



Administrative Consultation Meeting

May 12, 2015

4PM – 2C10

Agenda

Time started: 4PM

Time ended: 4:20PM

I. May BOE Items requiring consultation:

Office of Student Support:

K-1 Revisions to Board Policy AIC(LOCAL), Accountability: Investigations and Sanctions-First Reading

Response: Office of Student Support - Susan Kaler, School Services Officer

Ms. Kaler introduced item to committee with attention to the revision at "School Closure", opened floor for concerns, there were none, Ms. Kaler welcomed committee to call her if any concerns come up regarding item.

Office of Ethics and Compliance:

K-2 Revisions to Board Policy CAA(LOCAL), Fiscal Management Goals and Objectives: Financial Ethics-First Reading

Response: Office of Ethics and Compliance – Andy Beauchamp, Sr. Business Analyst

Mr. Beauchamp introduced item, stated revision was to include E-Rate as a result of policy expiring a year ago. Policy has been streamlined, nothing new added.

Mr. Reiner asked for clarification, policy should remain 100% neutral when auditing.

No additional concerns from committee.

II. Informational Items:

Office of Academics Services:

Approval of the Proposed 2015-2016 Local Calendar for the Teacher Appraisal and Development System

Presenter: Office of Academic Services - Emile Fair, Performance and Continuous Improvement Manager

Coach Fair presented informational item, wanted to give heads up on one week extended time of "Informal/Coaching Developing Walkthroughs". These walkthroughs can be conducted at any time during the appraisal year from August 24, 2015-May 25, 2016.

Mr. Reiner inquired of the actual appraisal calendar and academic calendars which Coach Fair responded had already been approved by Board of Education with no changes.

Performance Appraisal DNA(Regulation)

Coach Fair presented DNA(Regulation) item to committee, no concerns from committee members.

III. HASA Concerns:

1. HASA requests information about Administrator vacation schedules. There is a lot of confusion when and how administrators can have vacation time with family etc. This is also a morale issue and needs clarification.

Mr. Reiner added that folks are being told to block summer time here and there, staff members have family and need their time with them without feeling intimidated for requesting vacation time. Mr. Reiner is asking for some consistency in vacation schedules so that staff may schedule without apprehension of problems.

Response: Michael Cardona, Chief Middle Schools Officer

Vacation requests have been a topic at several of the Chief's meetings, each Schools' Office Chief approves vacation for their campus principals. Mr. Cardona will bring this concern to the Chief School Officers to work on better consistency and communications

2. HASA requests discussion related to the manner administrators are treated. Individuals are asked to attend conferences for the record that are not conducted properly and in some instances asked to resign or be terminated. Morale concerns are a direct result of the way administrators are treated.

Mr. Reiner added that safety/common decency are rarely used when communicating to Principals and Assistant Principals, they are not being treated as professionals. Same is seen with the way SSOs communicate to campus staff, too much negativity and the focus on what needs to really be addressed. Common decency lacking, apprehension and anxiety is not the way to operate when working with schools.

Mr. Reiner brings to the table that grown individuals call crying, they are up against reason and this needs to stop.

Response: Audrey Gomez, Human Resources General Manager

They are seeing some patterns, numbers, bases – some staff may need coaching on how to deliver messages.

Response: Michael Cardona, Chief Middle Schools Officer

Chiefs are willing to help if there are specific issues, please call.

3. Individuals supervising schools are constantly being changed and moved about. This is also a major morale concern. HASA requests information what is going to happen for the next school year.

Some staff do not know how to handle a Conference for the Record or how to conduct a Level I hearing even with scripts in front of them. School staff feel intimidated and are afraid to call the Schools Office for support for support in fear of being reprimanded, or receive a negative reflection. Some new principals need assistance with zero-based budgets, master schedules, etc., it is hard for them to do what they need without positive support.

Response: Catosha Woods, Assistant General Counsel

The Legal and Human Resources are always also available to assist, there are resources to help schools.

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

No concerns.

V. AHSA Concerns:

No concerns.



Administrative Consultation Meeting
May 12, 2015
2C10 Conference Room
4-5PM

NAME	ORG/DEPT
JULIA DIMMITT	Schools Office
Alan Hooker	Leadership Development (HR)
P. Palmer	HA-SA
Jordan Martinez	HR
Dan Brandman	Ethics - Compliance
Audrey Gomez	HR
Wally de Covencia	HR
Emile Fair	School Support
Michael Cordona	MSO
Cristina Woods	Legal
Gail Moore	Academic
St. John Kaler	Student Support