



**Administrative Consultation Meeting
November 10, 2015
4PM – 2C12
Agenda**

**Start Time: 4:04PM
End Time: 4:51PM**

November 12, 2015 BOE Items requiring consultation:

Office of the Board of Education:

**B.2 PROPOSED REVISIONS TO BOARD POLICY GKG(LOCAL),
COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM—
SECOND READING**

Response: Hans Graf presented item, there were no concerns from committee.

Office of Student Support:

F.7 APPROVAL OF THE 2016–2017 ACADEMIC CALENDAR

Response: Susan Kaler presented item. There are no changes to teacher contracted days (187 days) and major holidays remain consistent. The biggest change is that HB 2610 requires districts to shift their calendars from 180 instructional days to 75,600 instructional minutes. To achieve the required minutes and to include 840 minutes of weather-make up time, next year's calendar has one weather make-up day on May 26, 2017 to be used only if needed and five minutes will be added to each full school day next year as compared to this year, going from a minimum of 435 minutes to 440 minutes including intersessions. Early dismissal days remain unchanged at 4 hours/240 minutes excluding intersessions. Many campuses already have an extra five minutes allotted in their campus schedule and will require no additional time. The proposed calendar meets the requirements of HB 2610 and no calendar waivers will be needed from TEA for early release days, staff development or teacher preparation days.

**K.5 PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT
DISCIPLINE—FIRST READING**

Response: Annvi Utter presented item. Mr. Ray Reiner/HASA asked if the item was created by HISD in which Annvi answered that it was and it was created to support campuses and have some equity in suspending of African-American and Hispanic students. Many young students do not understand why they are being suspended and research is showing the students suspended at early ages are at risk for incarceration in later age.

Mr. Reiner questioned why authority was being taken from the campus, in which Annvi responded that they are trying to intercept with social and disciplinary support before a student is following a pattern seemingly in the direction of being suspended.

Mr. Reiner would like to be sure that campus administrator are not losing the authority over their campuses as they are still accountable for their campuses.

Annvi shared they are combining efforts of safe schools, psychological services, and elementary DAEP to support schools with managing challenging behaviors.

Office of Academic Services:

**K.1 PROPOSED REVISIONS TO BOARD POLICY EK(LOCAL), TESTING
PROGRAMS—SECOND READING**

Response: Leng Fritsche presented item, the revision includes adding a section on "opt-out implications" and the requirement of a "Refusal to Participate in Assessments" form that a parent/guardian must complete and submit if they do not want their child tested.

Mr. Reiner asks if there are repercussions of a student not testing and Leng stated that a student who is present but does not test will receive a “zero” (or the lowest possible scale score for the grade/subject). A zero may affect the school overall rating.

Mr. Reiner also asked about testing irregularities and reporting of irregularities, Leng responded that there are strict procedures in place as well as a policy that governs monitoring of “prioritized schools” designated by the superintendent to have extra monitors to support campuses during testing.

K.4 PROPOSED REVISIONS TO BOARD POLICY EHBB(LOCAL), SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS—FIRST READING

Response: Adam Stephens presented item, the revision puts an end to Gifted and Talented (GT) re-assessments noting that once a student is identified as GT, they will continue as GT throughout their entire education in HISD. Also, some students may be GT in one area and not in another, the policy revision adds a section at Gifted Education Plan (GEP) to craft the education support of GT students so that they do not suffer in the non-GT area/s.

Office of Finance:

K.2 PROPOSED REVISION TO BOARD POLICY CH(LOCAL), PURCHASING AND ACQUISITION—FIRST READING

Response: Gloria Cavazos presented the item, there were no concerns from the committee.

K.3 PROPOSED REVISION TO BOARD POLICY CV(LOCAL), FACILITIES CONSTRUCTION—FIRST READING

Response: Gloria Cavazos presented the item, there were no concerns from the committee.

I. HASA Concerns:

- i. HASA requests information about new discipline guidelines and procedures related to K-2nd grade.
Response: Office of Student Support – Anvi Utter addressed in connection with item K.5 above.
- ii. HASA requests information related to new budget procedures that could delay access to accounts for schools.
Response: Office of Finance – Glenn Reed asked Mr. Reiner for a little clarification on the concern prior to meeting starting. Glenn and Mr. Reiner exchanged contact information and Glenn communicated the response to Mr. Reiner via email on November 12, 2015.

Good morning Ray.

Attached is the communication that went to the Principals back in October related to activity funds.

In summary it provides the following:

1. Notification to Principals that Elementary Activity Funds are being centralized
2. Benefits of doing so
3. Actions that schools need to take to be able to spend the funds
4. Mandatory training (including a link to the training schedule)
5. What month they want to do their transition (October, November, December). All have to be transitioned by 1/1/2016
6. Link to a training video on how to run their reports in SAP.

I spoke with Stan Osborne (Assistant Controller) and the funds are expected to show up 3-5 days after Dunbar makes the deposit in the bank assuming that all steps in item 3 above are completed prior to the deposit being received. Primarily tied to IRS requirements.

I think the two month confusion was due to them thinking it was going to take 2-3 months to see their funds versus 2-3 months to phase it in rather than trying to do everyone all at the same time.

If you have any questions or if this wasn't the actual concern please let me know.

- iii. HASA requests information and status of District efforts to improve morale of school administrators.

Response: Office of Human Resources – Gloria Cavazos and Mr. Reiner discussed areas that need attention to improve morale primarily in the areas of:

- Principal Ad-Hoc
- administrator salaries
- appraisals
- classroom observations

Mr. Reiner suggests a “Hot-Line” that administrators may call – not the Alert Line already in place. Campus staff are in need of a number they can call for assistance without feeling intimidated or put a risk of their positions. Wally de Covarrubia offered his team for support and shared contact information with Mr. Reiner.

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

No concerns submitted.

III. AHSA Concerns:

No concerns submitted.