



Principal Advisory Committee Minutes May 1, 2013

I. REMARKS

Dr. Grier welcomed the group and provided an update on the HISD-North Forest ISD potential merger.

- **Facilitates-** All building structures have been visited and analyzed by Facilities Services & Maintenance. Recommendations will be made.
- **Human Resources-** NFISD employees will be given the opportunity to apply and be considered for employment in HISD. HISD hiring policies and procedures will be followed with all potential NFISD applicants.
 - May 7th- Career Informational Meeting at 4:30 at Delmar Field House
 - May 18th- Non-Instructional Job Fair at 9:00 a.m. at Food Services Administration
 - Teachers and administrators are asked to apply online as soon as possible to be considered for future, invitation only, employment events in May and June. Only candidate who have successfully passed HISD's teacher and administrator screening processes will be invited to attend these events.
- **School Choice-** HISD recognizes that these are uncertain times for the entire North Forest community. Steps are being taken to ensure a smooth transition. In order for this to happen, HISD is committed to supporting a strong network of neighborhood schools in the North Forest community. As members of the HISD community, North Forest students are entitled to great neighborhood schools, and also to the same access to school choice options that every HISD student has. NFISD students will be invited to attend two School Choice Fairs held in the Northeast Multipurpose Center on May 28th (elementary) and 30th (secondary).
- **Communications-**
 - A North Forest website will be set up to answer questions and provide information to the North Forest community.
<http://www.houstonisd.org/northforest>
 - Tele-Town Hall Conference will be held on Wednesday, May 29 at 6:30 p.m.

II. UPDATES

- Lenny Schad, Chief Technology Officer provided an overview of the presentation he made to the Board Of Education Workshop on the district's 1:1 Technology Initiative. He emphasized that the 1:1 technology implementation would be a systematic, intentional, and collaborative district initiative. A cross functional team has been created including the technology, curriculum, teacher development, and leadership departments.
- Ken Huewitt, Chief Financial Officer provided an update on the Budget Conversations being held throughout the district.

III. ITEMS SUBMITTED

HUMAN RESOURCES- R. Watson

Contracts, Hiring Process, Salaries, Vacation, Etc.

- There has been a real difficulty time trying to find teachers to work summer school. Is there any incentives and/or suggestions that can be given to try to recruit good teachers for summer school?

Response: There are not designated incentives (monetary or policy based) for teachers regarding summer school. To aid in identifying good teachers, Principals and hiring teams can leverage the hiring toolkit online via e-Learn to use in their screening process to find quality summer school teachers.



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Principal Appraisal

- We still need clarification on what assessment we will use for our AP's this year. I have one that is need of assistance and I would like to tie it to the assessment instrument.

Response: At this time, the Assistant Principals will be evaluated with the same instrument as the principals.

Teacher Appraisal and Development (TA&D)

- One of the things not listed is a change with Teacher A & D is the timeline. I think some consideration should be given to possibly moving the EOY deadline a bit later in May.

Response: We are asking all SDMCs to provide input on the suggested improvements by Friday, May 10, 2013.

INFORMATION /TECHNOLOGY- L. Schad

Teacher Appraisal and Development (TA&D)

- Please provide an IT update.

Response:

- The Technology team is monitoring Remedy tickets on a daily basis. Once received, these tickets are prioritized and resolved as quickly as possible if they are technology related. If the issues are related to process or data issues, those tickets are routed to the Human Capital & Accountability team for resolution.
- Our issue resolution process involves reviewing the ticket, scheduling the fix, and communicating back to the user or it is sent to the Human Capital & Accountability team for resolution. We are currently working to resolve all Remedy tickets.
- Regarding the list we received of 8-10 schools that had issues with the tools, we have communicated with each of those schools and the issue is either in progress or resolved.
- Principals are not able to see our AP's teacher assessment information such as walk throughs, observations, or EOY documentation.

Response:

At this time, Principals can only see PPAs (Prescriptive Plan for Assistance) within the TADS F&D tool. They cannot view any walkthroughs, observations, progress conference forms, IPDPs (Individual Professional Development Plan) or EOY (End of Year) conference forms within the tool. If a Principal is assigned an "appraiser" role, they can see all documents for the teacher they are assigned to as an appraiser, but they have to be an appraiser for a teacher. This is an enhancement that will be put in place going forward as we continue to improve the tool for next year.

90-Day Password Expiration

- Is it necessary to send so many reminders for to change our passwords?

Response: The district sends regular password notifications prior to the 90-day password expiration so our employees and teachers will have ample time to change their passwords at their earliest convenience. Once the password is changed, the messages are no longer sent to the user.

Video

- Video occurring on laptop, i-Pad and desktop. I cannot get into TADS system because it won't accept me new password. It keeps me out of SAP also and sometime the screen you see in the video pops up while I'm already logged in.



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Response: The Technology Team has reviewed the video and it has been determined that the issue lies with the user's network account. A user logs into TADS via the web using their HISD network credentials. If a user's network credentials are not correct or not working, they will not be able to access the TADS tools. Please submit a Remedy ticket to get your issue resolved.

Testing

- The labels for Stanford Testing were distributed and were incorrect. What can be done in the future to ensure quality control?

Response: Stanford/Aprenda materials are shipped to campuses directly from the vendor (Pearson). The vendor was contacted immediately once the issue was discovered. In order to avoid inconveniencing the campuses, Pearson printed additional labels to ship to the Test Materials Center so that campuses could pick them up during their check-in of the STAAR 3-8 materials. Pearson apologized for the mix-up and stated that they have initiated a 'root cause analysis' with the functional managers. Once they find out what caused the issue, they will inform us. We have been assured by Pearson that this will not happen again.

- My testing coordinator tells me that 3rd- 5th grade will be not allowed to write on the Stanford test booklets this year because the district wants to recycle the tests.

Response: In grades K-3, students must record their answers in the scorable test booklet; however, campuses are told to remind their students not to make marks near the timing/scoring lines and answer bubbles because it can affect the validity of the scoring process. There were many issues in the past where books couldn't be scored due to stray marks, highlighters near bubbles, etc.

Grades 4 and higher can mark in the book because they record their answers on an answer document; however, due to budget constraints with purchasing district test materials every year, campuses were asked to work with Student Assessment on trying to recycle as many books as possible. This process actually started last year. The Test Materials Center staff scans through the books in grades 4-8 and check for stray marks and/or books that can be recycled. If the books can't be used again, they are sent to be shredded.

OPERATIONS - L. Bobadilla

Police Department

In response to the question posed for the May 1, 2013 Principals Ad Hoc meeting "We would like a review on the work done by the Response Preparedness Team which meets monthly to address district-wide safety and security issues," the following is being provided:

- The Threat Assessment Committee has met seven (7) times this school year with the next meeting scheduled for May 16, 2013.
- Had discussions over several meetings on anti-bullying training and awareness. Established a list of resources for committee members to reference and use in providing facilitating this training.
- Discussed and developed recommendations to the group to address safety and security concerns such as afterhours burglaries and things individuals can do to mitigate these types of losses and proper ingress and egress access according to fire code standards.
- Scheduled and held a tabletop exercise that demonstrates a significant terrorist event at a school and had all resources working together to address the incident.
- Regularly review district crime statistics and areas of potential concern related to these statistics.



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- December meeting was dedicated to school safety after the Sandy Hook incident. Reviewed basic safety protocols and what was being provided to staff and administrators as well as reminders on what to do to maintain vigilance.
- Hosted "Intruderology" training that was open to district employees. Same training will be offered during summer training.
- Reviewed, discussed, and disseminated information and suggested protocols for handling bomb threats and suspicious packages received by a department / location.

These are an example of the items discussed and addressed during the Threat Assessment Committee meetings. They are very informative and we always invite participants from every department / discipline to attend. Please advise if you have any questions or if additional information is needed.

ACADEMICS- J. Baker

Special Education

- Dr. Kumar had an Ad Hoc with Principals last year. Has that been continued? There was improvement with Special Education. It would be great for her to hear the Principal's concerns.

Response: We will work with the schedule in order to have Ms. Sowmya Kumar meet with the AdHoc committee. For specific questions regarding the program, please contact Ms. Kumar directly.

Curriculum

- **Think Through Math**
HISD believes that TEA will pay for Think Through Math again for grades 3-8 in all districts through the SSI state funds. Formal notification will likely not be received from TEA until July, when the state budget is adopted.
- **Secondary Reading Initiative 2013-2014 Program**
During the middle school principal break-out session in April, Mr. Cardona and Dr. Bedard review the program requirements for the Secondary Reading Initiative. An email was posted on April 15th through Academic Services outlining the details of the SRI for the coming year. If middle school principals have specific questions regarding the program, please contact Mr. Cardona or Dr. Bedard.

FINANCE- K. Huewitt

Employee Benefits, Payroll, Vacation, etc.

- Payroll reconciliation- Employees have been told that that they cannot give/donate days to employees that are need. We would like to understand why the answer is no?

Response: The Administration, the Board, and Board Counsel discussed this as one of the options for the payroll reconciliation and it was decided against. Instead additional options were made available including paying back only ½ the days.

- Vacation time for 12 month employees- Principals are only allowed to roll over 5 weeks of vacation each year or they lose it. Is it possible to add an option for principals to sell back their used days that will not roll over?

Response: The practice was discontinued years ago. Simply, the district cannot afford this option.



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SCHOOL SUPPORT- M. Smith

Reorganization of School Offices

- Do we know what changes are going to be made in the district for next year as far as who Principal's will be reporting to?

Response: The CSOs are working diligently to fill all SSO vacancies so as to ensure that every principal will report to either a School Support Officer or a Lead Principal.

- There are so many different and great things going on under the different chiefs. Is there any way that they can meet and plan so the great things can be shared as best practices for the entire district?

Response: The CSOs and SSOs will continue to meet weekly to bring alignment within the School Offices. Our goal is to ensure consistency across all school offices to 'become great all over'.

POLICY ADMINISTRATION- M. Pola

Customer Satisfaction Survey

- The VOICE surveys are out and we have one survey for each student. It was the understanding that there would only be one survey per family for each school in the event that multiple siblings attend the same school.

Response: The methodology for identifying the oldest child was determined using the birth date of all the children associated with a primary parent. Unfortunately, we have seen families receiving more than one survey for a school when there are multiple children with the same birth date (such as with twins, triplets, etc.). Also, if different primary parents were indicated with different children within the same family, then that family may receive more than survey.

If a school discovers multiple surveys for a family, they should indicate "duplicate survey" on the envelope and return the survey instrument in the pouch to the third-party so as not to negatively impact the school's overall response rate. Schools may also want to review the "primary parent" for those families where multiple surveys are seen and verify the "primary parent" contact information with families.