

## Minutes

### Principals Advisory Committee Meeting

The Principals Advisory Committee (Ad-Hoc) met on Wednesday, April 4th at the Hattie Mae White Educational Support Center in room 3C10. The following members attended: 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: Alicia Thomas, Chip Zullinger, Michele Pola, Leo Bobadilla, Ann Best, Bill Horwath, Don Hilber, and Ildalia T., secretary.

Alicia Thomas started the meeting at 10:30a.m.

### **School Leader Appraisal System**

Bill Horwath told the group that the School Leader Appraisal System (SLAS) will be presented to the Board of Trustees in May, and the training should start the first week of June. He summarized the SLAS and the items below.

#### Items of concern mentioned at the Ad-Hoc meeting in March:

Timeline to complete an appraisal: beginning, middle, and end of conferences

Evidence Collection Process – ongoing and a big part of the training

Weighing SLAS: how much will an appraisal count vs how much will *good learning* count

3 separate sections to SLAS:

- Student Performance Measures across different levels
- Access to success (attendance, dropout data)
- Campus Specifics: outline measures and set goals at the beginning of the school year with the appraiser

Provide school leaders with regular and useful feedback of their performance that will serve as a guide to reflect on leadership development

*[Performance measures are closely aligned with the work completed with SIOs and CSOs on the performance pay model]*

#### Principal Feedback

- A principal, asked, “Is implementation planned for the next school year?” And, he suggested multiple days of the same training should start in June and continue until the first week in August, or weekly.

Horwath said implementation is planned for the next school year and training may start in June.

- Another principal said her concern with having the training early in June, is the possibility of it not being complete and they would have to attend a second training in August to learn the final piece. August is extremely busy and she suggested mapping out all the pieces before starting the training.
- A principal inquired on the status of the technology piece.

Nicole Johnson said the core group was presented with a conceptual example of what the application would look like; she said they collected a lot of feedback and passed it on to the design team. Johnson said that the core group will be invited back in a few weeks to examine the product.

Don Hilber reviewed data (distributed at the meeting) with the group and explained weighted averages and the total appraisal point system and how it would apply.

#### Principal comments

- A principal asked if attendance would be based on goals or levels achieved from the previous year.  
  
Don Hilber said -- attendance will be based on a target or a goal that is set by the appraiser and principal with guidelines from past years.
- A principal said programs are different and cannot be lumped together, and he gave an example – AP and IB exams are totally different.

#### Other Principals' Concerns/Comments

- Principals talked about the Academic Services email notices, and recommended changes.  
-Consider moving emails from Friday to Monday morning with adequate time to respond  
-Preference for “old email system” – They said it was much easier to immediately route assignments to the appropriate person, and to track emails.  
  
*Alicia Thomas took a vote and the ad-hoc agreed to return to the “old email system” -receive emails on Monday morning from one source; preferably, Academic Services.*
- Suggestion to **include a link, as an option**, in the emails
- Principals inquired on the final budget cuts. They said they are receiving conflicting messages (from the same group) on unique PUA cuts, and around Special Education RIFs
- Reach out to qualifying RIF employees  
  
Ulonda Crawford said there are two events involving Special Education: (i) Vocational Adjustment Counselors (VAC) positions will be eliminated – she said that position will no longer exist in the 2012-2013 SY; and, (ii) Special Education Individual position RIFs due to budget cuts.
- A principal, asked, “Is it acceptable to terminate a low performing special education teacher and place a qualified VAC employee in the position?”  
  
Ulonda Crawford said **the position must be open**. She said as long as the individual qualifies **they can apply for any open position; she said bumping positions is not allowed or acceptable**.
- A principal asked for guidance on a situation at his school. He said he has an excellent VAC employee who qualifies to fill a vacant position on his campus. Although he preferred to guarantee the vacant position to the qualified VAC employee after his contract ended, he was

told that he that he had to make the move immediately. As a result, he has no VAC teacher for the remaining 2 months of school.

Crawford said she will look into the matter and follow-up with the principal.

- A principal asked, “What’s happening with unique PUA funds?” She said they had a deadline to make decisions on budget cuts, which were done, and, RIF notices were sent, but no final decision yet.

Sharon Eaves, said, there is no final answer on redistribution of funds yet; furthermore, she said \$18 million in budget cuts have not yet been identified. She also said, there will be another budget presentation on April 17th, and, they hope to have an answer by the end of April.

- Another principal added that they should know in advance the campuses that will lose PUA funds and the campuses that will receive new funds. He said if they know beforehand the campuses that will receive additional funds – those campuses will create new positions and can give the individuals affected by the RIF first opportunity to apply for any of the new positions.

Sharon Eaves said, at this point, they do not know who will be cut or who will get new funds. She referenced the draft on PUA funds distributed at the last meeting; she said 8 campuses receiving PUA funds had that money pulled from their budget. She said the weight changed from mobility to homeless and refugee. There are no figures yet.

- Principals expressed concerns and made suggestions in regard to RIF employees and the district jobsite–
  - Taken every effort to help place RIF employees at their campuses
  - Want a list of all RIF employees qualified to fill vacancies
  - Jobsite it is not current – not all positions are posted
  - Jobsite not easily accessible to external candidates
  - Preference for displaced employees over external candidates
  - Mostly experienced applicants preferred
  - Applicants are asked to submit a work sample but principals are not getting all attachments (e.g.: dvd/video example of applicant teaching a class)
  - Manager link not accessible

Crawford said an email will be sent to the locations affected by the cuts requesting a list of all displaced teachers, and, she said that list will be accessible on the manager link. She also told the principals to contact the recruiters with questions regarding applicants. She told the principals to email her the particular attributes they require in a candidate. Alicia Thomas suggested changes to the HR website to make it user friendly.

- Principals’ concerns regarding change in class start and end time –
  - Save on transportation but significant expense to campuses (due to supervision)
  - Not safe for little children – morning is extremely dark after Spring break
  - Students will miss classes due to extracurricular activities, or, out late on school nights
  - Students in work-study will be affected because businesses do not take students at 2:00 p.m.

Alicia Thomas said she will share their concerns regarding change in start/end time with cabinet.

- A principal questioned why are TDS' paid more than principals.

Alicia Thomas will look into TDS salaries.

- Another principal inquired on the status on Special Education movement of units in cases where a school has many units – in particular, Fondren ES.

Alicia Thomas will follow-up and get back to the principal.

- A principal mentioned all the training this summer and asked when do they schedule their summer vacation?

Alicia Thomas will look into principal summer vacation.

- Another principal said they need guidance on food sales: acceptable and not acceptable food to sell as well as posting nutritional ingredients.

Alicia Thomas will follow-up.

- A principal said with so many cuts in the Special Education Department, centralize training may be necessary, and, the staff must know how to schedule ARDS and do the paperwork, as well as oversee and make certain that a child receives the minutes as per ARD.

Alicia Thomas said extensive Special Education training is already in the works.

The meeting was adjourned at approximately 11:55 AM.

#### **Actions and Follow-Up**

<b>What</b>	<b>Who</b>	<b>When</b>
Member inquired on follow-up from the March 1st meeting: <i>"...encumbering funds for this school year should not be a problem and added that she will look into it and get back to the principal."</i>	Melinda Garrett	ASAP
<i>Alicia Thomas took a vote and the ad-hoc agreed to return to the "old email system" - receive emails on Monday morning from one source; preferably, Academic Services.</i>	Mark Smith	ASAP
A principal asked for guidance on a situation at his school. He said he has an excellent VAC employee who qualifies to fill a vacant position on his campus. Although he preferred to guarantee the vacant position to the qualified VAC employee after his contract ended, he was told that he that he had to make the move	Ulonda Crawford	ASAP

immediately. As a result, he has no VAC teacher for the remaining 2 months of school.		
....an email will be sent this week to those locations requesting a list of all displaced teachers. She also told principals to contact the recruiters with any concerns, or, for missing attachments.	Ulonda Crawford	ASAP
Alicia Thomas suggested changes to the HR website to make it user friendly.	Communication Services	ASAP
...share ad-hoc's concerns regarding <i>change in start/end time</i> with cabinet.	Alicia Thomas	ASAP
....look into TDS salaries.	Alicia Thomas	ASAP
...status of Special Education movement of units in cases where a school has many units – in particular, Fondren ES and get back to the principal.	Alicia Thomas	ASAP
....principal summer vacation.	Alicia Thomas	ASAP
..guidance on food sales: acceptable and not acceptable food to sell as well as posting nutritional ingredients	Alicia Thomas	ASAP