

Minutes
Principals Ad-Hoc Meeting
January 4, 2012

The Principals Advisory Committee met at 4:00 p.m. on Wednesday, January 4, 2012 at the Hattie Mae White Educational Support Center, in room 3C12. Members in attendance were: Beth Bonnett, Bill Buck, Theresa Campos, Tiffany Chenier, Clayton Crook, Kenneth Davis, Dan Deleon, Sandy Gaw, Raymond Glass, Tynette Guinn, Jesus Herrera, Kimberly Hobbs, Kettisha Jones, Gretchen Kasper-Hoffman, James McSwain, Susan Monaghan, Ramon Moss, Isabel Palacios, Tim Salem, Marlene Shane, Andria Shur, Theresa Rose, John Threet, Michael McDonough, Javier Villarreal, Andrew Wainright, Michael Walker. Also in attendance were: Michele Pola, Mark Smith, Chip Zullinger, Bill Horwath, Carla Stevens, Aggie Alvez, Sharon Eaves, Elneita Hutchins-Taylor, Brian Gives, Mark Miranda, Nancy Gregory, and Arnold Viramontes.

The meeting commenced at 4:15 p.m. Mark Smith told the committee that follow-ups from this meeting would be addressed at the February meeting. Also, he promised brief minutes by the end of this week. The following handouts were distributed:

Principal Ad-Hoc Minutes dated December 7, 2011
2012-2013 SY Academic Calendar
GT Analysis Cut-off Score (Kindergarten and 5th Grade)

Mark Smith provided an overview of the proposed 2012-2013 school year calendar to be presented to the board members at the January 12th BOE meeting. He explained the calendar committee selection process and pointed out the holidays, early dismissal days, and teacher service days (TSD), teacher preparation days (TPD) as well as the difference between TSD and TPD.

A principal asked if it is possible to change Early Dismissal Days with Alternate Instructional Days. Response: Alternate Instructional Days require a waiver, and Early Dismissal Days is a part of the calendar.

The discussion moved to GT Matrix Cut-off Score. Smith said the 2 tier system is not much support. The current score to qualify for GT is 62 and suggested to increase the qualifying score to 67.

A principal commented that identifying too many students may not be a good idea. Another principal questioned the matrix. A principal inquired what is the financial impact to the district. Several principals proposed considering other options not (just) test scores, and some felt the qualifying scores has been "watered down" compared to other districts. Response: Maty Orozco said the GT matrix is based on the Stanford scores. Smith said there is no financial impact to the district but the school would be affected and he said the system can be left "as is".

The discussion was turned to the district's 2012 Performance Pay (PP). A draft of 2012 PP was distributed and Carla Stevens briefed the group on the performance indicator data and percentages over 4 years. School Chiefs, School Improvement Officers, and Elementary, Middle, and High schools principals' performance pay were discussed with the group. M. Pola mentioned another meeting is planned in 2 weeks on this subject and said it is not mandatory but they (committee members) were welcomed to participate. M. Smith will send all an invite. C. Stevens asked principals for their input via email.

Dr. Viramontes addressed the principals concern pertaining to the timeline issue relevant to new employee network sign in ID. He said his team is dealing with a larger PeopleSoft system and are trying to resolve this significant concern.

The principals expressed continued concern in regard to text books. One principal asked if electronic text books were being considered. An administrator responded the textbook issue is being looked into and there would be additional information at the next Principals Ad Hoc meeting.

Food service was discussed, in particular tracking total lunches paid for students and collecting the monies. Most principals agreed there should be campus tracking reports to be able to monitor outstanding balances before the balances get too high. Also mentioned was including outstanding lunch balances as a part of the check out process. Staffing issues was also mentioned. B. Gives said they are currently working with the Finance Department to possibly send out monthly statements and/or printing balance reminder letters (in English and Spanish). He said Food Services had a Job Fair.

Principals asked for clarity on the difference between instructional and non-instructional appraisals. One principal said timeline involved to complete the paperwork took leaders away from the classroom. Ann Best said a survey to get feedback on appraisals will go out on Monday via email.

Mark Smith provided summer school information. He said there are sufficient funds for summer school and it will start in June through July 19, 8:00 a.m. – 2:30 p.m. 4 days a week. Administrative Leadership training may start August 1st .

A principal mentioned pre-encumbered general funds to cover the cost of school based summer school programs. Sharon Eaves said she will look into the issue of encumbering funds for this purpose.

Ann Best said early notification notices will go out this week. She will send a list of the teachers who qualify and who will be getting the notices.

Principals ask about interim assessment work on the new STAARS exams and Nancy Gregory reviewed with the principals the work that curriculum was doing around interim assessment measures and the involvement of teacher in this process. Dr. Gregory also updated the group on the curriculum departments work on materials review as they relate to alignment with STAARS assessment. The principals felt that teacher's involvement in assessment work was a positive thing and noted it would be good to let everyone know of the teachers who are working on this process.

Continued concern was expressed by the principals around the amount of paperwork involved in the teacher appraisal instruments. Ann Best indicated that this issue is being worked on now and has a high priority of importance moving forward.

Easy IEP and the program's inability to match with our Chancery system continue to be a concern of principals and is something that needs to be rectified.

The meeting was adjourned at approximately 6:00 p.m.

Follow Ups Listed Below

| What | Who | Deadline |
|------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------|
| Performance Pay input via email to Carla Stevens | All Ad Hoc Committee Members | Wednesday, January 11, 2012 |
| Missing text book issue, and exploring possibility of electronic text books. | Leo Bobadilla | ASAP |
| Look into Easy IEP (Spec. Educ.) concern | A. Viramontes | ASAP |
| Link to survey for feedback on the appraisal system to Principal AdHoc Committee Members | A. Best | Monday, January 9, 2012 |
| Forward recommended resource material to Nancy Gregory via email. | All Ad Hoc Committee Members | ASAP |
| Look into pre-encumbered General Funds for Summer School | S. Eaves | Input in next Principals Ad Hoc meeting |
| List of teachers who qualify and will be getting early notification letters. | A. Best | Friday, January 13, 2012 |