



**DRAFT**

**Administrative Consultation Meeting  
March 11, 2014  
4:00 PM, Room 2C10  
Agenda**

**In attendance for the Administration**

Rodney Watson, Human Resources  
Lupita Hinojosa, School/Student Support  
Patra Brannon, Human Resources  
Sharon Eaves, Budgeting  
Erica Graham, Legal Department  
Ashlea Graves, HISD – Government Relations  
Alan Hooker, Leadership Development

**Organization Representation**

Lindsey Pollock, AHSA  
Ray Reiner, HASA

**I. Items requiring consultation:**

- F-1 APPROVAL TO CONSOLIDATE JESSE JONES HIGH SCHOOL WITH ROSS SHAW STERLING HIGH SCHOOL AND EVAN WORTHING HIGH SCHOOL AND TO ESTABLISH ATTENDANCE BOUNDARIES  
*Office of Student Support – Dr. Lupita Hinojosa*

*Dr. Lupita Hinojosa reviewed this item with the group. She explained that this item recommends the consolidation of Jesse Jones High School with Ross Shaw Sterling High School and Evan Worthing High School. The proposed new attendance boundaries are indicated in this item. The consolidation would be effective at the beginning of the 2014-2015 school year.*

*No additional questions or concerns.*

- F-2 APPROVAL TO CONSOLIDATE JULIUS N. DODSON ELEMENTARY-MONTESSORI SCHOOL WITH EDWARD BLACKSHEAR ELEMENTARY SCHOOL, DORA LANTRIP ELEMENTARY SCHOOL, AND THOMAS RUSK K-8 SCHOOL, AND TO ESTABLISH ATTENDANCE BOUNDARIES; AND APPROVAL TO ADJUST ATTENDANCE BOUNDARIES FOR BLANCHE BRUCE ELEMENTARY SCHOOL, HENRY MACGREGOR ELEMENTARY SCHOOL AND GREGORY-LINCOLN K-8 SCHOOL  
*Office of Student Support – Dr. Lupita Hinojosa*

*Dr. Hinojosa reviewed this item with the group. She explained that the majority of the students would be rezoned to Blackshear with a few students going to Rusk and Lantrip. The consolidation would be effective at the beginning of the 2014-2015 school year.*

*Ms. Pollock stated that she was informed that these proposals were developed with input from outside agency. Dr. Hinojosa informed the group that it was not done by an outside agency. She informed the group that the HISD demographer*

*conducted the study. The demographer looked at housing patterns, birth rates, as well as demographical shifts that have been happening in our entire district and Harris County. Recommendations are being done based on that data.*

*Mr. Reiner would like to know if the adjustment of the attendance boundaries for Gregory Lincoln will affect Wharton as they are surrounded by downtown area. Dr. Hinojosa stated that approximately eight students would end up being zoned to Gregory Lincoln Elementary. Mr. Reiner asked if this recommendation would place the school at risk. Dr. Hinojosa assured him that it would not.*

*No additional questions or concerns.*

- F-3 APPROVAL TO ADJUST THE ATTENDANCE BOUNDARIES FOR BILLY R. REAGAN K-8 SCHOOL, VIRGIL GRISSOM ELEMENTARY SCHOOL, WILLIAM P. HOBBY ELEMENTARY SCHOOL, JAMES MONTGOMERY ELEMENTARY SCHOOL, HENRY PETERSEN ELEMENTARY SCHOOL, ALMEDA ELEMENTARY SCHOOL, JAMES LAW ELEMENTARY SCHOOL, DOWLING MIDDLE SCHOOL, AND ALBERT THOMAS MIDDLE SCHOOL  
*Office of Student Support – Dr. Lupita Hinojosa*

*Dr. Hinojosa explained that Regan K-8 is well over capacity and cannot accommodate all the students who currently live in the attendance zone. The majority of the students in MS component will be going to Dowling and Thomas MS and in students in elementary to Petersen, Montgomery and Grissom in order to bring Reagank-8 to a good size.*

*Ms. Pollock would like to go back to item F-2. She recommends that going forward, if a magnet program closes at a campus for the district to have a plan in place to relocate the magnet program to another campus to ensure that students across the district have access to a variety of programs. Dr. Hinojosa stated that they are studying the magnet program to see the viability of program at Blackshear and/or anywhere else. She explained that with the new Magnet Program policy in place, all magnet programs are evaluated every year to make sure they are in places where they are successful and able to attract students.*

*No additional questions or concerns.*

- I-4 APPROVAL OF 2014-2015 RESOURCE ALLOCATION HANDBOOK  
*Office of Chief Financial Officer – Sharon Eaves*

*Sharon Eaves presented this item to the group. Ms. Eaves explained that the Resource Allocation Handbook is basically the same as it was last year. The only change to the PUA is the \$35.00 per unit calculation for the salaries that were granted in 2013-2014.*

*Mr. Reiner asked if they still have small school subsidy. He said that small schools get beaten up. He said that inequities are still there. Ms. Eaves explained that they have looked at different scenarios, but no changes have been made. Mr. Reiner said that it is not fair for principals of small schools because they still have to run a school even if enrollment is at 480 Vs 720. Mr. Reiner said that some schools have to do without a nurse. Mr. Reiner stated that if formula has not changed then there are still major inequities for small schools. Ms. Eaves said that small schools receive more per student than any other campus. Mr. Reiner would like for this concern to be taken to the administration.*

*Ms. Pollock would like to know where campuses with PreK-8 campuses fall in the PUA. Ms. Eaves explained that they get a blended per unit allocation students at grade 6-8 would be at middle school and elementary K-5 will be at Elementary.*

*No additional questions or concerns.*

J-1 APPROVAL TO REVISE CHAPTER 21 PROBATIONARY CONTRACTS  
*Office of Legal Services*

*Erica Graham presented this item to the group  
No further questions or concerns*

J-2 APPROVAL TO REVISE CHAPTER 21 TERM CONTRACTS  
*Office of Legal Services – Erica Graham*

*Erica Graham presented this item to the group  
No further questions or concerns.*

K-1 PROPOSED REVISIONS TO BOARD POLICIES DH(LOCAL), EMPLOYEE STANDARDS OF CONDUCT AND GKA(LOCAL), COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES, AND ESTABLISHMENT OF BOARD POLICY FNCD(LOCAL), STUDENT CONDUCT: TOBACCO USE AND POSSESSION-SECOND READING  
*Office of Business and Community Relations - Ashlea Graves*

*Ashlea Graves presented this item to the group.  
No further questions or concerns.*

**II. HASA**

HASA requests discussion about consistent support for school administrators. Many schools have had multiple and or large numbers of line officers. This concern leads to morale problems and a lack of Central Office efficiency in supporting and assisting school building administrators.

*Office of School Support – Dr. Houlihan and/or Alan Hooker*

*Mr. Reiner stated that some Principals have had 4-8 SSOs. One SSO may tell a principal “I want it done this way”, another SSOs may say, “no, I want it this way”. Mr. Reiner said that*

SSOs are under pressure. Mr. Reiner stated that some administrators are afraid to ask for support because they may be perceived as not doing their jobs. He said that this is hurting the district. Mr. Reiner suggested identifying 4-5 administrators that can trouble shoot concerns between SSOs and Principals.

Mr. Alan Hooker explained that the District is being very proactive by participating in national models to learn what is happening across the country. He said that the goal is to create a consistent model. He explained that job descriptions are changing to allow that person to be more of a coach and for creating a consistent model.

Ms. Pollock asked if there a leadership academy for SSOs.

Dr. Watson explained that there is not a leadership academy for SSOs. He stated that he and other administrators have been attending Executive Leadership Meetings provided by The Gates Foundation. They are taking the lead and have come up with an excellent framework for Instructional Leadership Directors. He explained that the goal is to have a standard approach to working with principals to ensure that the principals are the instructional leaders and the SSO's are there to support. Dr. Watson explained that they have been taking principals to these meetings as well. He informed the group that the Leadership Office and School Office are looking at implementing this model for next year.

**Additional response provided by Dr. Andrew Houlihan, Chief School Support Officer**

We strive to ensure consistency at all levels and at all times, especially during the school year. As an organization, we are bound to evaluate the current and future structures to ensure we provide high quality support to school leaders. We understand and recognize the concern and hand and will continue to ensure that school leaders have continuous support.

*There were no additional questions or concerns.*

HASA requests information about the process related to displaced administrators because of school closings or reduction of administrators due to budget and or program considerations.

*Legal Services – Ms. Elneta Hutchins-Taylor / Erica Graham*

Mr. Reiner stated that consideration should be given to administrators who become displaced due to closings and consolidations after working for 20-25 years. He said that instead of asking the administrators to apply for positions, chiefs should consider placing them in positions. He asked for decency in what is done with displaced administrators.

*Mr. Reiner's concerns were noted and will be shared with the administration.*

*No further questions or concerns regarding this item.*

**III. AHSA**

Concerns regarding data and evaluations – EVAAS / TADS

Concern by principals around the validity of data used and ongoing technology issues with the TADS system.

Ms. Pollock stated that she hears concerns from other principals. There is frustration because there are still glitches in the system. Some teachers are showing as completed, but they cannot acknowledge on the forms.

Dr. Julie Hill stated that they working to resolve these concerns and to expect a change for the better.

Additionally principals wonder why EOY conferences are held 2 months prior to the end of the school year.

*Human Resources – Dr. Julie Hill*

**Response**

**End-of-Year Conferences**

- End-of-Year Conferences are held approximately two months before the end of the school year in order . . .
  - To avoid the busiest part of the testing season
  - To provide adequate time for the final walkthroughs and observations to be conducted for inclusion in the end-of-year appraisal ratings
  - To provide appraisers adequate time to give teachers the final ratings and allow teachers the window of opportunity to gather evidence and give a written challenge to the end-of-year ratings
  - To provide appraisers adequate time to conduct and complete the required conferences before entering the testing season
  - To allow teachers the window of opportunity to reflect on their end-of-year rating and decide whether they want to file a request for a second appraisal
  - To provide ample opportunity for a second appraisal upon request of the teacher
  - To provide the opportunity for the second appraiser to conduct a meeting with the teacher to provide the revised rating

AHSA is also requesting that clarification be provided on “pool approved” status of applicants posted on AppliTrack

*Human Resources – Patra Brannon*

**Response:**

‘Pool approved’ status for teacher candidates reflects that the applicant has:

- 1) successfully completed application to the district including appropriate assessments;
- 2) met minimum standards to qualify as a teacher candidate according to a standard rubric the district uses to measure HISD values and Professional Skill competencies;
- 3) obtained a valid Texas teaching certificate and is highly qualified to teach a subject based on this valid Texas certificate. This does not mean that the candidate is eligible to teach *any* subject offered to them, but must go through final certification review for the position being offered at that time.

**IV. HAABSE**  
No agenda items submitted