

## Minutes

Principals' Advisory Committee Meeting

May 3, 2012, 8:00 a.m.

HMWESC, 1E01

Members Present: Beth Bonnett, Bill Buck, Beverly Cage, Tiffany Chenier, Clayton Crook, Kregg Cuellar, Kenneth Davis, Dan Deleon, Sandy Gaw, Raymond Glass II, Tynette Guinn, Steven Gutierrez, Jesus Herrera, Kimberly Hobbs, Kettisha Jones, Gretchen Kasper-Hoffman, Michael McDonough, James McSwain, Susan Monaghan, Ramon Moss, Theresa Rose, Mina Schnitta, Marilene Shane, Traci Stewart-Jones, John Threet, Javier Villarreal, Michael Walker, Tim Salem, Theresa Campos.

Also in attendance: Terry Grier, Alicia Thomas, Chip Zullinger, Michele Pola, Bill Horwath, Aggie Alvez, Zoe Stemm-Calderon, Arny Viramontes, and Ildalia T., secretary.

The meeting commenced at 8:10 a.m.

### Teachers A&D System 2012-13 Calendar Draft

Bill Horwath – The technology solution in support to the new teacher appraisal system will start on July 1st. The new system is user friendly, accessible from an IPAD and integrated to eliminate duplicate work. A test run is planned in June; anyone who wants to be a part of the testing team should notify Bill Horwath via email.

- The calendar will be presented to the Board Members in June.
- Two scheduled training days: June 5 or 7 and August 15.

Question: Is the training a repetition of the training already completed?

Response: The training on June 7 is a review of data for the school year with the Administration Team and the bulk of the training will be on student performance measures and management.

Question: Is it possible to modify appraisal dates for next year?

Response: Yes.

Question: It states that the appraiser will complete the SP measures worksheet. "I thought the Principal and the teacher do the SP measures?"

Response: The appraiser will do the measures worksheet. They will review and select the required measures and options, sign the worksheet, and send it to the teacher. If student progress is in the SP worksheet then the teacher will do a goals worksheet.

Comment: All agreed this is a worthy effort – but did not agree that an assessment and goal setting is necessary for nonprofessional, clerical/secretarial staff.

Response: Dr. Grier agreed that assessment and goal setting is not necessary for clerical staff.

Comment: Should combine mid-year and end of year conferences.

Response: Dr. Grier agreed that conferences should be combined; back to back conferences are not necessary.

Career Pathway is underway in June. Anyone who wants to help put it together should notify Bill Horwath via email.

Other Suggestions:

- Move the Student Performance deadlines down another week or more— or after teachers return
- Move fall staff reviews back a week, and extend deadlines
- Streamline the system—(previously requested)

### Teacher Development System (TDS) Update

Zoe Stemm-Calderon

- There was a strong response from the mid-year survey. There was a lot of positive feedback on professional relationship and trust.
- TDS is useful to professional growth: there were higher results with several TDS visits.
- Next school year, the focus will be on improving the TDS model.
- In June, principals will be asked for input on their campus needs and what is already in place at their campus to provide the level of professional development. They will be asked to define and manage TDS support for their campus, take inventory of the resources they need to help teachers improve, and identify the amount of comprehensive coaching required to make this happen.

Question: Will these numbers be assigned to the school as a whole or to each individual teacher?

Response: The support you elect at the campus level.

Question: Is a campus that does not participate entitled to Title II funds?

Response: No, and, TDS positions are funded out of Title I (mandated professional develop).

Question: Will the selection be content specific instead of subject specific? For example, “on my campus I have one for each subject. I don’t need one in reading but I need two in math.”

Response: Will consider that feedback.

Comment: Focus on teachers, who have the highest need for professional development—who are low performing and **not** the highly effective teachers.

Response: Dr. Grier said no problem as long as you can prove that the teacher is high performing. Good teachers can become better.

### **Student Performance Measures Report**

Carla Stevens

If the SP measures report is helpful send an email to Carla Stevens.

Comment: I would like to see something for kindergarten and pre-kindergarten.

Response: Will work with the Curriculum Department.

Question: Specifically to CATE students, will the district create or set targets on what the student should get and how many certifications per course?

Response: No, none in the CATE area will have set targets; however, there will be pre-approved districtwide assessments available in 22 subjects.

Question: Shortfall on the Stanford Achievement Assessment material—there are not enough teacher manuals. Has additional material been ordered?

Response: Email David Guetzow if you need extra material please.

Question: New Student Performance measures may have teachers spending too much time doing data entry and insufficient time teaching.

Response: Dr. Grier said “we cannot delay student performance measures another year.”

### **School Websites**

Aggie Alvez

The district will pay set-up costs and the annual maintenance fee for your schools website. Dr. Grier said “we want you to come on to a uniform website and we will pay for it.”

- 32 templates to choose from – customized to your school logo
- Protected inside our firewall
- Diamond platform service included
- Support during the transition
- Prior online training, then 2 days of training at the HMWESC
  - 2nd day of training, if all requirements met, you will have created your website

Question: How fast are we getting this?

Response: 6/7 months if all goes according to plan. Will need to take this to Board and will also need to shore up internal capacity to assist principals with the transition.

Question: Will there be enough storage capacity for schools, especially if schools want to include a video.

Question: How do schools update/manage their school directories?

Question: Can we give the PTOs a separate site within our website?

Response: They would have to be inside our firewall but “I will look into it.”

Following are answers compiled subsequent to the meeting:

1. Capacity: This will not be an issue since HISD will be hosting the sites. IT’s comprehensive technology plan and the ability to virtualize content will ensure that we will have sufficient capacity.
2. Directories: There are 3 separate answers to this question (unclear about the purpose)

- a. Schools will be able to register all staff members for the website. Will be able to connect the district active directory to Schoolwires and register staff. When a staff member is removed from active directory, he/she will no longer be a registered user in Schoolwires.
  - b. Schools will be able to create a searchable staff directory (by creating a .csv file and performing a mass upload into a searchable minibase).
  - c. Schools can create webpages for staff members by creating a .csv file to perform a mass upload to create and assign staff members as editors to their individual webpage.
3. PTO/PTA websites: Schools can give PTA/PTOs their own channel on the school site to accomplish incorporating the two sites.

### Summer Schools

This year there are more summer school funds and significantly more funds for high schools. More students qualify this year for summer school.

Question: Where will the students go who do not pass Algebra 1 EOC for summer school?

Response: The goal is they will go to the High school because that is where they will retest – will clarify and follow-up via Monday memos.

### **Other Questions/Suggestions**

Question: Where are we in the teacher pool? External candidates cannot get into the district jobsite.

Response: The HR Recruiting Team is trying to beef up the pool via facebook, twitter, etc., as well as adding additional instructions on navigating through the website to get to the district jobsite.

Question: A student's outstanding food services balance should not be carried over to the next school. Can the balances be separated?

Response: The balances are separated – please provide an example and (we) will look into it.

Question: The "call-out" system is not being used to its full capacity. Instead of selecting student names and making a single phone call the staff is making 75 phone calls. Can we get training on the call-out system?

Response: Call the 800 # to get instructions on how to use the call-out system.

Question: Can the principals get guidance and clarification on what is expected from them in regard to activity funds?

Response: The Finance Department will follow-up.

Question: Who do we contact when there are issues that arise at the school?

Response: Dr. Grier said if there are any problems at your school contact your SIO. If they don't

Know, contact the CSO and if they don't know call Alicia Thomas or myself. Ask the principal for an example and send that information to Michele Pola.

The ad-hoc meeting was adjourned at approximately 10:25 AM.

**Actions and Follow-Up**

<b>What</b>	<b>Who</b>	<b>When</b>
Shortage of Standardized Assessment Administrative Manuals: (i) verify legality of copying, (ii) get exact count of how many are needed and purchase via overnight delivery	Carla Stevens	ASAP
Appraisal calendar: (i) move deadline dates up a week, (ii) combine mid-year and end-of-year conferences	Bill Horwath	ASAP
Inquire on a separate site for PTOs on the school website.	Aggie Alvez	ASAP
Guidance and clarification on what principals are expected to do with activity funds?	Melinda Garrett	ASAP
Memo to principals to clarify summer school location for 8th graders taking an EOC	Mark Smith	05-07-12