

**Administrative Consultation Meeting
November 11, 2014
4PM – 3W26 Fishbowl
Agenda**

**Start Time: 4PM
End Time: 4:23PM**

I. Items requiring consultation:

Office of Finance:

**K-1 PROPOSED REVISIONS TO BOARD POLICY CRD(LOCAL),
INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE
INSURANCE—FIRST READING**

Response: Sharon Eaves presented K-1 item, explained minor changes in wording were made to align policy with HISD flexibility to determine contributions to health insurance premiums based on TRS membership and/or Affordable Care Act regulations. There were no concerns from committee members.

Office of Legal Services:

**K-2 APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD
POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO
BOARD POLICY DH(LOCAL), EMPLOYEE STANDARDS OF
CONDUCT—FIRST READING**

Response: Ericka Graham presented K-2 item, this item is being presented to the Board for approval to include the approved language from March and August 2014 regarding electronic cigarettes, employees reporting child abuse and neglect and the reference to the Educators' Code of Ethics which was not included in the earlier meetings. There were no concerns from the committee members.

**K-3 PROPOSED REVISIONS TO BOARD POLICIES DFFA(LOCAL),
REDUCTION IN FORCE: FINANCIAL EXIGENCY, DFFB(LOCAL),
REDUCTION IN FORCE: PROGRAM CHANGE, AND DFFC(LOCAL)
REDUCTION IN FORCE: CONTINUING CONTRACTS—FIRST
READING**

Response: Ericka Graham presented K-3 item, this is a housekeeping item being presented to align wording in policies DNA(Legal), DFFA, DFFB and DFFC to House Bill 2012. The new wording applies to all term and continuing contract employees being evaluated under the performance criterion, not just classroom teachers, so that the criteria is applied consistently to all term and continuing contract employees. There were no concerns from the committee members.

Office of Human Resources:

DIA3 REGULATION

Response: Wally de Covarrubia presented DIA3, this is a new regulation in regards to workplace bullying, the regulation is being added to DIA(Local). The regulation describes reporting procedures, format and timelines for reporting, investigating and resolution. The regulation also describes that if the reporting employees is dissatisfied with the outcome of the investigation, they can appeal the decision by filing a grievance in accordance with DGBA(Local) starting at Level II. There were no concerns from the committee members.

II. HASA Concerns:

- HASA requests information related to continued communication concerns. There is a lack of consistency from SSO's and Central Office in communicating with school administrators. Emails went out to teachers related to their goals and timelines and many principals were not included and not informed.

Response: Chief High School Officer – Harrison Peters

Principals are being heard and Office of School Support and School Offices are working hard on a master calendar. Consideration of conference calls, Skype instead of pulling principals from their campuses. The master calendar should be ready in a few weeks, this should bring more clarity to administrators having to be pulled from the campus. Mr. Peters asked if there were any schools in particular that needed to be looked into but there were none. Chief School Support Officer Shonda Huery would like to add that they are aware of the many avenues by which departments communicate material out to school administrators and staff. We are working with department leaders to make sure we are using Academic Service Memos and the Office of School Support Email Address, as an additional means of communicating with campus staff. If there are situations like this that continue to happen, please share this information with the Office of School Support, as departments may not be aware of this option for communicating with school admin and staff. No further comments or concerns from committee members.

- HASA requests information related to improving the salaries of administrators.

Response: Office of Human Resources – Alan Hooker

This is a high priority item, numbers are being looked at in the surrounding competitive school districts. Compensation is looking on how to move forward in 2015-16 and is considering teachers as well as administrators. No further comments nor concerns from committee members.

III. Houston Area Alliance of Black School Educators (HAABSE) Concerns:

- Dr. Vaughn brought up a concern regarding some teachers receiving checks for \$500-\$1000 for “high qualifying and/or “teacher retention”.
 - i. Is this just some teachers?
 - ii. Is this just for certain campuses?

Response: Wally de Covarrubia shared that he was aware of some teachers but would investigate and respond to this concern.

Response: Audrey Gomez - Retention bonuses were approved for specific schools: All North Forest schools, Kashmere and Worthing

Highly effective teacher retention bonus was distributed to TIF4 schools (22 schools) as a part of the grant for teachers with student growth of 1.5 or greater in math or science only. The award was from \$5,000 to \$2,500 gross.

IV. AHSA

- No concerns submitted.