

Administrative Consultation Meeting Minutes
January 10, 2012
AGENDA

In Attendance for the Administration

Ann Best, Human Resources
Glenn Reed , Budget
Elneita Hutchins-Taylor, Legal Dept.
David Galbraith, Legal Dept.
Don Hilber, Research and Accountability Dept.
Bill Horwath, Human Resources
Mark Smith, Academic Services
Arnold Viramontes, Technology Dept.
Michael Webb, Special Education
Sowmya Kumar, Special Education

Organization Representation

Ray Reiner, HASA
Gabrielle Coleman, HASA
Lindsay Pollack, AHSA

The meeting convened at 4:00 p.m. by Ann Best.

I. BOARD AGENDA ITEMS REQUIRING CONSULTATION

Item D-2 APPROVAL OF THE 2012-2013 SCHOOL CALENDAR

This item was presented by Mark Smith.

This item seeks approval of the HISD 2012-2013 school calendar. The calendar was developed on December 6, 2011 by the calendar committee which is made up of parents, community members, teachers, principals, employee-organization representatives, and administrators from the central office.

Item E-1 APPROVAL OF AMENDED INCENTIVE PAYMENT MODEL FOR APOLLO 20 FELLOWS FOR THE 2011-2012 SCHOOL YEAR

This item was presented by Don Hilber

Beginning with the 2010-2011 school year, the Houston Independent School District designated a number of campuses for the Apollo 20 program. These schools receive a number of distinct services to improve student performance, including tutoring for students. Incentive payment for employees hired specifically for tutoring assists in meeting the research-driven tenets of this program, aimed at tutoring around our lowest performing schools. At its November 11, 2010 meeting, the Board of Education approved the Incentive Payment Model for Apollo 20 Fellows.

The purpose of this amendment is to revise the measures upon which this incentive is based, to align with the Performance Pay Model for Apollo 20 Principals, School Improvement Officers and

Academic Program Managers, which the Board of Education approved at its Nov. 10, 2011 meeting. Awards for the Student Performance Incentive will not be based primarily upon tutored students' relative gains in STAAR assessment performance compared to prior-year TAKS assessment performance in grades where the STAAR assessment is given. Gains in Stanford/Aprenda will be used as a backup measure for students without STAAR results in middle school and elementary school, whereas the previously-approved model used Stanford/Aprenda gains as the primary measures of these school levels. The total cost of this program will not exceed \$1,491,189. Various sources are being used to fund this incentive, including private funds raised, Texas Title I Priority Schools, title I and general funds.

Mr. Reiner stated that this model is extremely confusing. He asked if the incentive was the same. Mr. Hilber informed him that there were no changes made to the incentive.

Item E-2 APPROVAL OF COMPENSATION SPEECH THERAPIST ASSISTANTS FOR WORK OUTSIDE OF THEIR NORMAL DUTIES AND WORK SCHEDULE

Ms. Kumar presented this item.

The goal of the Special Education department is to ensure students with disabilities who require speech and language services receive these services as per their individualized Education Program. HISD has experienced a shortage of Speech Therapists, 903 students from 44 schools have not received services during the 2011-2012 school year. The district is obligated to provide services to these students. Compensatory services will be provided on Saturdays and can be provided by either Speech Therapists or Speech Therapists Assistants. Speech Therapists are on the teacher pay scale and are paid extra duty pay for Saturday work. Speech Therapist Assistants will be used for the Saturday compensatory program and will be paid a rate of \$25.00 per hour.

Ms. Kumar stated that they are looking for ways to best serve the students and this plan fully covers all compensatory services owed to students.

Mr. Reiner commented that this is an extremely important service to be provided for students in need.

Item G-4

ACCEPTANCE OF ADDITIONAL EDUJOBS FUNDS FROM THE TEXAS EDUCATION AGENCY AND APPROVAL OF A 2011-2012 BUDGET AMENDMENT FOR THE GENERAL FUND

Glenn Reed

Glenn Reed presented this item.

The Board of Education adopted the 2011-2012 budget on June 23, 2011. Part of the recommendation directed the administration to bring forward a final budget amendment to the August 2011 Board of Education meeting which would finalize the budget after the State Legislature passed the final appropriations bill for the next biennium. The first budget amendment to the original adopted budget was approved by the Board of Education on August 11, 2011. That budget amendment allocated \$85 per weighted student on a permanent basis to the school's budgets and transferred health insurance costs to the Ed jobs funding and resulted in \$33,855,783 being available for one-time spending in the General Fund.

In late December, the district was notified by TEA that it would receive an additional \$785,543 in EduJobs funding. These funds will be used for campus health insurance costs and will result in these funds being available for one-time spending in the General Fund. The recommended budget amendment includes the transfer of health insurance costs to the Special Revenue Fund.

At the August 2011 Board of Education meeting, the administration recommended that \$15,365,380 of the \$33,855,783 be used to address districtwide academic initiatives centering on literacy and other core content areas.

Mr. Reed stated that \$314,000 was requested to bring back the automotive program at Booker T. Washington.

Mr. Reiner stated that the program existed before and he was glad they were bringing the program back.

Item I-1

PROPOSED DELETION OF BOARD POLICY DFF(LOCAL), TERMINATION OF EMPLOYMENT; REDUCTION IN FORCE AND ESTABLISHMENT OF BOARD POLICY DFFA(LOCAL), REDUCTION IN FORCE: FINANCIAL EXIGENCY AND BOARD POLICY DFFB(LOCAL), REDUCTION IN FORCE: PROGRAM CHANGE- FIRST READING

Elneita Hutchins-Taylor

As a result of recent legislative changes regarding school district management, recent Commissioner's decisions, and the district's experience in implementing existing policy, the administration proposes the deletion of Board Policy DFF(LOCAL) and the establishment of two new board policies regarding reduction in force of certain contract employees. Senate Bill 8, effective September 28, 2011, provides greater flexibility for school district management which may reduce personnel costs as they relate to financial exigency and program changes. The bill modified nonrenewal and termination procedures, allows for salary reductions, and permits furloughs for employees on probationary, continuing and term contracts. (Chapter 21 contracts)

The current policy DFF (LOCAL) applies to reduction in force due to financial exigency, program change and reorganization. The Administration recommends that this policy be split into two separate policies, DFFA(LOCAL) and DFFB(LOCAL).

The proposed DFFA(LOCAL) provides general information on reduction in force and applies specifically to reduction in force due to financial exigency.

The proposed DFFB(LOCAL) applies to the reduction in force due to program change and incorporates under this definition the previous reorganization criteria.

Ms. Hutchins-Taylor explained that under new law, to use reduction in force for financial exigency, the board has to declare it and it has to be approved by the commissioner.

Mr. Reiner asked what would happen to the position of principal and assistant principals when a school is closed and they are called in and told that they do not have a job. Mr. Hutchins-Taylor explained that financial exigency would not be used in that case. If they are not a good fit for another opening, the district may exercise the performance contract. Mr. Reiner asked if this does not supersede the performance contract. He was informed that it does not.

Ms. Hutchins-Taylor stated that the last RIF was based on job codes and that it was difficult to implement so we have moved away from job codes for purposes of RIFs.

Mr. Reiner asked if this was the first reading. He was informed that it is and there will be a second reading.

**Item I-2 PROPOSED REVISIONS TO BOARD POLICY DFBB(LOCAL),
TERM CONTRACTS: NONRENEWAL – FIRST READING
Elneita Hutchins –Taylor**

Prompted by recent legislative changes regarding renewals and nonrenewal of term contracts, the Houston Independent School District reviewed its policy in the subject to reflect changes in the assignment of independent hearing examiners. Other revisions to the policy allow for more flexibility when the administration submits a recommendation for proposed nonrenewal to the superintendent. The proposed revision also specifically addressed term contract teachers that are displaced during a reduction in force by continuing contract teachers with more seniority.

Finally the revision addresses a statutory change of the deadline for the district to give notice of the proposed nonrenewal to the tenth day before the last day of instruction.

Mr. Reiner stated that the principal needs to be the one who makes the final decision and should have final word on the recommendations for non renewals for coaches and department heads.

Ms. Hutchins-Taylor said that there will be additional discussion regarding this policy.

GKC (Regulation) – COMMUNITY RELATIONS VISITORS TO THE SCHOOLS

This regulation was presented by David Galbraith, HISD Legal Services.

Mr. Galbraith stated that this regulation provides information about procedures and requirements for visitors on campus. He explained that this regulation outlines the procedures the campus should follow with sex offenders on campus. He explained that if a sex offender is a parent, the school cannot deny access to the campus unless there is a court order preventing the parent from coming to the school. The regulation provides information of what visitors need to show when they come into a building.

Mr. Reiner asked if principals were aware of the information this regulation. Ms.Hutchins-Taylor explained that once the regulation is approved, the information will be presented through the SIO, or at a Principals' Meeting breakout session.

Mr. Reiner stated that this information should also be included in the red book, Emergency Preparedness Plan book. Ms. Pollock stated that this information is already included in the book.

There were not additional questions or concerns regarding this regulation.

II. **HASA –**

- HASA requests information and clarification why it is so difficult to locate information on the HISD Intranet. Some information is outdated. Sites that are no longer used need to be deleted. **A. Viramontes**

Forms are available in PDF only. Principals are not allowed to turn in hand written forms so they have to create forms in Microsoft word in order to submit them.

Mr. Viramontes agreed that the intranet is based on a very old platform which makes it very difficult for conversion of what is out there. He said that currently the Technology Department is working on redesigning the entire departmental intranet and website.

He stated that in lieu of PDF format we are working on a document management system to have consistency throughout the district.

Mr. Viramontes stated that they are in the process of finalizing a technology plan. They are in the first draft, but once it's completed, they will place on the portal.

Mr. Reiner suggested that a communication be sent to principals with updates on what the Technology Department is doing to help with these issues. Mr. Viramontes agreed to send a communication to the principals with the updates.

- HASA requests clarification about teacher appraisal system and the time that it requires. **Bill Horwath**

The forms are difficult to use and time consuming

Timelines are unclear

The forms keep changing

The paperwork and needless formalization of certain conversations that follows each observation are too time consuming

- HASA requests information about the Administrative Appraisal system.

Complaints center around too many domains

Time is very important to Principals and forms, documentation and effort can be overwhelming **Bill Horwath**

Mr. Horwath stated that the deadline for progress Conferences was changed to allow more time for principals to complete.

Mr. Reiner stated that this system is more complicated than it appears. He stated that the process takes hours and hours of principals' time. He said that the district expects the leadership in building to complete many duties and then do conference after conference. Mr. Reiner asked how many of the people that created this new process have been principals? Mr. Horwath said that a survey was sent out to obtain feedback. Mr. Reiner said that the trust level is down so what people turn in on a survey may not give legitimate feedback and that's the reason he is providing the feedback.

Ms. Best stated that one of the major challenges is that the process for this system is not yet supported by user friendly technology. She stated that PeopleSoft upgrades are approximately 18 months away. To facilitate the process, user friendly forms are being rolled out as work is being done.

Mr. Reiner stated that if you have something that will come to the rescue in 18 months, the district needs to get it together and present it in 18 month, and not expect them to do it now. He stated that the list goes on and on of what they are expected to do. He stated that no one denies that there should be accountability, but what they are expected to deliver on is unbelievable.

Ms. Pollock stated that the change in teacher appraisal was long overdue, but the amount of time required to complete needs to be refined. She stated that a suggestion would be to collectively look at the calendar for next year to really look at dates for applying deadlines. Ms. Pollock asked if there was a way for the forms to auto populate so that they do not have to reenter everything.

Mr. Horwath said they will certainly look into this recommendation.

The following suggestions/comments were brought up:

- That the appraisal calendar be built around the reality of the role of the principal.
- If there could be some relief between now and Spring.
- To examine the purpose of file reviews
- If there could be a uniform role of Spring Staff Reviews

Ms. Best stated that knowing that we are 18 months away from PeopleSoft upgrades, a solution will be put in place for the coming school year to improve the process.

Mr. Reiner gave Mr. Horwath a two page breakout of responsibilities, timelines, and requirements and stated that this document shows how disruptive and disorganized the process is.

III. HAABSE – No agenda items submitted

IV. AHSA – No agenda items submitted