



# Administrative Consultation Meeting

Monday, April 11 2016

4:00 p.m.

3E26

## MINUTES

Meeting began at 4:00 p.m.

### Items Requiring Consultation:

### RESPONSE

**CRE2 Insurance and Annuities Management  
(REGULATION) Workers' Compensation**

**FINANCE  
Sherrie Robinson  
Brad Bailey  
Helen Berhane,  
Workers' Compensation**

#### RESPONSE:

*Helen Berhane of Workers' Compensation explained that regulation CRE2 is in regards to the modified duty program. The number of days an employee can work light duty will be extended from 60 days to 180 days. There have been some instances where an injury takes longer for an employee to recover than the 60 days total. We also added in the language, if an employee seeks treatment with a state appointed doctor or designated doctor that holds presumptive weight in workers' comp.*

*Ray Reiner of HASA asked if they (workers' comp) recommend certain doctors. Ms. Berhane replied they cannot make recommendations on where an employee can seek treatment, but they do have a program that they build out and the employee can seek treatment within that network.*

*Mr. Reiner also asked if workers' comp recovers monies paid to employees that later was found to be a fraudulent claim. Ms. Berhane explained if the employee is getting paid temporary benefits from the workers comp carrier, which we (HISD) are paying it because we are self-insured, then TPA would try to recover that through future benefits they might receive. HISD would also refer them to payroll so they can recover any monies.*

**DEC1 Compensation and Benefits  
(REGULATION) Leave and Absences**

**FINANCE  
Sherrie Robinson  
Brad Bailey  
Helen Berhane,  
Workers' Compensation**

#### RESPONSE:

*Ms. Berhane explained that DEC1 is regarding assault leave. We have changed this policy to reflect the workers' comp policy. Another change is that we are giving them 30 days to file for assault leave instead of immediately which was not very concrete. You must seek treatment immediately, but you have to submit a claim within 30 days. Mr. Reiner asked if we still have investigators. Ms. Berhane said we do. We have an assault leave administrator who is solely dedicated to assault leave claims. It is putting some validity in our department, so once it has been taken to review after we have gathered all the investigator information, we have to notify Payroll within 24 hours.*

*We are also asking employees to seek treatment within the network because we are also telling them to do it with the workers' comp program. We are also defining the appeals process. The first time you submit it, if it is denied, and the employee chooses to appeal it, then it comes back to the Assault Committee Review. The second time the employee tries to appeal, it goes to the formal resolution process.*

**CKE (LOCAL) Safety Program/ Risk Management: Security Personnel**

**CHIEF OF POLICE  
Chief Robert Mock  
Assistant Chief  
Michael Benford**

#### RESPONSE:

*Jason Spencer explained this is an update to the policy governing the police department. The language was provided by TASB. It clarifies that the police chief reports directly to the superintendent. It also adds some language governing the use of body-worn cameras that our police officers are wearing and on dash of patrol vehicles. It clears up the language and brings it up-to-date. Mr. Reiner stated HASA supports this item.*

<p><b>F.3</b></p> <p><b>Approval To Modify Grade-Level Configuration And Establish A New Magnet Program At The Rusk School And Make Associated Attendance Boundary Changes For Lantrip and Burnet Elementary Schools</b></p> <p><b>RESPONSE:</b></p> <p><i>Susan Kaler discussed this board item. There are two big changes, which both the principal and board trustee are on board with this item. We want to change Rusk from a PreK-8 to a traditional 6 through 8. It would be a non-zoned magnet. We want it to be a health and medical stem modeled after Baylor College of Medicine Academy at Ryan. When we eliminate the elementary levels, we would like to do PreK-2 at the end of this year and rezone those students to Lantrip or Burnet. Then 3, 4 and 5 would be gradually phased out one year at a time beginning the following school year. Mr. Reiner asked if the parents are going to be given a choice. Ms. Kaler said no, it would be based on where they live. A community meeting was held on Thursday (4/7/16) and it seemed to go well.</i></p>		<p><b>STUDENT SUPPORT</b>  <b>Mark Smith</b>  <b>Susan Kaler, Student Support Services</b></p>
<p><b>G.1</b></p> <p><b>Approval To Spend Allocated Funds With Multiple Vendors To Support Human Resources Recruitment Plan (WITHDRAWN 4/12/16)</b></p> <p><b>RESPONSE:</b></p> <p><i>Mr. Spencer began the discussion of this board item that Human Resources wants to use their existing budget with multiple vendors aimed at recruiting teachers and administrators. Ms. Patra Brannon continued the conversation with this will let us have continuity in our recruitment process and not be limited by certain vendors. It allows flexibility to work with newspaper or radio vendors, billboards, movie theatres, etc.</i></p>		<p><b>HUMAN RESOURCES</b>  <b>Gloria Cavazos</b>  <b>Patra Brannon</b></p>
<p><b>G.2</b></p> <p><b>Consideration And Approval Of Teach For America Contract For The 2016—2017 School Year</b></p> <p><b>RESPONSE:</b></p> <p><i>Mr. Spencer spoke on this item. He said historically schools that have hired a Teach For America teacher, the district has covered the TFA portion of that cost, which for general teacher is \$3,000 and critical needs teachers is \$5,000. Now, if a school decides to hire a TFA teacher, the recruitment fee will come from the campus budget.</i></p>		<p><b>HUMAN RESOURCES</b>  <b>Gloria Cavazos</b></p>

<b>HASA Item(s):</b>	<b>RESPONSE</b>
<p><b>HASA 1. 2016-17 Administrators Salary Schedule</b></p> <p><b>RESPONSE:</b></p> <p><i>Mr. Reiner explained there are tremendous inequities in the salary schedule. This school district is not commensurate with other school districts. There are major inequities with people running schools with 2,000 or 3,000 students than people running schools with 600 children. It needs to be looked into. The Principals Association is making the recommendation and hopefully it comes to pass this Spring that there be a committee of principals to meet with whoever to discuss fairness and equity in the salary schedule. Mr. Reiner suggested that the district consider a committee of twelve, four elementary, four middle and four high schools principals to include some of these specialty schools, like HSPVA or charter. Then have someone financially astute to the district and has the ability to move the recommendations forward, even if they don't do anything with it. The district has a lot of people in administrative positions with not a lot of years of experience and you have a lot of years of experience that can leave and go elsewhere and make more money. Mr. Reiner believes it is incumbent on the district to at least form a principals' committee and sit and talk with them. If it can come to fruition fine, if not, at least there has been some effort and dialogue which will go a long way, when I keep hammering away about the morale. If people don't care, that upsets the people being affected.</i></p> <p><i>Mr. Spencer verified Mr. Reiner's request of getting a panel of principals together to give feedback on the salary schedule. Mr. Spencer said we will get back to you on that.</i></p> <p><i>Mr. Reiner also asked about the hard to staff schools, if that is going to be done again next year. Mr. Spencer stated he has not heard any word of discontinuing it. Ms. Brannon also said she has not heard anything. She believes it is something that is a part of the entire budget discussion that will come together but it has not.</i></p>	<p><b>HUMAN RESOURCES</b>  <b>Gloria Cavazos</b>  <b>Patra Brannon</b></p>

HASA 2.

**HISD Alert Line**

HASA requests information and discussion about the HISD Alert Line.

**ETHICS & COMPLIANCE**

**Debra Fincher**

**RESPONSE:**

*Mr. Reiner stated he has already spoken to the Legal department about this issue. Mr. Reiner also stated the Alertline is good. But his concerns are when disgruntled parents or teachers on campus call consistently over and over again, it gets to a point when you have to use some judgment to say thank you for calling and just hang up.*

*Ms. Debra Fincher responded they do have an obligation to perform due diligence on it, so when a complaint is received, we try to do as much as we can on the back end to see if there is any predication to move forward. If there is not, we close it out. We have begun to ask the reporter for more information or we are going to have to close the allegation because it is too vague. But we cannot say we are not going to look into this because it is the same person over and over again. One, we do not know if it is valid, two, it could be valid and unfortunately somebody that is constantly complaining about something at one point and time may have a valid allegation, and we have to look at that.*

*Mr. Reiner said he understood that we have to investigate. He recommended that we get back to the administrative support. It is the manner in which principals who have been investigated and have shown no wrong-doing, yet they still are under the gun continuously.*

*Dr. Esther Omogbehin stated the cases that affect us, we have personally reached out to the principals several times, as well as the SSO. We have been very supportive. The aspect that is beyond our control is stopping who is making the complaints because we do not know who is making the complaints. But from our end, we have had conversations with principals to enable them to understand that it is a process we are aware of, and we know it is subject to abuse because of the anonymity factor that is attached to it. However, we are going to make sure that we provide as much support to the principals as possible.*

*Mr. Reiner said as much support you can give is appreciated. The support has to come from administration. Please communicate that in the Monday morning meetings around the table to the administrators that oversee these principals.*

**Other:**

*Mr. Spencer told the group that the next meeting is May 10<sup>th</sup>. Going forward, Gloria Cavazos from HR will head these meetings.*

**Meeting ended at 4:35 p.m.**

**Meeting:**

**Next Meeting:**

**Date:** Tuesday, May 10, 2016, 4:00 p.m., 2C12



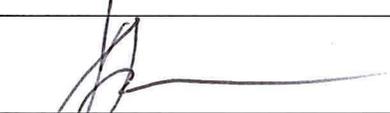
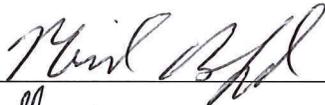
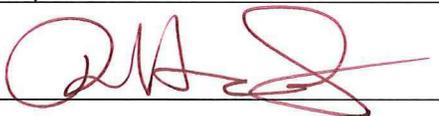
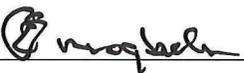
# Administrative Consultation Meeting

Monday, April 11, 2016

4:00 p.m.

3E26

## SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
FUENTES, Justin		AHSA (Association of Hispanic School Administrators)
REINER, Ray		HASA (Houston Association of School Administrators)
VAUGHN, Roslyn		HAABSE (Houston Area Alliance of Black School Educators)
SPENCER, Jason G.		Chief of Staff (Facilitator)
BERTHANE, HELEN		HISD / Workers' Comp
FINCHER, DEBRA		Ethics + Compliance Officer OETC
Bentford, Michael		HISD P.D
Susan Kaler		Schl Supp.
Patricia Brannon	Patricia Brannon	HR
Rosa Hernandez		SSO <sub>2</sub> (Director)
Esther Omogbehun		CSO

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