MINUTES


The meeting was called to order at 5:00 p.m.

➢ Welcome – Bernadette Cardenas, Director – Office of Student Support, welcomed the District Advisory Committee (DAC) members and guests.

➢ Modified TADS - Randle, Dawn D, Officer Leadership Development
  - Comparison of T-TESS and TADS
  - To be eligible for M-TADS a Teacher must-
    a) Have a least 3 years of teaching experience overall.
    b) Have a term or continuing contract.
    c) Have at least 1 full year of teaching experience in HISD.
  - Teachers must meet the criteria for M-TADS annually based on their Summative Ratings. Eligibility for M-TADS will be determined once Summative Ratings are available.

➢ District Advisory Committee Procedures-Bernadette Cardenas, Director – Office of Student Support
  - Roles
  - Responsibilities –for the Chairperson and Committee
  - Meetings and Communications – (Calendar, Agenda, Minutes)
  - Composition
  - Campus-based Professionals
  - Parents
  - Community Members
  - Business Representatives

Items Discussed:
- The committee still needs two business representatives. The business representatives should own a business in the area, is not a parent of an HISD student, and is not a district employee. The business does not have to be in the HISD zoned area.
- Two new DAC Co-Chairs will need to be appointed. The majority of the members present voted on waiting to elect a DAC Co-Chairperson for the next meeting.

➢ Approval of Professional Development (PD)-Gail McGee for Melanie Evens-Smith – Director, Office of Academics
  - The committee needed more time to look over the catalog.
  - There was much discussion regarding whether to vote on a calendar or postpone the vote.
  - The majority of the members present made the decision to postpone the vote until they had more time to share the information and gather feedback.

➢ Vote to postpone the vote for the Professional Development Catalogue:
  Vote on PD Catalogue Today: 6 Postpone the Vote Until More Feedback was Received: 10 Abstain: 0
Items Discussed:
- The PD catalog includes offerings from all participating departments there was an opportunity to give feedback on improvements to the Professional Catalogue.
- Is PD offering separate for the classes we take from the benefits office such as wellness, etc.? This catalog is everything that goes through OneSource which is our data management system so those courses would be included.
- Does Professional development do any employee surveys or feedback on offering to these courses?
- Each department manages the development of their catalog.
- Committee members wanted to know the actual completion date on the catalog? Members had only 2 days to look over a catalog that has over 800 courses.
- More information will be sent out via email from Bernadette.

The meeting adjourned at 6:52 p.m.
AGENDA

Welcome and Introductions
  Bernadette Cardenas, Director
  Office of Student Support

Summer and Pre-service Professional Development
  Melanie Evans-Smith, Director
  Chief Academic Office

Approval of Spring Professional Development

Modified TADS – DAC Input
  Gail McGee, Senior Manager
  Academics

Election of Committee Co-Chairs
  Bernadette Cardenas

Closing
  Bernadette Cardenas

NOTES:
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Next Meeting: April 18, 2019 – 5:00 p.m. – 6:30 p.m. Room: 1E01
Goal
In response to feedback gathered from stakeholder groups across the district, modify the existing Teacher Appraisal and Development System (TADS) to recognize and reward effective and highly effective teachers in Houston ISD. This requires revision of DNA(LOCAL).

Background
- Teacher Appraisal Working Committee
- Teacher Appraisal Information and Feedback Sessions
- TADS Teacher and Principal Think-Tanks
- Survey opportunities
- District Advisory Committee
- Principals' Ad Hoc Committee
**DAC Meetings**

- 9/28/2017: Comparison of T-TESS and TADS
- 10/26/2017: Update – Teacher Appraisal Working Committee
- 1/25/2018: Update – understanding T-TESS, pending feedback sessions for teachers and administrators

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**DAC Meetings**

- 8/16/2018: Update – working towards modifications to TADS, teacher feedback survey
- 10/25/2018: Update – Teacher Appraisal Working Committee reviewing survey data, future communication to SDMCs
- 1/31/2019: SDMC meeting to occur in February regarding Modified TADS

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**Qualifications**

1. EXPERIENCE THRESHOLD: To be eligible for M-TADS, a teacher must –
   a. Have at least 3 years of teaching experience overall,
   b. Have a term or continuing contract, and
   c. Have at least 1 full year of teaching experience in HISD.
Qualifications

2. PERFORMANCE REQUIREMENTS: In considering eligibility for M-TADS, the Summative rating from the teacher’s prior year appraisal will be used, and the teacher must meet the following performance requirements –
   a. Achieve a Summative Rating of Effective or Highly Effective,
   b. Achieve a rating of Effective or Highly Effective in each component of TADS that is applicable to the teacher based on his/her teaching assignment, and
   c. A rating of Effective or Highly Effective in each Instructional Practice and Professional Expectations criteria.
   d. Additionally, the teacher must not be on an active Prescriptive Plan for Assistance (PPA).

Appraisal Components

1. WALKTHROUGHS/OBSERVATIONS: A teacher participating in M-TADS must –
   a. Have at least 1 formal, unannounced classroom walkthrough of at least 10 minutes in length, and
   b. Have at least 1 formal, unannounced classroom observation of at least 30 minutes in length.

Appraisal Components

2. REQUIRED CONFERENCES: A teacher participating in M-TADS must meet with his/her appraiser at least 2 times throughout the course of the school year. These conferences shall be held near the beginning (goal setting conference) and end (end-of-year conference) of the school year.
Changing Appraisal Systems During the School Year

REMOVAL FROM M-TADS: In the event that an appraiser develops performance concerns for a teacher on M-TADS, the appraiser must have evidence documented during 1 walkthrough and 1 observation.

What this means to teachers and appraisers

- Option to opt-in annually upon meeting qualifications
- 1 observation and 1 walkthrough vs. 2 of each
- Goal Setting and EOY Conference
  - Progress Conference not required

Future Enhancements

- Priority for 2019-2020 is offering M-TADS model
- Continue enhancements in the future
Follow-up Survey

- Sent to principals
- To be completed by principal or designee
  - 1 response per campus
- Due by March 1

Thank you
Is the beginning of the year conference the same thing as the Goal Setting Conference?
Yes. Goal Setting Conference is the name assigned to the beginning of year conference required by DNA LOCAL.

What if my most recent TADS Summative Rating is below Effective?
Performance may fluctuate over time, so teachers have the opportunity to qualify each year.

Some teachers may not have Student Performance included in their Summative Ratings for a variety of reasons. Can these teachers still qualify for M-TADS?
Yes. Since all teachers may not have Student Performance included in their Summative Ratings, this is why the proposal requires teachers to achieve the ratings of Effective or Highly Effective in each component (Instructional Practice, Professional Expectations, and Student Performance) that applies to the teacher.

Does a teacher need to qualify annually?
Teachers must meet the criteria for M-TADS annually based on their Summative Ratings. Eligibility for M-TADS will be determined once Summative Ratings are available.
District Advisory Committee (DAC)
Professional Development Input – Spring 2019

Name:  
Campus/Department:  
(For a response from the Academic Services Department – if needed)

Professional Development Catalog - Additional Feedback

The Professional Development catalog is a collective overview of the variety of professional development offerings from all departments. It is a dynamic catalog to meet employee needs. The DAC committee’s experience, voice, and decisions offer our district feedback and suggestions for improvement in staff development areas to support the needs of employees.

Part 1: Please complete this section if you have any suggestions/comments or concerns by completing any or all of the sections below:

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<th>Course # and/or Title</th>
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<th>Concerns</th>
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Part 2: Please complete this section if you have additional topics you would suggest being included:

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DISTRICT ADVISORY COMMITTEE (DAC) 2019

MEETING PROTOCOL

❖ RESPECT EACH OTHER
❖ ONE PERSON SPEAKS AT A TIME
❖ WATCH AIRTIME
❖ STAY ACTIVELY ENGAGED
❖ MAINTAIN CONFIDENTIALITY
❖ ASSUME GOODWILL