
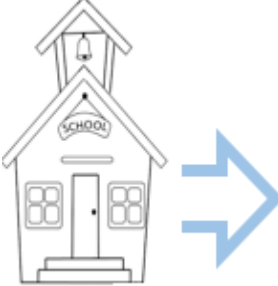




HISD Summer School and Bridge Camp 2023

summerschool@houstonisd.org

Summer School 2023 – Staffing

Standalone or HOST Campus Staffing	Central Department Supports
 <ul style="list-style-type: none"> • SS Administrator (<i>Teacher Leader</i>) • SS Clerk (Operations Support) • Teachers • Teacher – Co-Teacher (SpecEd) • Teacher Aides (ES & K-8 only) • Grad Coach (HS only) • Nurse • Custodian • Crossing Guards (ES & K-8 only) 	<ul style="list-style-type: none"> • Central Department Trainings/Open Labs <ul style="list-style-type: none"> ○ FSC/Counseling/Guidance ○ Student Information system ○ Interventions/ALC
SENDING Campus Staffing <i>Supports SS programming for home campus students at host site</i>	Fidelity in Implementation
 <ul style="list-style-type: none"> • SS Administrator (<i>SS Teacher Leader</i>) • SS Clerk (Operations Support) • Teacher – Co-Teacher (SpecEd) <p>NOTES:</p> <ul style="list-style-type: none"> - SS Administrators (host & sending) must work collaboratively to staff from pool of teachers from <u>both</u> host and sending campuses *** - SS Clerks (host & sending) work collaboratively to handle enrollment, front office duties, T/L back-up, etc. roles for SS students and staff. 	<ul style="list-style-type: none"> • School Office COPs

*** Both sending and host campuses should recruit and encourage teachers from both campuses to 'opt-in' to teaching for summer school. The host campus SS Admin will collaborate with the sending school SS Admin to hire from the pool of all teachers from both the sending and host schools.

NOTE: Any time or positions outside of above outlined centrally allocated SS budget must be covered by campus budget.

THE VILLAGE (*Campus Supports during Summer School*)

ADDITIONAL SUPPORT during Summer School (11-12M employees)
<ul style="list-style-type: none"> • Campus Leadership – Principal, Assistant Principal, Instructional Specialists, Deans, etc. – <i>Support Instructional program decisions for implementation, Student data review and planning support</i> • Wrap-around Specialist - • SIRS, Registrar – <i>Data entry of grades; progress reports, etc.</i> • School Secretary – <i>Time/Labor processing</i>

DATES

June 5 – July 3, 2023 (Bilingual/ESL PK &K)

June 6 – July 3, 2023 (K – High School)

- Monday – Thursday (no Fridays)
- Student and Staff Holiday: **June 19**
- Severe Weather Make-Up Day: **July 5**
- EOC exams: **June 20 - 30**



Teachers: 17 days
Students: 15 or 16 days

TIMES (Students)

Bilingual/EL PK/K	7:30 AM – 3:00 PM June 5 – July 3: 16 days
Elementary (K-5), K-8, & ESY	7:30 AM – 3:00 PM
Middle School & ESY	8:30 AM – 2:30 PM
High School & ESY	8:30 AM – 3:10 PM - AM and PM session options



Bus Transportation (*std. times*)

GOOD FOOD

Breakfast & Lunch (*std. times*)

DEADLINE to submit campus totals: May 12, 2023 (Friday)

LOCATIONS found on Summer School website – www.houstonisd.org/SummerSchool

Regular Summer Program Teacher PD/Prep: 2 Days Student Days: 15 Holidays: June 19 Allowable Student Absences: 2 Bilingual/EL Pre-K at Select Schools Additional Student Day: June 5 (16 days) Teacher PD: 1 Day	JUNE 2023	JULY 2023																																																																																										
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SUMMER SCHOOL POSITIONS – Rate and Budget Information

***** NOTES:**

- Employees that are 10M-11M are eligible to hire in SS PCs for dates outside duty schedule to earn SS hourly rate. **[Ex. 11M duty is 207 days and last day on duty is June 30, 2023. Only can be paid Smr Sch Hrly for day beginning July 3rd or after, as applicable to role]**
- Any summer school position fulfilled by a **11.5 and/or 12-month employee** is not eligible for extra-duty or extended time EXPT pay. 11.5M or 12M Employee cannot be 'selected' into SS position number.

NOTE: Any time or positions outside of above centrally allocated SS budget must be covered by campus budget. Overtime for positions cannot be paid for from centrally funded SS budget. Refer to page 6.

	POS: Job Title ***	Job Code	Fund	Rate	Level	Max Hours/day	Max Days[^]/session
1	Campus Team Lead, Smmr Sch Hrly <u>Role: SS Administrator/Coordinator</u> for student identification and registration, master schedule, management, operations, discipline, communication, and efficient implementation of all required SS elements	30009526	GF, SCE	\$40	ES, MS, HS	8.5	18

HOUSTON INDEPENDENT SCHOOL DISTRICT

SS2023 BUDGET & STAFF GUIDE

2	Clerk, Smmr Sch Hrly <u>Role:</u> General clerk duties – answer phones; parent communication; office management -Student data entry support (enrollment, grades) with campus SIRS or Registrar - Time/Labor entry support & back-up to campus Payroll Clerk/Admin Asst.	30002341	GF, SCE	\$14	ES, MS, HS	8	18
3	Teacher, Smmr Sch Hrly <u>Role:</u> Core instruction and academic enrichment - PK-12	30002322	GF, SCE	\$40	ES, MS, HS	7.5	17
4	Teacher, Smmr Sch Hrly (CO) - Special Ed <u>Role:</u> Support of instruction and modification for SWD – PK-12	30002322	GF, SCE	\$40	ES, MS, HS	7.5	17
5	Teacher, Smmr Sch Hrly PK <u>Role:</u> Core instruction and Tutorials/Intervention – Bil/ELL PreK prog. only	30002322	GF, SCE	\$40	ES	7.5	17
6	Asst, Teaching Smmr Sch Hrly <u>Role:</u> Teaching Assistant as assigned to instructional support and transitions	30002342	GF, SCE	\$14	ES, K-8	7.5	16*
7	Associate Tchr, Smmr Sch Hrly <u>Role:</u> Certified teacher opting to substitute in class when a teacher is absent; only paid on days worked in classroom as Associate Teacher <i>Must be Tchr reg PC; Should not be an Assoc Tchr</i>	30002347	GF, SCE	\$40	ES, MS, HS	7.5	---
8	HS Grad Coach, Smmr Sch Hrly <i>Must be Tchr reg PC; Employee on Master pay schedule not eligible</i>	30002362	GF, SCE	\$40	HS	7.5	17
9	Nurse, Smmr Sch Hrly	30002332	GF, SCE	\$40	ES, MS, HS	7.5	17 [^]
10	Custodian, Smmr Sch Hrly		GF, SCE	\$14	ES, MS, HS	8	17
11	Crossing Guard		GF, SCE	\$19.41	ES, K-8	4	16 [^]

[^] ES with PreK (17 days) or ES-HS K-12 (16 days)

* Employee group does not report on Summer School PD/Prep day

ESY Positions

	Job Title ***	Job Code	Fund	Rate	Level	Max Hours/day	Max Days/session
12	Tchr, Smmr Sch Hrly-ESY (all programs)	30002322	SpecEd	\$40	ES, MS, HS	7	17
13	Asst, Teaching Smmr Sch Hrly-ESY BSC, SLL, PSI, HCC <u>Role:</u> Teaching Assistant	30002342	SpecEd	\$14	ES, MS, HS	7	17
14	Sign Lang Interp Smmr Sch Hrly-Prog for Deaf	30002383	SpecEd	\$40	ES, MS, HS	7	17
15	Speech Ther, Smmr Sch Hrly (all programs) (SLP)	30002339	SpecEd	\$65	ES, MS, HS	7	17
16	Speech Ther Asst Smmr Sch Hry (all programs) (SLP Assistants)	30002382	SpecEd	\$50	ES, MS, HS	7	17
17	Rep,SpEd Emplmt Smmr Sch Hrly (all programs)	30002361	SpecEd	HRLY RATE	ES, MS, HS	7	17

18	Tchr, SS Itinerant SpEd Transition Coach (all prgms)	30009576	SpecEd	\$40	ES, MS, HS	7	17
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Summer School Authorized Positions Report (APR)

- After April 20, 2023, Principals can run a campus APR with effective date as of June 2 to view the summer school positions created for the campus & share report with the Summer School Administrator(s) – *both host and sending campus, as applicable* – to plan for staffing. Summer Selector will open April 20, 2023.

HISD Summer CAMPS (Camps, Intensives, Summer Enrichments, etc.)

Central Department

- Teachers supporting approved HISD Summer Camps should be paid at the summer school rate of \$40/hour.

Campus-based

- Campuses utilizing staff to provide summer enrichment camps or experiences should budget to pay teachers at the summer school rate of \$40/hour from the campus budget.
- **Campus support role(s) for employee on 10/10.5/11M duty schedule** (i.e. Teacher, SIRS, Registrar, Administrative Assistant, Clerk, TAs, Associate Teacher, Custodian, etc.) outside of summer school positions must be processed (i.e hourly pay, EXT or OT) from campus budget.

NO personnel are eligible for Extra-duty time or Overtime (OT) using fund 1992090000 (Summer School fund) for summer school or campus-based summer work.

- EXAMPLE: Substitutes, school Secretary, additional Clerk, SIRS/Registrar, etc.
- **Budget Correction Process**: Reports will be run (*after payroll posts*) to identify EXT and OT paid in error to provide to School Office and Budgeting to recover funds from campus FY24 budget (2023-2024 school year).

Payment for Employees working during the summer at a campus - *not in SS position* - (for TRS)

- Teacher Retirement Systems (TRS) is requiring employees who work outside of their regular duty schedule to be assigned a TRS Position Assignment.
- Affected employees are 10, 10.5, 11, 11.5 months employees not working and hired into a Summer School position.
- **Example**: A Teacher that will work after June 2nd, after their regular duty schedule on campus-based planning or tasks will require additional pay (EXTIM), so they will **need to be assigned a TRS Position Assignment**.
- Refer to the [ATTACHMENT: How to Process TRS Position Assignment 4.5](#) for instructions.

GENERAL NOTES

- Principals may select only one of the following positions (10-, 10.5-, 11-, 11.5-, and 12-month employees) to supervise and implement Summer School leadership duties as the designated Summer School Administrator.
 - Assistant Principal
 - Dean of Instruction
 - Teacher/Instructional Specialist
 - Teacher Leader
 - Teacher Certified campus-based role

- Principals may select only one of the following positions to serve as the Summer School Clerk (10-, 10.5-, and 11-month employees).
 - Clerk
 - Clerk, PEIMS
 - Administrative Assistant

- 11.5 and 12-month exempt employees (on teacher or on the master pay scale) are not eligible to receive additional pay as they are already on duty and being paid for the June-July dates that overlap Summer School dates. Examples may include:
 - SIRS
 - Registrar

- **Time Recorders**
 - All employees working Summer School for 6.5 hours or more will have a 30-minute duty-free unpaid lunch. All employees will be paid a maximum of hours per day indicated in the position chart.

- **NO personnel are eligible for Extra-duty time or Overtime (OT) using fund 1992090000 (Summer School fund)**
 - Example: Substitutes, school secretary, additional clerk, SIRS/Registrar, etc.

BRIDGE CAMP (MS and HS level only)

Grade 6 and 9 bridge camps support students during a critical transition to a new school to acclimate to the school, make connections with staff and students peers building learning communities, and to be introduced to the academic environment and expectations. Each campus with rising 6th or 9th graders should offer Bridge Camp any two days from July 10, 2023 – August 10, 2023. If students attend for 5+ hours, day should include 30-minute lunch period.

Budget

To support the implementation of the rising Grade 6 and 9 Bridge Camp, **central funds are being provided to fund hourly teacher positions for the total of ten (10) to twelve (12) depending on level and campus size effective from July 10, 2023 – August 10, 2023.** Centrally funded teacher positions will not be changed to any other position. Hourly Camp Teacher positions must be filled with certified or highly qualified teachers from your campus. Positions for the Bridge Camp will be created, and funds loaded in May 2023. Check your campus authorized position report with an effective date of July 10, 2023. Camp Teachers will receive one (1) day of planning/prep time.

POSITIONS – Rate and Budget Information

	POS: Job Title	Job Code	Fund	Rate	Level	Max Hours/day	Max Days
1	Teacher, Hrly Bridge Pgrm <u>Role: Provide introduction to grade 6 or 9 students to school, schools schedule and resources, Academic expectations, readiness tips, technology, etc. outlined by school to facilitate a smooth transition to new academic level.</u>	30002322	GF, SCE	\$40	MS 6-12 HS	7	3

NOTE: Any time or positions outside of above outlined centrally allocated budget must be covered by campus budget. Campuses can use campus funds for other staff or resources as needed.

QUESTIONS

Topics	Contact
Summer School Budget Summer School Positions Bridge Camp Budget	Campus Budget Analyst (Budget Department)
Employee Time/Labor issues (NOTE: Make sure to enter the correct date range for SS)	Employee Services HRAnswerLine@houstonisd.org
Check employee certification for SS role	HR Business Partner (campus HRBP)
Summer School Selector <ul style="list-style-type: none"> Access Errors Do not see positions Changing employees in SS positions (correction)	HR Operations HROperations@houstonisd.org
Position or Staffing Inquiries	EmployeeRelations@houstonisd.org HROperations@houstonisd.org
System Access issues	HISD Helpdesk

FAQs

Q: Can schools use the summer school positions provided by the district for other instructional or summer programs/camps other than remediation/intervention, credit recovery (MS/HS), and/or ESY services? What if we do not have the students (i.e. Small HS with no credit recovery students) or have more teacher positions than student registration/projected enrollment?

R: No. The funds reserved to support the highest need students during the summer across all schools, *as applicable*, is specifically to support the retention instruction, remediation/intervention, credit recovery (MS/HS), and/or ESY services. The focus is to close learning gaps. The enrichment time during the retention summer school is for the registered SS students only and should not be used to schedule for other purposes. If there are vacant positions for retention summer school, these positions will be transferred to other HISD schools with higher retention/intervention SS enrollment that need additional SS staff.

Q: Can schools use the summer school positions provided by the district for original credit classes?

R: No. Funds or positions should not be used for staff providing original credit. The funds reserved to support the highest need students during the summer across all schools, *as applicable*, is specifically to support the retention instruction, remediation/intervention, credit recovery (MS/HS), and/or ESY services. The focus is to close learning gaps.

Q: Can high school students attend their home schools for credit recovery?

R: The best practice is for the student to attend at their enrolled school if offered. However, some HS may not offer credit recovery courses due to low student numbers for content topics. Therefore, Yes, HS students can attend their home campus for credit recovery.

Q: How were the number of Core Teacher positions determined?

- R: All campuses (stand-alone or combined) were **budgeted for teachers based on the staffing chart below:**

Site Level	Tchr, Smmr Sch Hrly
Elementary	1:15 ratio, based on 2022 Summer SIS Enrollment (stand-alone and/or all combined campuses at host site) with 6 teachers minimum.
Middle	1:22 ratio, based on 2022 Summer SIS Enrollment with 12 teachers minimum.
High	1:25 ratio, based on 2022 Summer SIS Enrollment with 8 teachers minimum.
Only for Credit Recovery	

- The combined campuses were funded for the # of teachers based on the 2022 summer school SIS enrollment # from the HOST school **and** 2022 summer school enrollment # from the SENDING school(s) combined.

Q: Can I receive additional positions?

- o If schools are going to have more than the historical enrollment campus will have to consider the % and # of students over and # of teachers (~1:20 ratio) **needed to fund from campus budget.**

- If in the central budget we have vacant positions across schools (after selection in mid-May), vacant PCs may be reallocated to other schools that have higher projected student enrollment. This consideration will occur June 2023.
- Email SummerSchool@houstonisd.org to request additional positions; provide a rationale and the confirmed SS enrollment by grade levels.

Q: Will there be a stipend for any employees teaching or supporting summer school?

- Due to budget constraints, stipends **will not** be offered for Summer School 2023

Q: Can I trade a position for a different position on my APR?



R: The SS Team would need to better understand the rationale and plan for the school to cover the core instruction/interventions (i.e. Rdg/Math or other retention subjects) for the projected number of students attending summer school.

- What is the rationale for the position change request?
- What is the projected # of SS students invited and expected to attend?
- As applicable, if you reduce the teacher allocation (core or enrichment), will you have the instructional capacity for interventions?

Email the request and rationale to SummerSchool@houstonisd.org.

Q: When can campuses view Summer School positions?

R: *After April 20, 2023*, Principals can run a campus APR with effective date as of June 2 to view the summer school positions created for the campus & share report with the Summer School Administrator(s) – *both host and sending campus, as applicable* – to plan for staffing.

- **TEACHER ‘OPT-IN’ window is April 3 to April 21.** Share these instructions with your Teachers and School Nurse to encourage to enroll to teach Summer School. ‘OPT-IN’ Instructions:  [Summer School Opt-In Steps.pdf](#)
- **Summer School Selector window is April 20 to May 19.** Share these instructions with your Teachers and School Nurse to encourage to enroll to teach/work Summer School. **Summer School Selector Instructions:**  [Summer School Selector Overview.pdf](#)

Q: Can a combined campus be split to host summer school at home sites?

R: Due to budget constraints and reductions, the SS budget was built and balanced to include the primary expense - staffing. The staff allocation is based on combined student participation for both campuses. (ie. Campus A with 10 4th grade students should combine with Campus’ B 10 4th grade students to make 1 class and was allotted 1 teacher.) Principals were shared locations of summer school sites during the February Principals’ meeting and final locations were reviewed and confirmed by the Schools Office by February 17, 2023.