



Principal Ad Hoc Meeting Minutes

April 10, 2013

7:30-8:15 a.m.

WELCOME: Lupita Hinojosa greeted the committee.

ITEM PRESENTED: Julie Baker

Julie Baker discussed with the committee the possibility of replacing TPRI/Tejas Lee with I-Station. It will not replace HFWE program. Overall, the committee was very receptive and provided qualitative data on the successful implementation of i-Station.

The committee discussed further training needed in programs such as i-Station, Think-Through Math, Neuhaus, Secondary literacy initiative, etc.

Dr. Baker stated that training will be offered during the summer and possibly during the pre-inservice week. She stated that in the coming weeks, all information will be posted through the HISD Academics website at <http://hisdacademics.org/>

The committee then broke up into groups to review and discuss the written responses provided by the administration. The committee had the opportunity to dialog with the administration to further explore some of the responses.

Below are the responses with additional updates. At the end of this document are three topics which the committee would like to address at the May 1st Principal Ad Hoc Meeting. **Committee members are reminded to submit all questions and/or concerns on or before Thursday, May 25th.**

RESPONSES TO ITEMS SUBMITTED:

HUMAN RESOURCES- R. Watson

Contracts, Hiring Process, Salaries

- School principals are asked to work with their HR Business Partner to identify the position for which you want to hire into. The HRBPs will help to facilitate awarding open contracts through the Applitrack system provided the position is a confirmed anticipated vacancy.
- The HRBP and Recruiter should be the main points of contact regarding hiring and staffing. They can help direct principals to additional personnel within the department as appropriate.
- Denise H. Ware, Selection Manager (6-7259) is available to speak to schools that have a large number of vacancies. She can discuss supports in place to provide additional capacity in cases where there is very limited capacity.
- Computer glitches with AppliTrack-no PC #available even though resignation paperwork was submitted by current teacher. - If hiring for the same position that the resignation was submitted for, then there should be a PC#. If this is not the case, please work with your HRBP to resolve. There will not be a PC # as there is a formal process to hire outside of the PC#. Please work directly with your HRBP to determine the specifics on this case.
- Nobody in HR accepting phone calls from Applicants. - The Talent Acquisition and Human Capital Management department handles calls daily from applicants both in the application, selection, and hiring phases.



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- Applicant was told by HR was concerned about “job hopping”. - When candidates inquire, HR cites various reasons for why a candidate has not moved forward in the application process (i.e. work history, GPA, essay responses, etc.). HR does not release specifics related to any candidate regarding their application.
- No follow-up from HR about passing the Teacher Screening. - HR provides all applicants an email status (Approved for Teacher Pipeline or Rejected) on a weekly basis. If there are additional questions on this matter, please reach out to Patra Brannon (6-7377).
- School secretaries prior to August 2007 were salary grades much lower than other staff positions on campus like the SIMS clerk. In August 2007, the secretaries were placed by school level either elementary, middle or high school in grades 22, 23, and 24 respectively. The placement of jobs is due to the scope of responsibilities and not always tied to the size of the school. Listed below is an overview of current incumbents. Any adjustment from changing salary grades from school level to school size would need to be cost neutral or funded by the schools.

School Secretaries			
Secretary	Grade	# EE	Average Salary
Elementary	22	163	34555
MS	23	38	37702
HS	24	49	40461
		250	

- Plant Operators are not paid by school level. The district has Sr. Plant Operators which are required to have additional certification; typically, obtained from the local junior college and City of Houston certification. The certification is required to support the boiler systems at the schools.

Principal Appraisal

The office of Human Capital Accountability has been working with the School Support Office to implement the Principal Appraisal Instrument and process. Appraisal timelines remain the same, however, changes to the appraisal process include:

- Progress Conferences will be formative only and will be conducted by School Support Officers (SSOs)
- End of Year Conferences will be conducted by Chief School Officers (CSOs)
- At least one campus visit will be conducted by SSOs (formative) in the fall and one campus visit by CSOs by the end of the year for each principal who reports to them.

Changes to the appraisal criteria include:

- The HISD School Leadership Framework will be used as a formative assessment and to identify two development opportunities at the Progress Conference and throughout the year for each school leader.
- The summative evaluation at the end of the year will be based on a set of performance goals and identified school-level student achievement measures based on the HISD Board Monitoring System.

If you have any questions regarding the process or implementation, please call your Chief School Officer for additional support.



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Teacher Appraisal and Development (TA&D)

- The district intends to include Student Performance as part of the appraisal rating for those teachers that were previously identified. All teachers will receive a communication between April 11th and April 17th that will confirm whether Student Performance is a part of their appraisal for the 2012-2013 school year.

A team of Performance and Continuous Improvement Managers have provided face-to-face support to appraisers and teachers on the Appraisal and Development System, including Student Performance since January. They continue to work with appraisers and teachers to complete the student measures process.

INFORMATION /TECHNOLOGY- L. Schad

Teacher Appraisal and Development (TA&D)

- Yes, the district is still planning to use the SP measurement to appraise teachers. While we do have some users who are experiencing issues with the tool, the technology team is working through each of the reported issues to determine root cause (data entry, training or technology issues).
 - Data Entry Issue Example
 - Chancery clerks enter non-standardized schedule information or job title changes in PeopleSoft which affects the data received to TADS
 - Training Example
 - There are teachers/appraisers who do not know the tool or business processes and need to be retrained or get assistance from the HCA managers to complete the process
 - Technology Example
 - If a teacher's appraiser was changed this school year, the teacher's data is cloned and moved from the previous appraiser to the new appraiser
- On March 25, 2013, we had a deployment (TADS Release 1.4) which addressed the following enhancements/issues:
 - Users would enter their goal information, and when they would return to the page, the goals would be missing. This has been resolved.
 - Updated Results Worksheets – Special Cases
 - Results Worksheets are slightly different if there are special cases. Special Cases include Pre-Kindergarten subjects or AP courses.
 - TADS – SP Role Combinations
 - Users cannot simultaneously be assigned a “Teacher Role” and an “Appraiser Role”. Application rules implemented when a role combination occurs.
 - Enhanced Security Provider Wrapper – Technical Enhancement
- An upcoming deployment (TADS Release 1.5) is scheduled for go-Live on April 29, 2013 and will address these enhancements/issues:
 - Dashboard updates to reflect true % complete
 - When users view their Dashboard, it shows that progress is not complete at 100%, but when the user drills down, the progress shows at 100% complete.
 - Attendance Exclusion Adjustment
 - Student has to be in attendance in a course at least 75% of the school year in order to receive SP measures.
 - UI (User Interface) changes for Results Worksheets



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- The Student Performance online tool continues to be updated with revisions and enhancements. These changes have been made so that both appraisers and teachers can access the tool with more ease and efficiency. We appreciate all of the feedback and change requests we have received and have taken multiple steps to ensure that the tool is up and running for current campus use. Please find below the list of *major* bug fixes to date:

Concern	Repair
Appraiser Change	<ul style="list-style-type: none">• If a teacher's appraiser was changed this school year, the teacher's data is cloned and moved from the previous appraiser to the new appraiser.
Course Listings	<ul style="list-style-type: none">• If a teacher had a course listed with zero students, the course was removed for the teacher.• Deleted the measure assignment for any course with an old course identification number
Measures Worksheet	<ul style="list-style-type: none">• All measures selected by the appraiser will remain checked, unless data from the source system has changed.
Goals Worksheet	<ul style="list-style-type: none">• Data entered by teacher will remain in the worksheet even if a teacher refreshes his/her worksheet.• Goals worksheets are only be submitted if they contain valid and correct information.• For student progress measures, teachers will only have one goals worksheet per course assigned.

We are presently working on additional pieces that should improve the quality of your experience using this tool. Any questions or concerns should be directed to the HISD Help Desk at 713-892-7378 or helpdesk@houstonisd.org

Testing

- The Office of Information, Assessment, and Analytics recommends that the existing ARC (Assessment Review Committee) be the "clearinghouse" for all assessments that are administered in the district. The ARC currently has stakeholders that represent departments involved in assessments (*ex. curriculum, multilingual, advanced academics, special Ed, accountability, research, school offices, etc.*) Consideration should be made to involve additional stakeholders such as College Readiness. This is the appropriate venue to discuss interdepartmental issues such as the calendar and potential assessment overlapping. It is imperative that all assessments are represented in the ARC and that we have district support to ensure the success of this committee.
- Texas Education Code, Section 39.0262 statute does limit school districts to no more than 10 percent of the instructional days in any school year for the administration of "assessment instruments designed to prepare students for state-administered assessment instruments." A link to the statute is below for your reference:

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.39.htm#39.0262>



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- Consideration should be made that the district cannot supersede the state calendar and set windows for state & national assessments. See attachment titled "State and Federally Requires Assessments by Grade and Subject for the 2012-2013 School Year."
- For additional questions, please contact Sr. Manager for Student Assessment, Julia Amponsah-Gilder's at JAMPONSA@houstonisd.org

OPERATIONS - L. Bobadilla

Food Services

- The current cost for fingerprinting is \$41.75 per applicant. Going forward, Food Services will pay the fingerprinting fee if that is the only obstacle preventing an applicant from completing the hiring process.
- Food Services currently has 29 total vacancies across the district. An additional Job Fair is scheduled for Thursday, April 11 from 2 to 5 pm at the Food Services facility (6801 Bennington St.). This Job Fair has been advertised on the HISD Career site and the main HISD webpage. We are also advertising with WorkSource and posting advertisements at neighborhood community centers. *If your school has specific issues with length of breakfast service, please contact Brian Giles (Senior Administrator, Food Services) at bgiles@houstonisd.org.*

Police Department

- HISD Patrol officers are tasked with completing safe school checks of schools in their area and keeping open communication with staff and administration to effectively address concerns.
- Many secondary campuses that have two police officers assigned also have a marked police vehicle assigned to them. These units are responsible for responding to nearby elementary campuses in their feeder pattern in emergency situations as well as spending uncommitted time visiting these campuses.
- We have been contacting elementary principals on a weekly basis to inquire about any concerns they may have. Once feedback is received from them we assign officers and other police staff to address concerns and provide recommendations.
- Kids with Character is in place in all elementary schools. Assigned police personnel visit each campus on a regular basis and have lunch with students, providing mentoring and encouraging good behavior while making security and safety observations / recommendations as needed.
- Real Men Read has several campuses where officers visit and spend time reading to and encouraging a particular class. Officers provide a visible presence while doing this and safety observations / recommendations as needed.
- The HISD Police department has coordinated with the Houston Police Department and other local law enforcement agencies in encouraging patrol officers to spend uncommitted time in the area of schools, particularly elementary schools. This is being done in an effort to increase visibility and bring more familiarity of the campus to officers that patrol the area from other agencies.



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ACADEMICS- J. Baker

Special Programs

- Currently funding has not been allocated to support IB/IB Candidate schools.

Special Education

- Principals who may have concerns about the equity issue around special education units and the distribution throughout the district should speak with their CSOs who can then address with Ms. Sowmya Kumar and her team if needed.

Curriculum

- Technology credit is no longer a graduation requirement; however, 8th graders must continue to take the technology test. The Technology Literacy Assessment is a federally mandated test. Its purpose is to gather information about the students' technology skills and it is use to decide on how to allocate the Title I funds for technology. It is not related to do with the fact that Technology Application is no longer a graduation requirement in Texas starting this school year.

FINANCE- K. Huewitt

Budget

- No the PUA will not be adjusted to a higher amount. The district has a projected \$72M deficit. The additional funds will be used to offset the deficit and reduce the possibility of cuts to other areas of the budget.
- Unfortunately, the budgets are not flexible as to the time they are required to be submitted. The district is required to adopt the overall district budget before June 30th of each year. This requires that we have all campus, department and district-wide budgets completed by the first part of May. We have to prepare the budget documents that are presented to the board of education by the end of May. We also have to have completed budget information to do our Truth in Taxation calculations and the publication of the notice of intent to present and adopt the budget in June. The time between the campuses completing their preliminary budgets and our preparation of the final budget documents is necessary in order to balance the budgets and prepare them to be loaded into SAP. Summer School budgets must be started in April so that teachers can be hired and the budgets need to be loaded in May in order for campuses to order supplies and materials. We realize this requires a lot of time, but it is necessary for us to meet the timelines for both budget processes. We will work with the School Support Office to develop a calendar with regard to information that the Finance Division needs for campus principals.

SCHOOL SUPPORT- M. Smith

Communication

- According to the district's process for submitting communications to principals and other district leaders, the deadline date should fall on a Friday and a minimum of two weeks should be allowed for the recipient to respond to any action required. Occasionally, time sensitive information/requests are submitted that trigger situations which do not follow the established two week window. The Office of School Support will continue to be diligent in enforcing the 2-week protocol on item due dates. If there are additional questions on this matter, please reach out to Lupita Hinojosa at 713-556-7285 or at lhinojos@houstonisd.org



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Reorganization of School Offices

- Recently, changes were made to the composition and supervision structure of school offices. Each school will now be supported by a chief school officer and a traditional school support officer, a non-traditional school support officer or a lead principal. These changes will allow us to customize the needs of the individual principals to the support they will receive.

The chief school officer oversees a team to lead the comprehensive districtwide plan for supporting school improvement efforts that align to the Board Monitoring System. The responsibilities of the school support officers and lead principals include coaching and mentoring principals to implement the district's positioning statement with a focus on improving reading and math achievement and student safety. Additionally, school support officers and lead principals will assist principals with ensuring an effective teacher in every classroom, aligning resources to priorities, improving graduation rates and hiring and retaining quality principals.

School support officers are identified from two distinct pathways; the traditional route of serving as a former school principal or a non-traditional route of obtaining a Masters of Business Administration or another similar degree. Traditional school support officers will coach and mentor novice principals and those who need support and guidance to assist them in implementing the districts positioning statement and meeting the measures of student achievement in the Board Monitoring System.

Non-traditional school support officers will work with potentially larger groups of principals that are making progress and need minimal instructional guidance. They serve as "problem-solvers" that help principals find solutions so that they can focus on instruction.

The lead principal is a "sitting" principal from a specific school level (elementary school, middle school or high school) who coaches and mentors 2-3 other principals at their corresponding school level while continuing to be responsible for high-quality teaching and learning at his or her current campus. Lead principals typically work with successful principals that face similar challenges to their own.

For next month, the committee would like further information about the following:

- A review on the work done by the Response Team which meets monthly to address district-wide safety and security issues.
- Payroll reconciliation- Employees have been told that they cannot give/donate days to employees that are need. We would like to understand why the answer is no?
- Vacation time for 12 month employees- Principals are only allowed to roll over 5 weeks of vacation each year or they lose it. I currently need to take 17 days to get down to my 5 weeks which will be very difficult with summer school ending on July 18th and then reporting back to duty on Aug. 1st. Is it possible to add an option for principals to sell back their used days that will not roll over?