



# AVECHS

## Coffee with the Principal

### November 15, 2018

**Meeting called by:** Principal De La Garza

**Location:** Portable 20

**Meeting Start Time:** 9:25

**Meeting End Time:** 10:49 AM

**Minutes Recorded by:** Melanie Beegle



**Attendees:** AVECHS: Principal Liliana De La Garza, Assistant Principal Maria Legarreta, Instructional Coach Lluvia Hernandez, POA Marisela Quezada, Secretary Melanie Beegle  
 Parents: Deanna Steele, Elva Cartwright, Fabiola Jaime, Rosa Cano, Rosa Favela, Corina Gomez, Eva Quintana, Janet Reza, Christina Alvidrez & Claudia Rodriguez.

**Attachments** Fall 2018 PARCC Calendar, Fall 2018 EOC Testing, Staff Syllabus 2018-2019, Parent Contact info for SchoolMessenger & Parent emails for Google Classroom test group

### *Previous Action Items*

ACTION ITEMS	PERSONS(S) RESPONSIBLE	DEADLINE
✓ Leadership meeting: Discuss with teachers on why all schools struggle with math and how to improve COMPLETED AT OCT. 17TH LEADERSHIP MEETING	Principal De La Garza	October 17, 2018
✓ Signing Up to Access the Parent Portal 2 COMPLETED - ONGOING	Parents	ASAP
✓ Leadership meeting: Communication between teachers and parents COMPLETED AT OCT. 17TH LEADERSHIP MEETING	Principal De La Garza	October 17, 2018
✓ Leadership meeting: teacher guidance to parents so they can help their students at home COMPLETED AT OCT. 17TH LEADERSHIP MEETING	Principal De La Garza	October 17, 2018
✓ Leadership Meeting: Accessibility of textbooks to students COMPLETED AT OCT. 17TH LEADERSHIP MEETING	Principal De La Garza	October 17, 2018
✓ Leadership meeting: discuss how parents can help students at home COMPLETED AT OCT. 17TH LEADERSHIP MEETING	Principal De La Garza	October 17, 2018

### *Minutes*

**Agenda item:** Google Classroom Tutorial

**Presenter:** Lluvia Hernandez

**Discussion:**

- Principal De La Garza stated that all of our classes are now computerized where everything is on Google Classroom.
  - Those students with DACC will not have any classes in Google Classroom. Those students' grades and assignments are reported in the students' DACC Canvas.


- Parents provided email addresses to be part of a test group to see if they can communicate with teachers through Google Classroom; attachment.

**Presentation:**

Mrs. Hernandez played a YouTube video and then presented parents both the student/parent and teacher side of a Google Classroom.

YouTube video link available on the AVECHS website under 'Quick Links' Google Classroom Tutorial or directly on YouTube at <https://www.youtube.com/watch?v=xfggtCi7hdo>

**Student/Parent Google Classroom Steps:**

1. Login to Google Account and Google.com – Click on the Waffle icon in the top right corner
  2. Look for icon Google Classroom or show more to find Google Classroom – Click on Google Classroom
  3. The boxes are the classes; each box is a different classroom – click on the title of the class to enter the classroom
  4. The main body has chronologically listed assignments, videos, etc.
  5. The left hand side has the following 3 categories:
    - › Upcoming – reports any upcoming due dates for assignments
    - › Classroom
      - Class Drive Folder – will have assignments, links or any information that student's may have missed if they were absent.
      - Classroom Calendar – reports when assignments are due, any special events, etc.
      - Google Calendar – The classroom calendar can be linked to the Google calendar to report all of the class assignments and their due dates.
    - › Topics – created by the teacher. May contain class discussions, an introduction to the class, class syllabus, class discussions, etc. Topics is completely dependent on what the teachers would like to post there.
  6. To look at other classes click on the 3 lines located at the left top of the screen . Clicking this will list all of the classes or by Click on Classes you will then be taken back to the homepage containing all of the Classroom boxes.
- GISD has provided specific login credentials; every student has received their own username and password.
  - Mrs. Hernandez presented Social Studies teacher Mr. Bohannon's Google Classroom. His primary use is to provide homework; he requested that all students login over the Thanksgiving Break for assignments. *The Google Classroom was for presentation only and did not show any student information.*
  - Teachers have the ability to be the ones to only post or they can allow for students to post as well.
  - Students can post questions and the teacher can reply where everyone can see or choose to only reply to that student.
  - Parents can check that assignments have been turned in under 'View Your Work'.

**PARENT INPUT/QUESTIONS:**

**Q:** Do parents need their student's login credentials to login and see their Google Classroom?

**A:** Yes, Mrs. Hernandez recommended having the student login and show their parents the different tabs.

**Q:** Can parents post comments or questions?

**A:** As far as parents logging and posting questions this is being looked into; GISD has made this their Google suite accessed through emails with the @gisd.k12.nm.us extension. Mrs. Hernandez is currently testing if only a GISD email or a Gmail can have login credentials. Parents provided their personal emails to be part of a test group.

**Q:** Students can post questions?

**A:** Yes, click on 'Share Something with your Class' to post a public question. To post personally, one on one with the teacher, click on 'Private Comment'.

**Q:** Are Juniors also using Google Classroom?

**A:** Yes, the juniors are working with Mrs. Swaim; she posts 'Bell Works' & research papers, etc. Their DACC classes will be accessed through Canvas.

**Agenda item:** PARCC & EOC testing dates

**Presenter:** Assistant Principal Legarreta

**Discussion:**

- PARCC: Refer to attached Fall 2018 PARCC Calendar

- Calendar contains dates, times, location, how many students are testing in the specific content area.
- AVECHS is an accelerated program; in our High School all students test in the Fall Semester & the Spring Semester.
- Parents were encouraged to move or schedule Dr. appointments, etc. for a different day so that students will not have to take make up assessment.
- Testing:
  - Most of the students registered in the Fall Semester will be testing in Algebra 1 plus some in Geometry; most students are in Language Arts 9 with a few in Language Arts 10 & Language Arts 11.
  - All of the testing will be performed in 2 sessions.
    - AVECHS will follow the testing calendar created the previous year by Mrs. Ballard. Session 1 & Session 2 will be on one day and Session 3 will be on the following day to give students time to recuperate and to not overwhelm them.
    - Sessions are timed at 90 minutes, with 30 minutes for teachers to prepare the class and 30 minutes to close the session.
  - Students are given a 20 minute break to get fresh air, bathroom breaks, etc.
- Notifications:
  - Teachers have provided testing dates and information to students.
  - A hard copy of the Fall 2018 PARCC Calendar will be distributed to all students.
  - Principal De La Garza will send out a SchoolMessenger & parent letters to keep parents informed; little reminders of when testing is.
- EOC (End of Course) Exam: Refer to attached Fall 2018 EOC Testing
  - An EOC is administered to all students that participate in a registered class that is part of the State.
  - This year students will only be administered an EOC (1 assessment) whereas in previous years they had to take an EOC plus a Final (2 assessments).
    - STHS piloted administering the EOC as their Final last year and found that:
      1. Teachers found it to be very successful and that students took it more seriously.
      2. Students were motivated knowing that it would also be their Final and wanted to do better; Essentially 2 Grades in 1 (1 grade with an EOC vs. 2 grades from the EOC & the Final)
      3. Students were tired of testing after finishing PARCC testing, EOC testing and then having to take a Final; they were not paying attention as much as they could have.
  - Principals and the Superintendent decided to administer the EOC as a Final at the High School level.
  - Testing:
    - There will be 5 sessions during the day except for Math.
      - Math will only have 3 sessions due to students taking longer to answer questions. This will ensure that students do not become overwhelmed or rush through the assessment due to time constraints.

Action items	Person responsible	Deadline
✓ Testing date/time reminders to parents	Principal De La Garza	Nov. 15, 2018
Distribute Fall 2018 PARCC Calendar to all students	Assistant Principal Legarreta	Nov. 15, 2018

**Agenda item:** Teacher PREP times **Presenter:** Principal De La Garza

**Discussion:** Teacher PREP times were listed on the back of the Agenda for parents; times were for Semester 1 only.

A question arose from the last Coffee with the Principal “How can I communicate with the teachers?” Should a parent wish to communicate with the teachers they are more than welcome to call the office during the teacher’s PREP times.

During class time teachers are unable to take calls but parents are welcome to make an appointment.

If parents are unable to get a hold of a teacher they are to contact Mrs. Beegle so that she can relay the information to the teachers while Ccing Administration.

**PARENT INPUT/QUESTIONS:**

**Input:** A Parent stated that this will be very helpful.

**Agenda item:** Final outcome of AVECH's school grade

**Presenter:** Principal De La Garza

**Discussion:** AVECHS received a 'C' as our School Grade for 2018 as presented at the last Coffee with the Principal Meeting.

Upon first receiving the grade, Principal De La Garza immediately contacted the Superintendent and then worked tenaciously to submit an appeal; appeal was submitted way before the deadline. Appeal was based on PED not giving points for the Graduation Rate or for College and Career Readiness; but to no avail. The grade remains a 'C'. PED's rationale is that AVECHS officially began in 2014.

Initially AVECHS started as a school within a school at Chaparral High School in 2012. In 2014 AVECHS moved over to the main campus and that is when Alta Vista Early College High School officially became a school.

PED states that once a school starts that it needs to have 4 years of a full Cohort (graduating class) which was last year's graduating class. The way the system works is that you are always a year behind. Therefore, next year AVECHS will be eligible and will hopefully receive those points. PED made a mistake in granting AVECHS the points in previous years.

## **OPEN FOR DISCUSSION**

### **January AM or PM Coffee with the Principal parent meeting**

- **Principal De La Garza proposed to the parents possibly changing the 'Coffee with the Principal' meeting time to 'Meeting with the Principal' at 6 PM so that more parents can attend.**
  - POA Mrs. Quezada has been attending parent meetings for 12 years, 2 with AVECHS, and reported that she finds morning meetings work best with AVECHS. Each year is different though as new freshman parents come in.
  - A parent suggested having both an AM and a PM meeting such as GHS.
  - SchoolMessenger can send a survey and parents can choose option 1 or option 2; Mrs. Quezada will assist Principal De La Garza in sending that message out.
    - Parents provided names & phone numbers to be added to SchoolMessenger; attachment.
  - A survey can be posted on the school website as well.

Action items	Person responsible	Deadline
✓ Parent survey through SchoolMessenger and the school website on whether to hold Coffee with the Principal in the morning or evening	Principal De La Garza Marisela Quezada	January 2019

### **Internships**

Principal De La Garza meets with the juniors and urges them that during summer break to get in with a clinic to apprentice, shadow a Dr., nurse, dentist, etc. Internships are important to not only help decide a career but its hands on experience that is great to also put on a scholarship.

### **PARENT INPUT/QUESTIONS:**

**Q:** Can AVECHS Administration set up internships with Mountain View, a Las Cruces medical hospital? It would be a great resource for the parents and easier for the students to actually obtain an internship.

**A:** Principal De La Garza is currently reaching out to different organizations and businesses to see what internships they can provide.

### **Math**

Assistant Principal Legarreta stated that they will be discussing Math Interventions during the teacher January PD as a way to support the freshman. That it is an overwhelming transition from Middle School to High School. Administration wants to ensure that the students feel safe and that they are able to advance in their classes. Currently, tutoring is being provided on Thursdays.

### **PARENT INPUT/QUESTIONS:**

**Q:** What is being done to work with student in Math?

**A:** Algebra 1 students are receiving tutoring on Thursdays. Assistant Principal Mrs. Legarreta works with the freshman that are behind in grades and corrals them into tutoring.

**Q:** Can examples be sent home to the parents so that they are able to help their students?

**A:** Principal De La Garza brought up this parent request/question from the last Coffee with the Principal in the AVECHS Leadership Meeting. The response from the teachers is that everything is on Google Classroom; assignments, examples, etc. If parents are still not seeing what they want they are to inform Administration.

Mrs. Jurus is also really good about doing Remind 101 where students can text her and then she can send them an example.

**Input:** A parent expressed her concern that her student has gone from bad to worse. That she has tried to reach out to Mrs. Jurus for information and that she is unresponsive.

**Response:** Assistant Principal Legarreta will meet with the parent after the meeting to learn more about the problem and address her concerns.

Action items	Person responsible	Deadline
✓ Meet with parent to address their concerns	Assistant Principal Legarreta	Immediately after meeting

### DACC classes

#### PARENT INPUT/QUESTIONS:

##### Topic: Canvas

**Input:** A parent reported that students can create a Canvas parent login which they can specify whether parents are to only see the grades or to see everything. Click on 'To Assign Someone Else' to create parent login in Canvas.

**Response:** Principal De La Garza will send out a SchoolMessenger to all junior, sophomore & senior parents notifying them that they can have their students create them a parent login to Canvas.

##### Topic: Parent communication for junior students transitioning from full time at AVECHS into part time DACC college classes

**Input:** A parent requested to be informed on how their students' transition is going and how they can help support their student. In previous years she was able to track how her student was doing using the Parent Portal. She stated that parents are not able to have communication with the DACC instructors, like they are at AVECHS, and suggested doing an orientation for the junior parents. She felt overwhelmed and unaware as to what's going on.

**Response:** Principal De La Garza stated that the very first class that juniors take as sophomores is a College 101 class to help them prepare for those situations and for that transition.

At DACC if there is a student that is red flagged then DACC will send that student's information to DACC Administration who then contacts AVECHS. Red flags are for a failing grade, missing assignments, missing exams, not going to school, etc. Principal De La Garza reported that she has not received any red flag alerts for any of the juniors or seniors this year. Last year when she received red flag alerts she communicated with the parents as well as sent Remind texts to those students.

##### Topic: Scheduling

Next year the juniors will be seniors; as seniors they will be full time at DACC aside from a yearlong senior Seminar on Fridays at AVECHS and their last High School credit course US Govt.

This year's juniors Principal De La Garza has broken down into 2 sections. She informed the juniors of their 2nd Semester time slot for the US Govt. class and for them to choose their DACC classes around that.

**Q:** Will juniors will be choosing their DACC classes for their senior year?

**A:** Yes, the DACC advisors come to AVECHS in April. The first priority in scheduling is to ensure that the students have the classes required to earn their Associates in Liberal Arts. The second thing, is that if they have room in their schedule for other classes, to choose a course that is as closely related to the field that they want to go in. If they are Undecided then take a class in a career field that they are interested in. Principal De La Garza meets with all juniors and seniors to ensure that they are on track to graduate with their Associates in Liberal Arts Degree.

**Input:** Parent requested to know ahead of time when DACC scheduling occurs so that they can make sure that the student is able to do the time frame that they selected.

##### Topic: Advising

**Q:** Who is available to guide the students on which classes to choose and the differences between an Associates in Arts & an Associates in Science?

**A:** Principal De La Garza stated that DACC will be creating 2 more science labs which will allow AVECHS students to choose either an Associates in Arts or an Associates in Science. If you look at the degree plans the classes look the same with the only difference being 4 classes. Last year AVECHS had 4 students who graduated with both an Associates in Arts as well as an Associates in Science. She stated that 2 seniors are eligible to graduate with both this year. Students do not have to pay for their Associates in Arts but will have to pay \$25 for the Associates in Science.

**Q:** When and who would be able to advise senior students on which classes they could take outside of the Associates in Arts degree? For ex: Automotive

**A:** Principal De La Garza stated that parents can go onto the NMSU website and look at the classes required and then look to see if DACC offers those or similar classes. The DACC Advisors will meet with the students during the second semester of their junior year to schedule their senior classes. They would look at the classes and make sure that they are on track to earn their Associates in Arts and then look at what else is offered. They have to take the prerequisites before they get to the University level.

Action items	Person responsible	Deadline
✓ Send a SchoolMessenger notifying sophomore, junior and senior parents that their students can create a parent login for Canvas	Principal De La Garza	December 2018

**Parent Portal**

Principal De La Garza requested for parents who do not have access to meet with Mrs. Beegle after the meeting to gain access. She had invited parents at the last Coffee with the Principal meeting for parents to sign up and is happy to report that they did.

Assistant Principal Mrs. Legarreta loves Parent Portal because by the time Administration starts implementing interventions it may be a little bit too late. Students being students they try to hide what's going on and the parent Portal is a great tool for parents to see exactly what their student is doing. She agreed with the parents who are advocates for using Parent Portal.

**PARENT INPUT/QUESTIONS:**

**Input:** A parent reported during her student's 9th & 10th grade years, not useful now that her student is a junior, that Parent Portal was the best thing that she could have had. She was able to make sure that her student stayed on top of her assignments and make sure what grade she was getting. She highly recommended to the other parents that if they already did not have access to look into getting the Parent Portal.

**Input:** A parent showed everyone an app that she downloaded onto her phone where she receives notifications if her student's grades go up or down, she can review assignments as well as grades. She takes a snapshot of any missing assignments and texts her student "Hey, what's happening?"

**Input:** A parent stated that you can send teachers a message through the Parent Portal.

**Programs/Conferences: Is it beneficial to put in Scholarship Applications?**

Principal De La Garza stated that students from AVECHS were awarded 2.2 million in Scholarships last year.

**PARENT INPUT/QUESTIONS:**

**Q:** A parent reported that her student received an opportunity to attend a program over the summer having to do with medicine. How beneficial is it that her student attend in regards to scholarships?

**A:** Principal De La Garza stated that it would not only look great on the students' scholarship applications but might help them make a final decision on their career.

**Input:** A parent reported that her student was invited for 3 days to the Congress of Future Scientists and Technologist in Boston, MA. Initially she was hesitant but now recommends for parents to expose students to any kind of program, conference, etc. The experience motivates students and makes them understand the value of an education. They now tell her that "School is just not school anymore. School is an obligation, something that they have to start doing better."

**Meeting with the Superintendent**

- Parent Outreach Ambassador Mrs. Quezada announced the next monthly 'Meeting with the Superintendent' will be December 18<sup>th</sup> at Chaparral Middle School at 9:30 AM.
- Transportation will be provided.

- The Superintendent is alternating his meetings at GAC and the school communities. He talks about what's going on in the district, invites guest speakers to discuss previous concerns, discusses new concerns or if testing is coming up. He also allows for an open forum for parent to bring up or discuss any concerns.
  - The past Tuesday meeting he informed parents of the state testing results.
- She will distribute flyers to AVECHS students announcing the Dec. 18<sup>th</sup> Meeting with the Superintendent. The flyer will contain her contact information as well as her coworkers should anyone require transportation.
- She passed out her business card prior to parents leaving.

Action items	Person responsible	Deadline
✓ Distribute Meeting with the Superintendent flyers	POA Mrs. Quezada	Dec. 17, 2018

**Recruitment**

Principal De La Garza sets up tables at each of the Middle Schools in December to promote AVECHS. In January she starts doing her presentations at those Middle Schools. She invited parents to attend a Parents Night to help promote AVECHS. She also requested for parents to be the voice in the community to let parents know about our school and the benefits of attending.

**Staff Syllabus: Refer to attachment Staff Syllabus 2018-2019**

- This is in collaboration with High Schools That Work (HSTW).
- Teachers provide students a syllabus stating their expectation for the course; this Staff Syllabus is the expectations AVECHS has for our teachers.
- Administration expects these from the AVECHS staff. This is what Administration is doing to ensure that students have a good quality education and the best experience.
- Points covered:
  1. Vision
  2. Mission
  3. School Goals
  4. Demographics
    - Gratitude expressed to the parents for AVECH's 98% rate.
    - Reported improvement in all areas from 2017 to 2018.
    - Algebra 2 data is not yet available.

Expectations for teachers as well as instructional leaders:

5. Tier I Core Instruction
  - Use of technology includes Google Classroom, Khan Academy; all of the resources that have our students learning.
  - Providing Common Planning time includes
    - a) Time with Administration or
    - b) Time with the Instructional Coach Mrs. Lluvia Hernandez or
    - c) Teachers meeting amongst themselves to align the courses.
  - Tier I Core Instruction – Makes sure that what the students are being taught is meaningful especially with such a fast paced curriculum.
6. Data Driven Decisions - Action Provides a Purpose But Data Drives Decisions
  - Administration has met with teachers to analyze the results of the Midterm Assessment. They analyze to look for indications to ensure that they are doing everything they can to promote student success.
  - Data Driven Questions
    - a) What are the numbers telling us?
    - b) What is it that we can improve on for our 9<sup>th</sup> graders to keep them motivated to continue with the program?
7. Early Interventions

***Next Scheduled Meeting***

February 5, 2019 in Portable 20 at 9:30 AM