



DRAFT

**Administrative Consultation Meeting Minutes
May 6, 2014
4:00 PM, Room 2C10
A g e n d a**

In Attendance for the Administration

Dr. Rodney Watson, Human Resources
Dr. Julie Hill, HR Accountability
Brad Bailey, Benefits
Dan Gohl, Chief Academic Officer
Alan Hooker, Leadership Development
Shonda Huery Hardman, High School Office
Elneita Hutchins-Taylor, Legal
Mark Shenker, HSO

Organization Representation

Ray Reiner, HASA
Lindsay Pollock, AHSA
Roslyn Vaughn, HAABSE

The meeting convened at 4:00 p.m. by Dr. Rodney Watson.

I. Items requiring consultation:

G-1 APPROVAL OF THE PROPOSED 2014-2015 LOCAL CALENDAR FOR THE SCHOOL LEADER APPRAISAL SYSTEM

Dr. Julie Hill reviewed this item with the group.

Dr. Pollock asked if the testing specifications apply only to teachers' whose children are taking assessments. Dr. Hill informed her that as per the proposed calendar for the teacher appraisal and development system, it only applies to teachers involved in testing.

There were no additional questions or concerns regarding this item.

G-2 APPROVAL OF THE PROPOSED 2014-2015 LOCAL CALENDAR FOR THE TEACHER APPRAISAL AND DEVELOPMENT SYSTEM

Dr. Julie Hill reviewed this item with the group.

Dr. Pollock asked about the process for teachers starting after February 6th. Dr. Hill explained that teachers starting work on/or after February 6, shall receive at least four informal walkthroughs for development purposes. These teachers shall not: receive a formal observations and walkthroughs; receive an annual appraisal rating. Teachers starting work on or after Feb. 6 are not exempt for the entire appraisal system. Development plans will continue and will be used for support.

Mr. Reiner stated that the current appraisal system, along with the non-competitive salaries is driving people out of the district. He stated that teachers get appraised as if they were working 365 days and 10 hours a day. He stated that the district needs to do something to retain talented people.

Dr. Watson stated that the salary for teachers and administrators is being reviewed. There were no additional questions or concerns regarding this item.

I-3 APPROVAL OF 2014-2015 RESOURCE ALLOCATION HANDBOOK

Ms. Sharon Eaves presented this item to the group. She explained that they are proposing a \$35.00 per-unit allocation for the 2013-2014 salary increase and a \$26.00 one-time funding for non-personnel cost.

There were no additional questions or concerns regarding this item.

K-1 PROPOSED REVISIONS TO BOARD POLICY DN(LOCAL), PERFORMANCE APPRAISALS-FIRST READING

Dr. Hill reviewed the proposed revisions to this policy with the group. She explained that the committee recommended editing section in "Third Party Input" to include "or employee" so that statements read: The appraiser shall verify and document third-party information that the appraiser and/or employee wants to use as cumulative data. Any documentation that will influence the employee's annual appraisal ratings must be shared in writing with the employee within ten working days of the appraiser's knowledge of occurrence.

There were no additional questions or concerns regarding this item.

K-2 PROPOSED REVISIONS TO BOARD POLICY DNA(LOCAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS-FIRST READING

Dr. Hill reviewed the proposed revisions to this policy with the group. She explained that all district teachers shall be appraised annually as specified by this policy. She explained that the goal is to bring alignment to all three policies.

There were no additional questions or concerns regarding this item.

K-3 PROPOSED REVISIONS TO BOARD POLICY DNB(LOCAL), PERFORMANCE APPRAISAL: EVALUATION OF OTHER PROFESSIONAL EMPLOYEES-FIRST

Dr. Hill reviewed the proposed revisions to this policy with the group. Currently, the Houston Independent School District (HISD) provides appraisal guidance through three employee appraisal policies: DNA (LOCAL), DN(LOCAL), and DNB(LOCAL). As these policies define state and district expectations of appraisers and employees, it is important that the policies consistently aligned with processes and procedures and in keeping with state regulations. The proposed changes include adding a DEFINITIONS section which includes the list of other professional employees.

There were no additional questions or concerns regarding this item.

II. HASA

1. HASA requests information and discussion with the Administration and Legal Department related to Administrators being forced to either retire, resign or be terminated. This is occurring allowing only a two day window or less for Administrators to make a decision. Many of these Administrators have dedicated their entire career to serving students and communities in HISD.

Mr. Reiner stated that the treatment towards principal and assistant principals is shameful. He stated that some administrators have worked 30-35 years and they are given one or two days to retire, resign or be terminated. Mr. Reiner stated that some principals are informed that their records have been checked and that they

qualify for retirement. He stated that this is age discrimination. He stated that there is a better way of handling these situations.

Ms. Hutchins-Taylor stated that they will work to improve this process and also provide more training for administrators. It was stated that the employees should receive information as to who they may contact in HR, Benefits, or the Retirement Store Front to make a smoother process.

There were no additional questions or concerns regarding this item.

2. HASA requests information and discussion with the HR department related to the dissemination of information to Administrators being forced to retire, resign or terminated. Payout, insurance benefits and options etc. need to be properly explained.

Ms. Hutchins-Taylor explained that the role of the Legal Department is to advise the administration responsible for holding the Conference for the Record with the employees. She explained that for benefits information, the employee would go to the benefits office. The Chief School Officers, or School Support Officer will cover what's on the agreement. Once the decision is made that the employee will not be returning, the employee is given the option to resign rather than be terminated. The intention is to give them an option to exit with dignity.

Mr. Brad Bailey followed up with the concern regarding administrators visiting the Retirement Storefront for information regarding their retirement.

He provided the following information: We have had a number of principals contact the Retirement Office for assistance. When they are explaining their situation, they are accommodating them by having either the Manager of Employee Support Services seeing them or the Retirement Programs Administrator freeing up time to meet with them.

Mr. Reiner said that the timing for these notifications is not appropriate. He asked why this can't happen in June or July when school is out.

Ms. Hutchins-Taylor explained that it's being done at this time to make planning decisions and to give employees more time to start looking for opportunities in other districts. She explained that for employees who plan to seek other employment it's better to start looking now than in July.

Dr. Pollock stated that this is a concern that has been discussed in AHSA and that with more consistency in the leadership appraisal process this should not be a surprise. She stated that here should be a process of observation and feedback.

Ms. Hutchins-Taylor stated that they will continue to work with chiefs to improve the process and to provide information to help employee with this process.

3. Morale within the District is dismal at best. Does the District have any plan of action to correct this continuing problem?

Dr. Watson stated that this is not the first time that this concern is brought up. He stated that they are looking at it and will put strategy into it to make sure it's addressed.

There were no additional questions or concerns regarding this item.

III. AHSA

1. AHSA requests information regarding the number/percent of Hispanic personnel in leadership capacities at the Central Office and Secondary schools levels (CSOs and SSOs). [Dr. Watson](#)

Please see [HISD Principals and Central Office Administrators charts which include Diversity and Experience information \(last section of this document\)](#)

2. Update on CFS concerns raised at the last meeting (staffing and supplies).

[Mr. Brian Busby](#) provided the following response: [Dr. Pollock](#) provided the names of principals who shared the concerns and after visiting the three principals all concerns were resolved. The concern regarding campus' staffing needs at Garden Oaks will be evaluated at the conclusion of school in approximately four weeks. There were not additional questions or concerns regarding this item.

3. Placement of SpEd programs on campuses and concern that high concentrations impact school accountability.

[Mr. Dan Gohl](#) provided the following response: The Chief Academic Officer will run a geo-coded analysis of Special Ed programs and school accountability results. This will be available in July 2014 so as to include school year 2013-2014 STAAR and NRT results.

Providing effective education to students with disabilities is the responsibility of every school. When students with mild to moderate disabilities receive first instruction from teachers who have expertise in content and pedagogy, and targeted intervention and support in their areas of need, achievement levels improve. Improved student outcomes have a positive impact on the school's state and federal accountability ratings.

Students with significant cognitive disabilities receive instruction in the alternate curriculum aligned to alternate achievement standards. When these students meet proficiency on the alternate assessment their scores have a positive impact on the school's accountability ratings.

The district has been making a concerted effort to equitably distribute self-contained programs across the city to best meet the needs of students as close to their neighborhood school as possible. Lack of space is a major factor in further spreading out programs. Principals and SSOs can assist the Office of Special Education Services to locate suitable sites across the district.

There were not additional questions or concerns regarding this item.

IV HAABSE

No agenda items submitted.

HISD
Principals and Central Office Administrators
Diversity and Experience
School Year 2012-2013, To-Date

Principals' Years of Experience		
Years of Experience		
Period of years	May-14	
0-3 years	17	6.18%
4-9 years	28	10.18%
10-15 years	78	28.36%
16-20 years	51	18.55%
21 or more years	101	36.73%
TOTAL	275	100.00%

Principals Race		
Period of years	May-14	
American Indian	0	0.00%
Asian	7	2.55%
Black	101	36.73%
Pacific Islander	0	0.00%
White	67	24.36%
2 or More	7	2.55%
Hispanic	93	33.82%
TOTAL	275	100.00%

*2 or more races = employees that self reported Ethnicity as Non-Hispanic + Multiple Races

*Hispanic = employees that self reported Ethnicity as Hispanic + 1 other Race

Central Office Administrators' Years of Experience		
Period of years	May-14	
0-3 years	73	33.49%
4-9 years	28	12.84%
10-15 years	35	16.06%
16-20 years	15	6.88%
21 or more years	67	30.73%
TOTAL	218	100.00%

Central Office Administrators' Race		
Period of years	May-14	
American Indian	0	0.00%
Asian	11	5.05%
Black	71	32.57%
Pacific Islander	0	0.00%
White	93	42.66%
2 or More	3	1.38%
Hispanic	40	18.35%
TOTAL	218	100.00%

*2 or more races = employees that self reported Ethnicity as Non-Hispanic + Multiple Races

*Hispanic = employees that self reported Ethnicity as Hispanic + 1 other Race

*Pay grades included for Central Office Admins are: 31-37, A&B and T15 (Sr. IT Mgrs Only) - T17

Totals includes CSOs and SSOs