Hartom**: Alpha counselors responsible for early grads. We don't need to worry about those. **Davy**: Remaining advisory periods: 10/19, 10/26, 11/16, 11/30, and 12/7 12/14 is finals week **Ortiz**: Winter sports assembly? **Barrett**: 12/7 long advisory? **Davy**: 12/7 long advisory for next step plans? **CONSENSUS REACHED - We will hold a long advisory on 12/7 for next step plans to be completed.**

S. Davy (10 min.)	**Barrett**: Can we get an announcement to Cordova expressing the impotence of students attending to complete this, that it is a graduation requirement? (yes.) **Hartom**: For Seniors it is. Will return to discuss Spring date(s) at a later IC meeting. <u>Event dates throughout semester</u> - Turkey Trot 11/20 - extended lunch; release participants 30 minutes early Final Exam Schedule Winter Sports pushed to January - uncertain of date **Davy**: "No school November" 11/3 & 11/11 NO SCHOOL Week of 11/3: Monday=B Day WRF = ABA **Kirkland**: 11/5 Freshman being taken to the convention center until ~1 **Hernandez**: Keep the schedule the same for that day **Kirkland**: How do we handle it if our 6th period class that day is not 9th grade? **Serrano**: Need to run these (field trips) through the IC **Torres**: This is from the district **Kirkland**: We just got news on this. **Serrano**: If a field trip impacts instructional time… **Davy**: Field trip does not impact instruction. Week of 11/11: Mon/Tues=AB, off Wednesday, Thurs/Fri=BA, or all C-Days? **Kirkland**: Flip one of the blocks to keep those classes spaced the same? **Davy**: Impacts CEC students and PT staff, etc. **Barrett**: We just need to keep in mind - less change = better **Yoder**: Different Days off with A/B Day, if we leave those days alone? **Bavin**: Fine Arts does NOT want C-Days. **CONSENSUS REACHED** **Week of 11/11 will be Mon/Tues=AB, off Wednesday, Thurs/Fri=BA** **Davy: Final Exam Schedule** Friday 12/18 typically our make-up day (grades due in January) Thursday 12/17 = 2, 4, & 6 finals Wednesday 12/16 = 3, 5, & 7 finals Tuesday 12/15 = 1st period final with skinny day Monday 12/14 Still have regular C-Day w/advisory
Knowles (10 min)	<u>Update- 90 day plan</u> **Knowles**: Completed first critical action - Relationship building logs for each teacher & 20 teachers requested certificate for completing this action Next - 5 in/5 out Each department will identify these 5 standards/benchmarks they should have upon entering and 5 they should have upon successful completion Student reflection on their own learning Santino has sent this information out and departments are working toward this. 90 Day Plan does not expect that these need to be by course - set up by department **Davy**: How does this look in a department where everyone teaches something different? **Hernandez**: It looks different, but helps in creating teaming **Knowles**: Freshman final exam exemption - other teachers can also take part, but data collection will be limited to the 9th grade team. PD sessions from Admin - survey will be coming to see what kinds of PD staff are interested in Learning Logs - still in process in the 90 Day Plan Meetings

S. Davy & Torres (15 min.)	Attendance and tardies being down for 9th grade is a nice correlation, MIGHT be related to actions being taken. Need to have certain number of data points Instructional practices and adult behavior - links to observations being necessary Classroom visits have been limited in the past to evaluation, but these are NOT evaluative visits - NOT looking at individuals, or even departments - looking at relationship building Content specific observations would be to inform planning for future years **Beginning of year scheduling- looking for input** - **Recurring goals of IC** - **Need to update Instructional Goals listed on top of agenda** **Tardy & absence data ?** **Davy**: Conversations need to be had on these things in your departments so we can move on these next semester. Goals need to be updated, even if it is just to change years to 26-27 **Consensus reached to just change years and maintain goals.** Information being sent out to staff from Admin regarding absences and tardies Freshman doing great with this - can we copy & paste these to hopefully see these improvements in other grade levels. **Hernandez**: Veronica & Pedelty have also been supporting efforts to offer academic support during lunch detention as well. **Davy**: If other teachers want to assist in this? Stipend? Kindness of your heart? (Kindness, but also much appreciated) Let's get everyone on board with making referrals for tardies - consistency. **Davy**: Next Staff meeting on 11/3 on Election Day. How is this being handled? **Torres**: We still need to do the second half of the training started last meeting. **Hernandez**: Move Dept Chairs and just go through PLCs? Still TBD **Torres**: Staff meetings are part of the contract - IC asking to hold people accountable - put in an hour sick leave if they missed the meeting. **Hernandez**: Prep and Collab also part of your contract - need to sign out if you are leaving campus during these times. **Davy**: We did ask for that accountability and glad we are seeing that.
Agenda Items for next meeting:	Next Step Plans - Hartom Skills, Habits, & Mindsets 87.4% - Knowles SAT March 10 - Knowles Teaming & Master Schedule for next month - Hernandez Discuss these things and work on 5 in/5 out with departments between now and then. TLCs are responsible for setting up the PD for staff Need to know what staff want to learn about Survey is complete and ready to go out to everyone. Need help from IC, department chairs, etc. to get people to fill this out. INPUT is NEEDED. Survey coming out TODAY. **Other things to note:** Grading window is OPEN. You can post your grades NOW if you want, but not required yet. Grades due by 10/19 - can be updated until that point. Let Juanita know when all grades are in so she can check them.

Date and Time of Next IC Meetings	**Tuesday, November 10, 2026, 7:30 am** **-Guidelines for Instructional Councils: https://atfunion.org/answers-docs/** **-Agenda Item Request Form: https://docs.google.com/document/d/1AG2LYpebDn8fJpJ0nU0aSxeauXpe1-bZKjlSZERe9is/edit?usp=sharing** **1. Please make a copy of the Google Document.** **2. Once completed, please email the document to Stephanie Davy.**