

ITEM 1. THE 2023-2024 HOUSTON INDEPENDENT SCHOOL DISTRICT COMPENSATION MANUAL

The compensation manual is usually made available soon after budget is approved. For 24-25 budget review, can we expect this manual to be posted? Agenda report states after 23-24, error?

The compensation manual item will be brought back for the September regular meeting.

AGENDA ITEM 4. AUTHORITY TO EXECUTE AN AGREEMENT RENEWAL WITH THE HARRIS COUNTY JUVENILE BOARD

Average of 10-15 spaces per year is based over what time?

For the last 7 to 8 years. These reserved spaces are only for discretionary placements. For example, we may have 25 students at the JJAEP at any given time, but perhaps only 5 of those may be discretionary and therefore are seating in these reserved spaces.

How long is a student typically placed here (e.g., all school year?)

The minimum placement is for 45 days, and most students are placed for the 45 days; however, students can be expelled to JJAEP for 180 days depending on the severity of the offense.

What student supports are provided to avoid returning, and to address the root cause of issues that led to being expelled?

Students are not expelled for general misbehavior offenses, which usually involve a skills deficit. Students are usually expelled due to a violation of the penal code. Many of these students have court assigned advocates or probation officers and Harris County has the partnership of other youth-related Harris County agencies to support the students.

If average is 10-15 why are 27 spaces forecasted/planned?

For several years we reserved 40 spaces and for the past 3 or 4 years we have reduced to below 30 spaces. The district chooses to have a cushion in case there is major event that would require the placing of more students at the JJAEP. The district is reimbursed for spaces not used but would have to pay extra if it uses a space not reserved.

What student data is monitored and how is this reported and tracked? for what purposes?

Since Harris County does not use PowerSchool, an HISD Coordinator enrolls/withdraws students, keeps attendance records, and reports grades and credits earned to the zoned campuses. The information is provided to the Coordinator by Harris County staff. In addition, the district can collect ADA on students placed for a discretionary reason. Since the state pays for mandatory placements, the district is not allowed to collect ADA on those students. Upon enrollment, the HISD Coordinator identifies students who are ADA eligible.

Education services are provided by Harris County? Is there alignment to HISD curriculum?

Their curriculum is aligned with TEKS – all districts in Harris County expel their students to the one and

same facility. The JJAEP follows the requirements of the State for JJAEPs but does not follow district-specific requirements.

AGENDA ITEM 5. APPROVAL OF THE 2023-2024 CODE OF STUDENT CONDUCT

Foreword reads: "...adopted by district board of trustees..." Is this language correct?

The agenda item uses the language from Texas Education Code Chapter 37.

Do the campus behavior coordinator role and duties/responsibilities align to the new organization structure? to the NES/A schools roles and responsibilities?

The duties and responsibilities of the CBC are aligned with TEC Chapter 37.

Have these changes been carefully reviewed by district administration to ensure alignment to Superintendent's organizational structure?

The Code has gone through formal consultation and has received change recommendations from various stakeholders including a survey that went out to the community.

Is the Education First program still in place for 2023-2024? facilitated by TAFS? how is the effectiveness of this program tracked and measured?

The Education First Program is still being reviewed and funding for program is still under discussion. Several hundred students were diverted from placement in the DAEP due to the Education Frist Program. Effectiveness is determined through the analysis of discipline data including incident reasons and placements (or avoidance of placements).

AGENDA ITEM 6: APPROVAL OF APPLICATION TO PARTICIPATE IN THE OPTIONAL FLEXIBLE SCHOOL DAY PROGRAM FOR STATE FUNDING FOR THE 2023-2024 SCHOOL YEAR

Are students enrolled in an OFSDP program eligible to participate in after school activities such as clubs and UIL competitions?

Yes.

What is the Optional Flexible School Day Program? What type of funding will the state provide, and which schools will benefit from funding?

The Optional Flexible School Day Program allows districts to provide a flexible school day program for students who are at risk of dropping out of school, campuses that are implementing specific innovative programs, or for students who will be denied credit due to attendance. This program can provide flexibility in attendance requirements such as seat time minutes, and flexibility in bell schedules such as for evening classes. Participation in this program allows districts to still retain full funding despite a less traditional school schedule. <https://tea.texas.gov/finance-and-grants/state-funding/additional-finance-resources/other-school-finance-topics/ofsdp-faq-nov-2021.pdf>. Any campus that has students in the above categories benefits from running such a program as it brings in full funding AND students receive

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supports needed in a more flexible way.

Did Houston ISD participate in this last year? Is this only to approve that the district may submit the application? I don't see the application in the documents. Please clarify.

There are no approved HISD campuses on the TEA list for 22-23. The Board must approve for the district to apply. The application can be found on the TEA website and linked here: <https://tea.texas.gov/finance-and-grants/state-funding/additional-finance-resources/ofsdp-application0.pdf>

AGENDA ITEM 7. APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY CH(LOCAL), PURCHASING AND ACQUISITION

How many contracts fall into the category of above \$100K but less than \$2M?

Legal Services is gathering this information and is working to have it before the meeting. The IT department is working to see if there is a method to extract that information from our current contract management software.

Are district contracts available to the public?

The public can access contracts via the Public Information Act. The district is also exploring additional ways to make contracts more accessible to the public.

AGENDA ITEM 10. APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DGB(LOCAL), EMPLOYEE RIGHTS AND PRIVILEGES: PERSONNEL-MANAGEMENT RELATIONS, ON FIRST READING

Are "dues deductions" covered elsewhere? Was the strikethrough in DGC Local duplicative of something written elsewhere?

The requirement is codified in Texas Education Code section 11.001 and the district will continue to honor its obligation to allow employees to deduct union dues from their paycheck. Further, CFEA (LEGAL) remains policy and outlines the legal requirement. For clarity, Employees who wish to deduct dues may do so by submitting the request via One Source.

AGENDA ITEM 10. APPROVAL OF VENDOR AWARDS FOR PURCHASES OVER \$100,000 AND RATIFICATION OF VENDOR

AWARDS FOR PURCHASES UNDER \$100,000

Print Shop entry looks redundant and why is term shown through 2021 when detail page shows extension to Nov 2023?

The language on the Purchasing Services cover sheet for project 18-05-20 lists the original contract term (August 9, 2018, through August 9, 2021) with two annual renewals. The actual board item (purchase requests) lists the same term but includes the not to extend beyond the date of November 9, 2023.

I cannot see corresponding detail for the \$350k/\$1750k row. please confirm these entries.

This request is for project 19-08-05, requesting an authorization increase to the spending limit. This project has a five-year term with the average annual spend totaling \$350,000 or \$1,750,000 for the full term.

AGENDA ITEM 13. DELEGATION OF AUTHORITY TO THE SUPERINTENDENT OF SCHOOLS TO OBLIGATE THE DISTRICT FOR EXCESS REVENUE CONTRACTS AND AGREEMENTS

Walk through this to ensure understanding of the \$326M estimate.

This action allows the superintendent to submit the contract to TEA electronically rather than by paper. This is the estimate of recapture based on the estimated tax collections, student counts, and amount of funds we are allowed to retain per state school finance law at the adopted budget. We will amend this budget, but any recapture will still be due to TEA.

AGENDA ITEM 15: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY BQA(LOCAL), PLANNING AND DECISION-MAKING PROCESS: DISTRICT LEVEL

How do we ensure geographic representation of the HISD community if we revise the elected board's obligation to select members from their districts?

We anticipate both the Superintendent and the Board will take a thoughtful approach to appointing members to the DAC that represent diverse demographics, geographies, and stakeholder groups within the district.

AGENDA ITEM 17. APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DP(LOCAL), PERSONNEL POSITIONS, ON FIRST READING

Instead of "waive," use the phrasing "in lieu of"

The Administration believes waiver is a more appropriate word to use giving that we are not substituting one requirement for another. The Administration's would like to preserve the ability for the Superintendent to waive a requirement unless it is otherwise required by law.

AGENDA ITEM 18. RATIFICATION OF USE OF SELF-INSURANCE RECOVERY FUND FOR MEYERLAND PERFORMING AND VISUAL ARTS MIDDLE SCHOOL

If this is not ratified what funds would be used for these repairs? What does using SIRF mean for the District budget?

Meyerland Performing Visual Arts Middle School had a fire. The repairs were paid with money from our

self-insurance fund. Houston ISD set up to this account to pay for damages that occur due to natural accidents or intentional loss. Houston ISD self-insures up to a stop-loss (a point where we are then covered by insurance we carry). At some point, the district calculated it was less expensive to self-insure than to pay for total loss coverage.

AGENDA ITEM 23. SCHOOL BOARD APPROVAL OF THE APPOINTMENT OF BOARD MEMBERS

I don't see the list of committees, organizations, and appointments attached or included in the pdf.

[See attached document.](#)

AGENDA ITEM 29. ADOPTION OF RESOLUTION APPROVING THE DISTRICT DEBT MANAGEMENT POLICY

Need a walkthrough of this including explanation of refunding, redemption, and explanation of these activities.

The HISD debt management strategy is to monitor the current outstanding debt portfolio to determine savings opportunities by refinancing bonds through the issuance of refunding bonds, and the payoff of bonds on their call date (redemptions). The management of the District debt portfolio can be compared to the management of our own personal home mortgages; when interest rates decrease, we refinance our mortgage at the lower interest rate, to produce interest savings. The early payment of principal on a mortgage will also decrease the amount of interest to be paid over the life of the mortgage. As a tax-exempt bond issuer, the District is subject to US Treasury restrictions that limit refinancing opportunities as well as State, and TEA, issuance restrictions. The District has taken proactive steps to develop the Debt Management Policy to demonstrate our commitment to practicing prudent fiscal management of our debt program to capital market participants.

AGENDA ITEM 32. AUTHORITY TO RENEW PARTNERSHIPS WITH AVANCE-HOUSTON, INC.; GULF COAST COMMUNITY SERVICES ASSOCIATION; HARRIS COUNTY DEPARTMENT OF EDUCATION; AND BAKER RIPLEY FOR HEAD START PREKINDERGARTEN COLLABORATIVE PROGRAMS

Projections for 23-24 (2056) are approximately 500 less than 22-23 (2539). What is the cause for this and how can we increase our numbers?

There is a reduction in projections due to a federal reduction in Head Start funds. All 4 partnership agencies (HCDE, Gulf Coast, Baker Ripley, and Avance) were affected by this cut. Each partner agency reduced the number of classrooms serviced in the partnerships.

AGENDA ITEM 35. APPROVAL OF WAIVER TO ALLOW THE HOUSTON INDEPENDENT SCHOOL DISTRICT TO HIRE AND EMPLOY ASSISTANT PRINCIPALS AND DEANS WITHOUT A CERTIFICATION FOR THE 2023-2024, 2024-2025, AND 2025-2026 SCHOOL YEARS

Where is the list of assistant principals who are going to receive certification waivers? How many APs were HISD employees this past year in a teacher specialist role? What are our plans to help them get their certification?

The list of proposed waivers is available to the board via the board SharePoint site, and a document providing an [overview of requested waivers is attached](#).

What is the evaluation system for people who are not principals?

DNB(LOCAL) governs the appraisal process for campus-based personnel and is found here: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=592&code=DNB#localTabContent>

Please provide the job description for Assistant Principal.

[See attached document](#).

AGENDA ITEM 36. APPROVAL OF THE PROPOSED 2023-2024 LOCAL CALENDAR FOR THE CENTRAL OFFICE AND CAMPUS-BASED NON-TEACHER APPRAISAL SYSTEM

Please provide the calendar details. How is it different from previous years?

The timeline for the appraisal system is outlined below and in the agenda item description.

Goal-Setting Conferences:

Goal-Setting Conferences shall be completed according to the central office or campus-based non-teachers' duty schedule.

Duty Schedule	Goal-Setting Conference Deadline
12-month central office duty schedules	October 27, 2023
11 and 11.5-month employees	October 27, 2023
10 and 10.5-month employees 11-month Teacher Development Specialists (TDS), Alternative Police, and Custodians	October 27, 2023
All campus-based duty schedules	October 27, 2023

Progress Conference (optional):

Progress Conferences are optional. If held, Progress Conferences shall be conducted according to the central office or campus-based non-teacher's duty schedule.

Duty Schedule	Progress Conference Window
12-month central office duty schedules	March 18 - April 12, 2024
11 and 11.5-month employees	February 12 - March 8, 2024
10 and 10.5-month employees 11-month Teacher Development Specialists (TDS), Alternative Police, and Custodians	January 16 - February 9, 2024
All campus-based duty schedules	January 16 - February 9, 2024

End-of-Year Conference:

End-of-Year Conferences shall be conducted according to the central office or campus-based non-teacher's duty schedule. Note: The End-of Year Conference window opens when the employee's optional Self-Assessment window closes.

Duty Schedule	Final date to submit annual appraisal to employee for review	Final date to complete End-of-Year Conferences
12-month central office duty schedules	July 12, 2024	July 19, 2024
11 and 11.5-month employees	June 7, 2024	June 14, 2024
10 and 10.5-month employees 11-month Teacher Development Specialists (TDS), Alternative Police, and Custodians	May 10, 2024	May 17, 2024
All campus-based duty schedules	May 10, 2024	May 17, 2023

AGENDA ITEM 39. APPROVAL OF CERTIFICATION WAIVER FOR CERTAIN TEACHERS

How many of the District of Innovation districts have adopted a plan that includes teacher certification waivers? Of those, how many specify certain exemptions for said waivers (e.g., certified teachers teaching outside their field, degreed professional to teach CTE course, special education teacher)?

Of the nearly 1000 Districts of Innovation, the majority include permissions for teacher certification

waivers. We are working to compile data on the nature of those waivers (are they targeted or specific to some educators) and will share with the Board once it is assembled. Please see the attached summary document for information on the waivers HISD is currently requesting and HISD's historical use of educators who are not certified or alternatively certified.

A document providing an overview of requested waivers is attached.

**HOUSTON INDEPENDENT SCHOOL DISTRICT SCHOOL BOARD
2023 BOARD APPOINTMENTS TO OTHER ORGANIZATIONS**

Trustee	Officer	#1	#2	#3
Audrey Momanaee	President	Safety and Security Committee	Policy Ad Hoc Committee	Public Facility Corporation Board of Directors, Position 2 (term expires March 2026)
Ric Campo	Vice President	Audit Committee (term is 2023–2024)	Public Facility Corporation Board of Directors, Position 1 (term expires March 2025)	
Angela Lemond Flowers	Secretary	Texas Association of School Boards (TASB) Board of Directors, Region 4 Position D (term expiring 10/1/2023 as well as subsequent term expiring 10/1/2026) Note: This appointment was approved by the board on June 22, 2023.	Policy Ad Hoc Committee	
Cassandra Auzenne Bandy		Harris County Appraisal District (HCAD) Board (term is 01/01/2021–12/31/2023)	Outreach/Engagement Committee	
Michelle Cruz Arnold		Texas Association of School Boards (TASB) Delegate	Outreach/Engagement Committee	
Janette Garza Lindner		HISD Foundation	Audit Committee (term is 2023–2024)	
Rolando Martinez		Council of Great City Schools	Outreach/Engagement Committee	Policy Ad Hoc Committee
Paula Mendoza		Texas Association of School Boards (TASB) Alternate	Policy Ad Hoc Committee	
Adam Rivon		Safety and Security Committee	Gulf Coast Association of School Boards	Audit Committee (term is 2023–2024)

Human Resources Department Waiver & Coverage Data

Teacher Waiver Summary	
# of Candidates Requiring Waivers for the 2023-2024 SY (As of August 2, 2023)	Teachers – 84 Assistant Principals – 72
# of ACP Candidates for the 2023-2024 SY (As of August 2, 2023)	294
# of ACP Candidates for the 2022-2023 SY	320
# of Teachers Requiring Waivers for the 2022-2023 SY	0
# of Assistant Principals Requiring Waivers for the 2022-2023 SY	0
# of Teachers on a Non-Renewable Permit for the 2022-2023 SY	48
# of Associate Teachers Covering Classes at the Beginning of the 2022-2023 SY	478
# of Central Office Staff Members Covering Classes at the Beginning of the 2022-2023 SY	8

Teacher Waiver by Division (As of August 2, 2023)				
Division	NES	NES-Aligned	Non-NES	Total
North	7	5	4	16
Central	16	4	3	23
South	0	23	7	30
West	0	9	6	15
Total	23	41	20	84

Teacher Waiver by Subject Area (As of August 2, 2023)						
Division	English/Reading	Math	Science	Social Studies	Other	Total
North	0	3	6	0	7	16
Central	13	2	3	0	5	23
South	6	8	1	1	14	30
West	6	2	1	0	6	15
Total	25	15	11	1	32	84

Teacher Waiver by Campus (North Division) <i>(As of August 2, 2023)</i>	
Clifton Middle School	1
Cook Elementary School	2
Coop Elementary School	1
Garcia Elementary School	1
Highland Heights Elementary School	1
Hilliard Elementary School	1
Kennedy Elementary School	2
Lyons Elementary School	1
Marshall Elementary School	1
Osborne Elementary School	1
Paige Elementary School	2
Wainwright Elementary School	1
Waltrip High School	1
Total	16

Teacher Waiver by Campus (Central Division) <i>(As of August 2, 2023)</i>	
Baylor College of Medicine Biotech @ Rusk	2
Bruce Elementary School	2
Cage Elementary School	2
Dogan Elementary School	2
Eliot Elementary School	3
Harris RP Elementary School	2
Henderson NQ Elementary School	3
Isaacs Elementary School	2
Northside High School	1
Pugh Elementary School	3
Scroggins Elementary School	1
Total	23

Teacher Waiver by Campus (South Division) <i>(As of August 2, 2023)</i>	
Blackshear Elementary School	3
Cullen Middle School	1
Hartsfield Elementary School	1
Kelso Elementary School	1
Law Elementary School	1
Lawson Middle School	1
Lewis Elementary School	1
Madison High School	2
Patterson Elementary School	2
Reagan Ed Ctr PK-8	2
Rucker Elementary School	1
Sterling High School	1
Thomas Middle School	2
Thompson Elementary School	3
Windsor Village Elementary School	1
Worthing High School	3
Yates High School	4
Total	30

Teacher Waiver by Campus (West Division) <i>(As of August 2, 2023)</i>	
Ashford Elementary School	1
Askew Elementary School	2
Benavidez Elementary School	1
Bonham Elementary School	4
Fondren Middle School	1
McNamara Elementary School	1
Revere Middle School	2
Rodriguez Elementary School	1
School at St. George Elementary School	1
Walnut Bend Elementary School	1
Total	15

HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Assistant Principal

DATE: 02/06/18

JOB CODE: 001051, 003051, 005051,
004051, 006051, 008051, 002051, 007051,
009051, H31793

GRADE: varies

Contract Length: varies

IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY:

Assists the Principal in providing the overall leadership and is responsible for ensuring that student achievement is improved and other key HISD objectives met.

ESSENTIAL INDIVIDUAL CHARACTERISTICS

- Possesses a moral and ethical compass.
- Demonstrates a heart and passion for leadership.
- Identifies quality people and inspires excellence in them.
- Shows strong self-esteem.
- Makes decisions for the benefit of the school and community it serves.
- Exhibits the flexibility and willingness to accept change.
- Possesses courage and persistence of one's convictions.
- Balances a superb intellect with common sense.

REQUIRED SKILLS AND BEHAVIORS

- Assists the Principal in developing and implementing plans to:
 - Increase student achievement
 - Increase attendance
 - Increase graduation rates
 - Strengthen instructional opportunities
 - Provide a safe learning environment
 - Provide student services
 - Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives.
- Assists the principal in communicating, collaborating, and building strong relationships with key stakeholders including:
 - Teachers and staff
 - Students and parents
 - Community and business partners
 - Other members of the school and district community,
- Assists the principal in selecting and mentoring a high quality school staff.
- Assists the principal in teacher evaluation and development, student discipline management, supervision of extra-curricular activities and the preparation of required reporting.

EDUCATIONAL REQUIREMENTS

- Master's degree
- Valid Texas Principal certification.

EXPERIENCE REQUIREMENTS:

- Three years exemplary teaching experience,
- Additional leadership experience on the campus or otherwise is essential.