



# Administrative Consultation Meeting

Tuesday, August 9, 2016

4:00 p.m.

2C12

## MINUTES

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

**Present:** Gloria Cavazos (Facilitator), Chief Human Resources Officer; **Raymond Glass II**, HASA President; **Ray Reiner**, HASA; **Brad Bailey**, General Manager, Benefits; **Jason Bernal**, Chief School Officer, East Area Office; **Wally de Covarrubia**, General Manager, Human Capital Accountability; **Grenita Lathan**, Chief School Officer, North Area Office; **Jeff McCanna**, Officer, Human Capital; **Jocelyn Mouton**, Chief School Officer, West Area Office; **Esther Omogbehin**, Chief School Officer, Non-Zoned/Charter; **Stan Osborne**, Interim Controller; **Robert Robinson**, Payroll Manager; and **Sherrie Robinson**, Interim Chief Financial Officer

### Items Requiring Consultation:

### RESPONSE

<b>D.4</b>	<b>Authority To Renew Partnerships With AVANCE-Houston, Inc.; Gulf Coast Community Services Association; Harris County Department Of Education; And Neighborhood Centers, Inc., For Head Start Prekindergarten Collaborative Programs</b>	<b>ACADEMIC SERVICES Drew Houlihan Lance Menster Janice Dingayan</b>
<b>RESPONSE:</b> <i>Mr. Lance Menster spoke on this item stating it is a standard contract. This is to renew agreements with agencies to create effective prekindergarten collaboratives. Mr. Menster said they evaluate each of the partnerships annually.</i>		
<b>E.1</b>	<b>Contract With The Region IV Service Center For Specialized Support And Services For Improvement Required Schools</b>	<b>SCHOOLS OFFICE Grenita Lathan</b>
<b>RESPONSE:</b> <i>Ms. Gloria Cavazos said this item is regarding Region IV taking over some services HISD is using at our IR (improvement required) campuses. Dr. Grenita Lathan stated we are required by state to have an external provider. For six years, NCUST (National Center for Urban School Transformation) has been that provider. Our needs have changed, and we would like to go with a local provider. Region IV will customize those needs for all of our campuses. Mr. Ray Reiner asked what they will accomplish. Dr. Lathan said Region IV will work with the School Chiefs and School Support Officers. We will go out to the campuses, we will look at data, do classroom observations, and then we will meet as a team. We will see if every teacher has been trained in Literacy by 3. We will go back and see what we can do to strengthen the classroom. We will provide professional development support as needed. We can also take advantage of all the workshops that are offered through Region IV. In the past we could not do that because we were dealing with a company that was out of state. Mr. Reiner said as long as the administration is involved. Dr. Lathan said the principal is ultimately held accountable for what goes on their campus, so the principal would have to be a part of the process. Mr. Raymond Glass added he is pleased with the fact that we are dealing with a local provider as opposed to waiting for someone to come from out of state.</i>		
<b>I.4</b>	<b>Approval Of 2017 Employee Medical Programs And Authority To Negotiate And/Or Renew Contracts With Service Providers <b>NOT APPROVED BY BOARD</b></b>	<b>FINANCE Sherrie Robinson Brad Bailey</b>
<b>RESPONSE:</b> <i>Mr. Brad Bailey spoke about taking the proposed 2017 medical plan to the Board. The recommendation is Blue Cross/ Blue Shield. They offered the overall less cost over the five-year term. However, we are still looking at the same rate increases and plan design changes for employees. It does have an effect on our overall trend. Hopefully it will lessen the trend to where we get back in balance. Even with that, we are expecting to lose about \$16 million dollars this fiscal year. The big driver in our plan is claims cost with both medical and pharmacy. Mr. Reiner asked what it does to the employee losing \$16 million dollars. Mr. Bailey said it does not do anything to the employee. Keep in mind when we talk about our premiums versus claims, our projection for this fiscal year is we will be negative about \$16 million dollars in our fund. That means we will spend \$16 million more than what we are bringing in premiums both in the district and the employees. At some point we need to get that righted again. We did lower the rates back in 2014 by 20 percent. Mr. Reiner</i>		

said the way things keep going up, the district having to put out more money may be just the cost of doing business. Mr. Bailey said that we are and the district is contributing 11.8 percent more beginning this July, so we are expecting to continue that trend for the next couple of years until we get back into fund balance.

**I.10**

**Approval Of Payroll Reconciliation Process And Waiver Of Board Policy DEC(LOCAL), Compensation And Benefits: Leaves And Absences, And Related Policies And Procedures**

**FINANCE  
Sherrie Robinson**

**RESPONSE:**

*Ms. Sherrie Robinson spoke on this item. She commented that a few years ago in 2012-2013, we did a payroll reconciliation process for 12-month employees who received advances. We are bringing back this process for less than 12-month employees. Currently each month, they receive a PNE (paid-not-earned), an advance, and we want to eliminate that. The way the payroll system is calculating it now are days they earned, and they were setting it aside so when each holiday was coming up they are paid out of that escrow for their holidays and it will pay them through the next summer. They will never be in a position where they owe the district money especially when employees leave such as before the Winter Break, they owe the district money and that is always a surprise. We want to eliminate this PNE and this advance. It will be much clearer to employees on their paychecks.*

**K.1**

**Proposed Revisions To Board Policy DNA(LOCAL), Performance Appraisal: Evaluation Of Teachers— Second Reading**

**HUMAN RESOURCES  
Gloria Cavazos**

**RESPONSE:**

*Ms. Cavazos spoke on this item. It is a second reading to a change in board policy having to do with the appraisal system. It says in the event the appraiser misses the deadline, the process still continues. Mr. Reiner asked can anyone be evaluated at any time. Ms. Cavazos stated that was correct. But if an appraisal is missed for some reason, and if there is an extenuating circumstance by the employee or the appraiser, it is documented and the process continues. The last time we brought this forward, we just had the appraiser, but we changed it to state either the teacher or the appraiser, so now it includes both.*

**HASA Item(s):**

**RESPONSE**

**HASA 1.**

**HASA requests information and discussion about Procurement Procedures. Delayed payments has created a huge burden in ordering and contracting services.**

**FINANCE  
Sherrie Robinson**

**RESPONSE:**

*Mr. Glass said it is really not delayed payments. Mr. Glass explained that it is hard for schools to get contracted services, period. When you call HISD, you kind of get information to contact this person and call that person, but there is no one person that knows anything. The Procurement Services changed last year and after that change, there was no training for anybody. Now you are hit with everybody trying to request things to happen with vendors we have used in the past, and we are being told we cannot use these people. Ms. Robinson said she believes Mr. Ken Huewitt mentioned in principals meetings that all vendors had to be procured through an RFP or a proper process and once the Board approves, they are in the system. Mr. Glass commented that some vendors who are already in the system have to go back and submit additional paperwork. Dr. Lathan explained there is some lag time from when the Board approves a contract to when the vendors are put in the system. Ms. Robinson said she will get with Procurement on this concern. Ms. Robinson also stated that after we get through these next couple of months, we should have everything covered in the system, and next year these contracts will renew. Once we get through this initial change, it should run smoother.*

**HASA 2.**

**HASA requests information related to the transition to OneSource. Lack of training and support, time sheets, budget printouts, concerns about server capacity**

**TECHNOLOGY  
Lenny Schad**

**RESPONSE:**

*Mr. Glass explained the new computer program replacing PeopleSoft and SAP was a concern with lack of training and support for staff and teachers. Some concerns are, staff having to enter leave online, timesheets being printed in numerical order, budget printouts are difficult to navigate, concerns about the servers and capacity to handle massive number of users. Mr. Lenny Schad answered in regards to the server capacity. Mr. Schad stated the system has been running since July 1<sup>st</sup> and have not had any problems. Mr. Glass said there were concerns about the servers now that everyone is about to come back on as opposed to the summer when most folks are gone. Mr. Schad said we have had many people during the summer entering*

time and have not touched some servers. The capacity should not be the problem. Mr. Reiner said when we went to PeopleSoft, there was the same types of problems; it is just new. The essence of this is as much communication as possible. Mr. Reiner further stated you have a lot of first, second, and third year principals who are over their head with other issues and all of sudden there are deadlines, and things they just do not know what to do. Mr. Schad said certainly if a principal came in during the summer there were some new things, but throughout the course of a year, we had many meetings about what this project is and each campus had a Change Agent that were responsible for communicating that information. Mr. Schad said he would be interested to hear if that process did not work. He believes we did a great job before the school year ended of what this looked like. Mr. Schad has heard back comments on implementation centering on training. Very specific training was sent out to each individual. We also received some feedback from principals on some how-to guides, so those things are being created. Mr. Reiner expressed that the point is what they are looking for is the communication and support.

**HASA 3.**

**HASA has been contacted about Budget Analyst changes, Special Education cuts and Activity Account transition to Centralized banking is causing hardships on campus operations.**

**FINANCE  
Sherrie Robinson**

**RESPONSE:**

Mr. Glass stated there are many changes happening at the same time and principals become overwhelmed with the new procurement system, with OneSource and the new Budget Analyst. Ms. Robinson explained that Glenn Reed implemented this when he became General Manager of Budgeting. His goal was instead of a school having to call one budget analyst for special revenue and then call another budget analyst for general fund, he wanted a one-stop shop so that budget analyst can help them with their total budget. If you have any issues, please contact Glenn Reed, General Manager of Budgeting. Dr. Lathan mentioned the concern could be that there have been analyst assignment changes that began on Monday.

Ms. Robinson asked about the other issue HASA brought forward on special education budget cuts. Mr. Glass stated the concerns are the budget cuts along with department chairs. Many department chairs were lost throughout the district. Ms. Cavazos stated we lost special education students, and we lost money in Special Education, therefore cuts had to be made. Some lost department chairs based on the number of special education students you have. Mr. Glass said he would have preferred if they gave the campus an opportunity to choose between a special education teacher versus a special education department chair who could help them teach. The campus could have decided to lose a teacher instead of a department chair. Ms. Cavazos indicated that we lost teachers first, then we had to make more cuts, then it went into department chairs, then extra days, and then central office. A significant amount of money was lost. Mr. Reiner said all that is understandable until you have an ARD and you have upset parents and it becomes a different deal. That is what they are talking about. Mr. Reiner suggested they can have lead teachers with the responsibilities of a department chair and receive a small stipend. They need some approval and some leadership from the administration on what they can do.

Meeting ended at 4:22 p.m.

**Meeting:**

**Next Meeting:**

**Date:** Thursday, September 1, 2016, 4:00 p.m., 3SE06 (in Superintendent's Suite)



# Administrative Consultation Meeting

Tuesday, August 9, 2016

4:00 p.m.

2C12

## SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
FUENTES, Justin		AHSA (Association of Hispanic School Administrators)
REINER, Ray	<i>R. 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)
Menster, Lance	<i>Lance Menster</i>	Academics
Schroder, Lenny	<i>Lenny Schroder</i>	IT/CFS/BOND
Lathar, Grenita	<i>Grenita Lathar</i>	Schools Office
Bailey, Brad	<i>Brad Bailey</i>	Benefits
STAN Osborne	<i>Stan Osborne</i>	Treasurer - Controller
ROBERT ROBINSON	<i>Robert Robinson</i>	Payroll Manager
Janon Bernal	<i>Janon Bernal</i>	Schools Office
Raymond GLASS	<i>Raymond Glass</i>	HASA President
Esther Onegba	<i>Esther Onegba</i>	Schools Office
Jaclyn Martin	<i>Jaclyn Martin</i>	Schools Office
Sherric Robinson	<i>Sherric D. Robinson</i>	Internal CFB
Jeff McCanna	<i>Jeff McCanna</i>	HR

RECORDER:  
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*Wally de Covarrubia* ✓ present