

Administrative Consultation Meeting
January 13, 2015
4PM – 2C10
Agenda

Start: 4PM

End: 4:25PM

Attendees: Sign in sheet attached

I. There are no BOE Agenda Items requiring consultation this month.

II. HASA Concerns:

1. HASA requests information related to the HISD policy and procedure concerning Fixed Assets, Textbooks and Financial Records. This was requested last month and not addressed.

Response: Office of Business Operations – Rosa Shelton

Response: Office of Finance – Sherrie Robinson

This item was on the December 9, 2014 agenda, there was no representation at the meeting, and Mr. Reiner requested a representative attend for further discussion.

Mr. Reiner asked about the policies in place and procedures, many administrators are getting big bill for textbooks that were the previous/former principal's responsibility. How can we help new principals not have this liability?

Rosa Shelton responded that 1/3 of HISD schools are audited at a time several times during the school year, coordinators will do self-audits during the first three weeks of summer. The audits generate the textbook bills.

Rosa Hernandez shared that when she was a new principal, she went through the audit process, and she shared that a new principal may request an audit up to thirty days of assignment to the school. From that point on it is the new principal's responsibility, in addition, HISD has the ability to write off any missing items or lost items. Not that this is policy. But new principals are not held responsible for items they did not oversee.

Mr. Reiner would like it noted that the principal acknowledged that though the process was followed that a 100k dollar shortage had to be written off. This is what is being questioned, administrators in and out during a school year and no audits taking place the answer seems to be to write it off. If every school was off 100k dollars that would be well over 3 million dollars.

August Hamilton added that Chief of School Support – Dr. Huery is also researching this issue to come up with a better systems of audits and costs to schools.

2. Administrators are upset and concerned about the state of the Appraisal System. People are not adequately trained, appraisals are done for the preceding year and cover areas not reviewed with administrators etc. Morale Issue again.

Response: Office of Academic Services – Lance Menster

Office of School Support – August Hamilton (on behalf of Emile Fair)

Per Board Policy, every person identified by campus leadership as an appraiser shall be certified by completing the uniform appraiser training provided by the District. (No appraiser can appraise teachers without attending this training and passing all required testing) This training encompasses all aspects of the Teacher Appraisal and Development System as outlined in Board Policy and Regulations.

All appraisers are approved by the Board annually.

Appraisers are also trained to adhere to all designated deadlines in the Board approved Appraisal and Development Timeline.

A Performance and Continuous Improvement Manager is assigned to campuses to support appraisers in all aspects of the Teacher Appraisal and Development System. Regular communication and visits to campuses are conducted throughout the school year to assist all appraisers with their concerns.

Mr. Reiner stated that several administrators were being appraised on last year's performance, they were given ratings of 1's and 2's and employee was not addressed prior to the appraisal of the low ratings. This causes low morale and is a serious issue. Employees with low ratings should be notified sooner rather than later, another big concern is that the appraisal training does not match the appraisal given. What is being done to correct this?

Michael Cardona shared that there have been serious issues with data and TEA holding quantitative pieces vs. scorecards. Receiving the scorecards in June would help the SSOs /appraisers have needed information in adequate timing for the appraisals.

Wally de Covarrubia communicated that the appraisal and understanding of the context was in-line with TEA.

Mr. Reiner stated that was not the issue but that the appraisal is not in-line with employee morale.

Mr. Cardona added that he, himself has brought up this concern in the last two principal's meeting because he does understand the seriousness of the concern. Principals are being kept in communications for clarification of appraisal issues.

Roger Ibarra has been working with the survey, only few principals respond, there is a request for an "open window" to the Your Voice survey.

3. Contract Service monies are encumbered without administrators knowing what is going on. Many think they have money in their budget that they really don't have. Morale issue again.

Response: Office of Finance – Sherrie Robinson

Mr. Reiner addressed that when new principals see funds in their budgets they later learn that funds are not available.

Sherrie Robinson stated that funds may be there for contracts that the campus and vendor may have encumbered for the year, these funds cannot be used for other services.

Mr. Reiner would like better communications with new principals to be able to know exactly what is in their budgets.

4. **New** – Ray Danilowicz of Food Services/ARAMARK attended the meeting in response to no one available at December's meeting and would like feedback.

Mr. Reiner appreciated his attendance and asked about Food Services Managers communications with the school administrators. Mr. Reiner states that there is little communication between Food Services Managers and the school administrators whom should be aware when there are issues in the kitchen and/or in the cafeteria including third-party issues i.e. when a parent has a complaint that school should be aware of.

Mr. Danilowicz informed the committee that there are Food Services Team Leads on each campus. They report to one of the 21 Operations Managers in the district. He agreed that there should be that communication and will address to his team in their next meeting. Mr. Danilowicz offered his business card and asked that he too maybe notified directly of any food services concerns at the campus. Mr. Danilowicz offered to attend or have a senior member of the Nutrition Services Department regularly attend future Administrative Consultation committee meetings to address any concerns and/or be there to better support school administrators and food services employees.

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

No concerns submitted.

Dr. Vaughan notified office that she would not be able to attend.

IV. AHSA:

No concerns submitted.