



# Administrative Consultation Meeting

Tuesday, June 7, 2016

4:00 p.m.

2C12

## MINUTES

**Meeting began at: 4:00 p.m.**

**Present:** Jeff McCanna, Officer-Human Resources (Facilitator); Gloria Cavazos, Chief Human Resources Officer; Ray Reiner, HASA; Wally de Covarrubia, General Manager-Human Capital Accountability; Erica Deakins, Director-Secondary Transformation Schools Office; Lucy Elizondo, Sr. Mgr., Human Capital Accountability; Luis Gavito, Administrator, Student Discipline; Susan Kaler, Officer, School Services; Bridget Moore, Sr. Mgr., Compensation; Sherrie Robinson, Interim Chief Financial Officer; Carla Stevens, Asst. Supt., Research & Accountability; Catosha Woods, Deputy General Counsel; Ruth Yonamine Bobba, Director, Student Support Services;

Jeff McCanna stated that for both the regular board meeting (June 9, 2016) and the budget board meeting (June 16, 2016) board items requiring consultation will be discussed in this meeting.

**Items Requiring Consultation:**

**RESPONSE**

<b>D.3</b>	<b>Approval To Extend The Contract With SAS Institute, Inc., For The EVAAS System</b> <b>Item Failed at Board Mtg. 6/9/16</b>	<b>ACADEMIC SERVICES</b> <b>Drew Houlihan</b>  <b>Carla Stevens</b>
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**RESPONSE:**

Carla Stevens explained this item is to extend the contract HISD has with SAS for EVAAS until next May to allow us to finish the 2015-2016 analysis that we are doing this year. This will allow us to get the value-added analysis which will go into the principal score-card.

Ray Reiner stressed that many people do not like EVAAS.

Ms. Stevens explained if we can extend the contract through getting this year's done, that will give us enough time to do an RFP to go out for another vendor if the district continues to do value-added analysis but not EVAAS.

Mr. Reiner suggested to have eight or ten principals on the committee and to just listen to them so perhaps it comes out okay.

Ms. Stevens said we will definitely take principal and teacher input to make sure that everyone is good.

<b>E.1</b>	<b>Approval Of Turnaround Plans For Improvement Required Campuses</b>	<b>TRANSFORMATION SCHOOLS OFFICE</b>  <b>Jason Bernal</b> <b>Grenita Lathan</b>
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**RESPONSE:**

Erica Deakins spoke on this item. Ms. Deakins said you are probably familiar in the past with reconstitution plans. TEA transitioned to turnaround plans so it is similar in the scope of the plan and plans to turnaround a campus within two years. At the end of those two years, if a campus is unable to turnaround and become a MET standard campus, TEA can step in with further sanctions. This is for two year IR campuses and above if they do not fall under a TTIPS grant and plan.

Mr. Reiner asked how many TTIPS campuses HISD has. Ms. Deakins answered nine (secondary schools). Mr. Reiner asked of those nine, is there an existing principal or is a new principal being placed at the school. Ms. Deakins said they are existing principals and they will be there in September to put the plan in place. Mr. Reiner further explained if a new principal is put in at that school and you give them two years, that may be impossible.

Ms. Deakins stated that the principal actually co-created this plan with their leadership teams, PSPs from TEA, and our schools office.

<b>F.1</b>	<b>Approval Of Waiver Requests From Local Board Policy, Approval To Submit Waiver Requests From State Policy And Approval To Submit Waivers For Low Attendance</b>	<b>STUDENT SUPPORT</b> <b>Mark Smith</b>
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	<b>Days And A Missed Instructional Day At Liberty High School</b>	<b>Susan Kaler</b>
<b>RESPONSE:</b> Susan Kaler spoke on this item. Ms. Kaler stated what is different about the waiver process this year is that we have greatly reduced the number. There were 28 pages of waivers that were submitted to the Board last year and this year it is eight pages.  Mr. Reiner asked if principals were involved in the process. Ms. Kaler answered yes principals were involved. Mr. Reiner explained for instance, principals know their schools, know their kids, know their constituents, etc. and then a SSO comes in who has been in the district three months, telling them what to cut and it doesn't make sense. Mr. Reiner asked if some of that has changed. Ms. Kaler said yes and another change this year I gave principals the opportunity to appeal. If they got a decision back from the waiver committee that they either didn't understand or did not agree with they had the opportunity to appeal it.		
<b>F.2</b>	<b>Approval Of The 2016-2017 Code of Student Conduct</b>	<b>STUDENT SUPPORT</b> Mark Smith  Susan Kaler
<b>RESPONSE:</b> Ruth Yonamine spoke on this board item. Ms. Yonamine explained some of the changes to the Code of Student Conduct being taken to the Board. The major changes are aligning the code to changes in regulation. We are also adding some language that the Student Congress and a committee put together so those recommendations are included in this board item. We are also adding options for behavior interventions as alternatives to just placing consequences on the students.		
<b>G.1</b>	<b>Approval Of The Proposed 2016—2017 Local Calendar For The School Leader Appraisal System</b>	<b>HUMAN RESOURCES</b> Gloria Cavazos Jeff McCanna
<b>RESPONSE:</b> Jeff McCanna said G.1 is basically approval of the appraisal calendar for school leadership. The only changes are a few date changes from one year to the next.		
<b>G.2</b>	<b>Approval Of The Proposed 2016—2017 Local Calendar For The Central Office And Campus-Based Non-Teacher Appraisal System</b>	<b>HUMAN RESOURCES</b> Gloria Cavazos Jeff McCanna
<b>RESPONSE:</b> Mr. McCanna said G.2 is very similar with date changes from one year to the next, but it is for approval of the appraisal calendar for campus-based non-teacher appraisal system.		
<b>I.6</b>	<b>Approval Of 2017 Employee Medical Programs And Authority To Negotiate And/Or Renew Contracts With Service Providers</b> <b>Withdrawn 6/8/16</b>	<b>FINANCE</b> Sherrie Robinson Brad Bailey
<b>RESPONSE:</b> Brad Bailey spoke on this item. For 2017, we do have changes to our medical plan. If you recall, back in 2014 we reduced premiums 20%. We had built up a fund balance and we were using it. So we are looking at having some changes to help bring the fund back into balance. We are looking at raising some rates and doing some plan design changes. What we are planning on doing is increasing the district's contribution to the plan starting July 1 by 11.8%. In addition, for employee only they would have a 7% increase. For dependent coverage, it would be going up 9.8%. For those people that are in Consumer Basic Limited they can move down to save money on some possible dependent options should they want it. There will be no increase for the Select Plan Employee Only option, which is a plan option available to employees earning \$25,000 or less per year. In addition to that we have some plan design changes for the health reimbursement account in our consumer plans, we will allow a carryover of the health funds if they have balances as of January 1, 2017, but will not be contributing to additional funds for plans starting in 2017. The out-of-pocket maximum will also increase. While HISD will continue to offer wellness programs and services, there will no longer be incentives for completing wellness activities and challenges. We may be able to do some incentives for iPads or fit bits, which will be based on funding we can get from some of our vendors or sponsors.		

Mr. Reiner asked if we are anywhere near or talking to Kelsey. Mr. Bailey said yes we have talked to them and certainly we are looking at some other programs. Aetna has gone through some organizational changes and the marketplace is changing a bit. Some vendors are using them on an exception basis, so it could be a possibility in the future.

I.7	<b>Approval Of 2017 Voluntary Benefit Plans And Employee Assistance Plan</b>	<b>FINANCE Sherrie Robinson Brad Bailey</b>
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**RESPONSE:**  
Mr. Bailey explained some of the changes to the voluntary programs. We switched from Standard Life to Minnesota Life where we received about a 20% rate decrease locking in for five years which is a pretty good deal. Also, the spouse and child life rate is not going up. For the disability insurance, Unum is our current carrier and they came back with the best overall program and they have a rate decrease of 7.8%. On prepaid legal, Hyatt came back with the best overall price with a 6.6% rate increase. A few more enhancements more towards identification theft. We had not had a rate increase in a number of years with the legal plan. The other plans will remain the same.

K.1	<b>Proposed Revisions To Board Policy DNA(Local), Performance Appraisal: Evaluation Of Teachers—First Reading</b>	<b>HUMAN RESOURCES Gloria Cavazos Jeff McCanna</b>
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**RESPONSE:**  
Mr. McCanna explained that basically if a deadline was missed, the principal has the opportunity to go back, document the reason it was missed, and they can pick up where the evaluation process was and continue without it invalidating where they were in the process.

**June 16 (Budget Board Meeting)**

A.2	<b>Approval Of The 2016–2017 Recommended District Budget</b>	<b>FINANCE Sherrie Robinson</b>
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**RESPONSE:**  
Sherrie Robinson presented this item. The M & O tax rate will remain the same. The I&S tax rate is going up a penny to \$0.18. The total tax rate will be \$1.0267. The board item contains the list of major changes to the general fund budget. The first grouping are items where revenue and expenditure offset each other. The next three items are mandatory increases including the Chapter 41 Recapture payment of \$161 million. Then there is a list of increases which includes the full day pre-kindergarten that we are moving the funding from Title I to general fund for approximately \$21 million. The next item is the Positive Behavior Intervention System initiative of \$879,000 that is related to the discipline agenda item that was passed by the board a few months ago. Then there is a list of major decreases we had to do that were required to balance the budget starting with the Per Unit Allocation (PUA) Reduction, the \$40 million, and then the department reduction of \$25 million, Apollo \$19 million, ASPIRE \$10 million, district operating reserve \$10 million, and a decrease in special education enrollment due to a decrease in special education students \$7.9 million. Then the next few items are utilities, Camelot contract, long-term substitutes, liability and property insurance, and gasoline for buses. Total projected revenues and expenditures are \$1.85 billion for 2016-2017.

Mr. Reiner stated the district's budget being \$1.85 billion and a \$2 billion bond program, then there are other things. At the end of the day HISD is a \$5 billion corporation give or take a few million. Mr. Reiner said for us to say we cannot cut away from the classroom, from operating these schools the way they need to, is incorrect.

A.7	<b>Approval Of The 2016–2017 Compensation Manual</b>	<b>HUMAN RESOURCES Gloria Cavazos Jeff McCanna</b>
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**RESPONSE:**  
Bridget Moore spoke on this item. Ms. Moore said we are making some clarifying statements to accurately reflect the programs we already have in place. We are updating the stipend list, pulling some out, adding a few, but no major changes. Mr. Reiner asked if there were no major changes in administrative salaries. Bridget clarified that was correct. Mr. Reiner stated we brought that up early on and is a big issue. We lost a lot of very good administrators because HISD is not competitive with some of the other districts. Ms. Gloria Cavazos explained at this point we do not have any increases for any employee groups. Catosha Woods said we did raise salaries last year across the board. Ms. Cavazos said high and middle school principals received raises last year. The high school and middle school principals are in fairly good shape. We did not get to raise the elementary school principals last year other than the regular raise. They are still competitive in the area. Next year, if we are able to do some increases, it would be going back and adjusting some of the elementary school principal salaries.

HASA Item(s):		RESPONSE
HASA 1.	No items submitted	

AHSB Item(s):		RESPONSE
AHSB 1.	No items submitted	

HAABSE Item(s):		RESPONSE
HAABSE 1.	No items submitted	

Meeting adjourned at: 4:24 pm

**Meeting:**

**Next Meeting:**

**Date:** Tuesday, August 9, 2016  
**Time:** 4:00 p.m.  
**Location:** 2C12



# Administrative Consultation Meeting

Tuesday, June 7, 2016

4:00 p.m.

2C12

## SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
FUENTES, Justin		AHSA (Association of Hispanic School Administrators)
REINER, Ray	<i>Ray Reiner</i>	HASA (Houston Association of School Administrators)
VAUGHN, Roslyn		HAABSE (Houston Area Alliance of Black School Educators)
CAVAZOS, Gloria	<i>Gloria Cavazos</i>	Chief Human Resources Officer (HISD Facilitator)
<i>Carla Stevens</i>	<i>Carla Stevens</i>	<i>Research</i>
<i>Ruth Yonamine</i>	<i>Ruth Yonamine</i>	<i>Student Support Services</i>
<i>Erica Deakins</i>	<i>Erica Deakins</i>	<i>Schools Offices</i>
<i>Luis Gavite</i>	<i>Luis Gavite</i>	<i>Student Support Services</i>
<i>Wally de Covarrubias</i>	<i>Wally de Covarrubias</i>	<i>HR</i>
<i>Lucy Elizondo</i>	<i>Lucy Elizondo</i>	<i>HR</i>
<i>Sherrie Robinson</i>	<i>Sherrie D. Robinson</i>	<i>Finance</i>
<i>Bridget Moore</i>	<i>Bridget Moore</i>	<i>HR</i>
<i>Susan Kaler</i>	<i>Susan Kaler</i>	<i>Student Support Services</i>
<i>Catosha Woods</i>	<i>Catosha Woods</i>	<i>Legal</i>
<i>Jeff McCanna</i>	<i>Jeff McCanna</i>	<i>HR</i>

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