



Administrative Consultation Meeting

Thursday, September 1, 2016

4:00 p.m.

3SE06

MINUTES

Meeting began at 4:00 p.m.

Present: Jeff McCanna, Officer, Human Capital and Gloria Cavazos, Chief Human Resources Officer (Facilitator), Chief Human Resources Officer; Raymond Glass II, HASA President; Ray Reiner, HASA Executive Director; Brad Bailey, General Manager, Benefits; Wally de Covarrubia, General Manager, Human Capital Accountability; Rick Gay, Officer, Procurement; Nathan Graf, General Manager, Transportation; Robert Robinson, Payroll Manager

Items Requiring Consultation:		RESPONSE
I.4 <i>Previously I.9</i>	Approval of 2017 Onsite Wellness Services	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>Brad Bailey responded to this board item. Mr. Bailey said there are a series of agenda items (I.4 through I.11). These are similar to the medical plans for 2017. Mr. Bailey said we are recommending to continue our current contract with Aetna for 2017 we have additional options. We will go out for an RFP in 2018. The plan design and rates will be the same as previously discussed. There will be an increase in rates for employees. We do not have an HRA (Health Reimbursement Account) for next year for new contributions. Any fund balances will still continue for 2017. There will be a slight increase in out-of-pocket maximums for employees. Also the Onsite Wellness Program will continue with the current vendor for the 2016-2017 school year going through August of 2017. No questions were brought forward.</i>		
I.5	Approval of 2017 Medical Plan Administration	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
I.6	Approval of 2017 Pharmacy Plan Administration	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
I-7	Approval of 2017 Employee Assistance Program	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
I.8	Approval of 2017 Online Wellness Services	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
I.9 <i>Previously I.10</i>	Approval of 2017 Select Plan Nearsite Clinic Services	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
I.10 <i>Previously I.11</i>	Approval of 2017-2018 Onsite Clinic Administration	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		

I.11 <i>Previously I.12</i>	Approval of 2017 Medical Select Plan Discounted Physician Services	FINANCE Sherrie Robinson Brad Bailey
RESPONSE: <i>See I.4 response.</i>		
K.1	Approval of Proposed Revisions To Board Policy DN (LOCAL), Performance Appraisal—First Reading	HUMAN RESOURCES Gloria Cavazos
RESPONSE: <p><i>Irma “Lucy” Elizondo and Wally de Covarrubia spoke on this item. Ms. Elizondo stated for policy on the non-teacher appraisal system, there were clarifications made to the general principal and definition sections. There was an effort to define who exactly is involved in the non-teacher appraisal system. In the new hires section for the district, it specifies this is in reference to the people hired from outside the district. Therefore people transferring from another department internally will receive an evaluation.</i></p> <p><i>Mr. Ray Reiner asked why someone during the school-year (August through May 31) would receive an appraisal in September. Mr. de Covarrubia said they could not speak about the School Leader Appraisal System nor the Teacher Appraisal System, we can only address the Non-Teacher Appraisal System what Ms. Elizondo and her team facilitate and mandate. In terms of the Non-Teacher Appraisal System, the deadline to submit the evaluations to the employee to review is September 2 with a final acknowledgement and completion date of September 9 for the preceding year. Mr. Reiner giving an example, a person works the whole year, they believe they are a B+ and they get a C+ rating, they are starting off the new school year saying what is going on. Mr. de Covarrubia explained it is always district practice to make certain coaching and feedback occur throughout the year, because evaluation is not all about what happens at the end of the year, it is about everything that happens throughout the year, such as the conversations that take place, the professional development and the support. Mr. de Covarrubia agreed that it should not be a surprise at the end of the year when an employee is evaluated, they should know where they stand by then. Mr. de Covarrubia said they will keep working towards that objective to make certain that coaching, feedback, and professional development occur.</i></p>		
K.2 Added 9/1/16	Proposed Establishment Of Board Policy EHBAF(LOCAL), Special Education: Video/Audio Monitoring—First Reading	ACADEMIC SERVICES
RESPONSE: <i>This item was added on September 1, 2016. No one was present to discuss the item.</i>		
HASA Item(s):		RESPONSE
HASA 1.	Payroll – Can a gentle reminder be sent out to remind us that approval is due? That gentle reminder would be much nicer than the current accusatory email.	FINANCE Ken Huewitt Robert Robinson
RESPONSE: <p><i>Robert Robinson, payroll manager, spoke on this item. Mr. Robinson said he does not believe the email is accusatory. If you approve your time, you will not receive an email. Mr. Robinson is emailing screenshots and directions on how to approve time. Some of the principals and/or time approvers are not entering past periods and unchecking direct reports flag. He sends emails out personally and tries to address as many as possible. People may also have a borrowed employee and do not uncheck the direct reports only. Mr. Reiner explained that some people are first or second year and they are overwhelmed. We are asking that Payroll be understanding. It is nothing personal. Mr. Robinson understood, but also explained on the past payroll, there were over 3,000 line items that were not approved that included overtime or extra pay. In the future, there will be automated emails that go out which will have a hyperlink when clicked on will take them to the page with screenshot of the outstanding time that needs to be approved. Mr. Raymond Glass explained that some principals have been receiving email to go in and approve their time. The principal does go in again and they get the same answer. Few hours later they receive another email stating your time has not been approved. They call someone and they are told do not worry about it, but they keep receiving that email that states they have not approved time. Mr. Glass asked is there someone to talk to. Mr. Robinson stated he does try to answer his emails as fast as he can and answer calls but cannot answer every one. Mr. Glass said when principals do talk to you, it is</i></p>		

<i>great, but you are only one person. Mr. Robinson said he is trying to do the best he can in trying to answer and guide them on what to do. He also stated hopefully in the near future there will be an automated process that will assist everyone.</i>		
HASA 2.	Secretaries need access to AESOP. It is imperative that they have access to both input and monitor absences.	HUMAN RESOURCES Gloria Cavazos
RESPONSE: <i>Mr. Jeff McCanna addressed this issue. When we transitioned over what happened was a file exchange did not work correctly so it gave some people double login information. Mr. McCanna stated he has his team working on the problem and have about 95-99% fixed and by end of day tomorrow, should be a non-issue.</i>		
HASA 3.	Magnet and Special Education buses – Buses are not on time and in some cases are even scheduled to be late. (Example: School starts at 8:00, but the last person is scheduled for pick-up at 7:57.)	STUDENT SUPPORT Mark Smith Nathan Graf
RESPONSE: <i>Mr. Nathan Graf spoke on this issue. He stated if anyone has any questions or concerns to call him on his cell at 832-434-4725. Mr. Graf said the first couple of weeks there will be issues. But the second week is when calls are made to the bus coordinators at every campus. We check to see if there are any issues that can be resolved.</i> <i>Mr. Reiner said he will pass that on however, there are some problems out there. Please look at the schedules because for instance the students get picked up at 7:57 a.m. and school begins at 8:00 a.m. Mr. Glass mentioned another situation where an elementary school student was leaving the school at 3:15 p.m. and not getting home until 7:15 p.m. Mr. Glass will share that information with Mr. Graf so he can check into it. Mr. Glass also said that getting special education on a route can be a nightmare especially at some of the campuses which is ten days. Mr. Graf said they try to get it in two days. Typically we will get a regular education student within 24 hours. The ten days has been out for several years.</i>		
HASA 4.	Vendors – The process for getting vendors approved and for finding out who approved vendors is time consuming and difficult to navigate. (Example: Not able to order American flags for the classrooms.)	FINANCE Ken Huewitt Richard Gay
RESPONSE: <i>Richard Gay handled this item. We are finding out that the vendor process for getting vendors approved and finding vendors is time consuming and difficult to navigate. We are required by both federal and state law to go through an RFP. We have been trying to put all these contracts and contractors into an RFP process so that we can comply with the law. We have close to 400 vendors to choose from in areas such as professional services, supplemental curriculum and educational software and other things are out there. Every time we go to the board and have those vendors approved, we have to then issue a bulletin, which we call our buylines which lists every contact and every vendor that has been approved. It goes out to every principal and every school business manager at all the campuses. Those are also posted online so they can refer to them. We also have our catalog system online on the SharePoint side in the internal system where they can go and look up any catalog or any contract that will show what vendors have been board approved. The list of vendors can also be viewed in the OneSource system. Mr. Gay stated he did go online and did find several vendors where you can buy the American Flag. We are creating a shopping environment. We recently had a contract with Amazon working on their catalog that has been approved which will be out soon. We try to put things out there as soon as we can. I do know that some of the consternation has been in the past they have been able to do business with whoever they wanted to do, but unfortunately if you look at the statute that is not possible. So we had to change on how we do business. Mr. Glass asked where he can find the buyline online. Mr. Gay said it would be on the Procurement site in SharePoint.</i>		
HASA 5.	OneSource – Principals and staff need training! Many are finding the use of the software not to be intuitive.	INF. TECHNOLOGY Lenny Schad
RESPONSE: <i>Mr. Lenny Schad spoke on this item. Mr. Schad stated that all the trainings that we require teacher and principals to take are all online which can be accessed at any time. We are putting out frequently asked questions documents and quick reference guides which are all getting posted. We have tried to schedule some webinars, we are just not seeing the attendance. Mr. Schad encourages people who are struggling to go back to the training courses that were originally out there as a refresh. If they are still struggling, please reach out to that particular area that they are struggling with. If it is Procurement call Mr. Rick Gay, if it is</i>		

Budgeting call Mr. Glenn Reed, the principals know who to call. There is an impression that the trainings that were initially offered has gone, but they can be found online. We are going to keep sending these frequently asked questions and quick reference guides because they are really going to be helpful as well. We are starting to get a lot of trends of where people are struggling. As we put them out there, they will be in the OneSource Help area. If we need to send out an email to principals and teachers saying here is where the preferences are, we can do that. Mr. Glass said that would be very helpful. Mr. Schad said he would have an email sent out to the principals with information.

HASA 6.

Magnet coordinators and TDS – If people in these positions were to take an AP position, they lose money. If we want to recruit new administrators from within our system, we need to look at the pay model.

**HUMAN RESOURCES
Gloria Cavazos**

RESPONSE:

Ms. Gloria Cavazos addressed this concern to which she stated she is aware and understands. The assistant principal salary schedule is an issue. Unfortunately in order to fix it we have to be in a situation where we are able to give some raises to be able to adjust that salary and this year, it is impossible to adjust it. As soon as I am able, I will make some adjustments to it. Mr. Reiner offered a suggestion for a short term fix. To find who is at the top of the assistant principal schedule and who is at the bottom numerically, get an average, and bring anyone below the average to the average. Ms. Cavazos said she has major bumps she would have to do, it is not just the average. She also stated she has to take that salary schedule and re-do it completely. It is a total recall. It is not just trying to average it out. Mr. Reiner understood but the district misses out on good quality people who is good with the community, kids, and instructors. Ms. Cavazos agreed and stated it is on her list we just need money to do that.

Meeting ended at 4:23 p.m.

AHSA Item(s):

RESPONSE

AHSA 1. No items submitted

RESPONSE:

HAABSE Item(s):

RESPONSE

HAABSE 1. No items submitted

RESPONSE:

Meeting:

Next Meeting:

Date: Tuesday, October 11, 2016

Time: 4:00 p.m.

Location: 3SE06 (in Superintendent's Suite)



Administrative Consultation Meeting

Thursday, September 1, 2016

4:00 p.m.

3SE06

SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
FUENTES, Justin		AHSA (Association of Hispanic School Administrators)
GLASS II, Raymond	<i>Raymond Glass II</i>	HASA President (Houston Association of School Administrators)
REINER, Ray	<i>R. Reiner</i>	HASA Executive Director (Houston Association of School Administrators)
VAUGHN, Roslyn		HAABSE (Houston Area Alliance of Black School Educators)
CAVAZOS, Gloria	<i>Gloria Cava</i>	Chief Human Resources Officer (HISD Facilitator)
Nathan Graf	<i>N. Graf</i>	Transportation
ROBERT RODRIGUEZ	<i>Robert Rodriguez</i>	payroll
RICK GAY	<i>Richard L. Gay</i>	Procurement
Jeff McNamee	<i>Jeff McNamee</i>	HR
Wally deGruenber	<i>Wally deGruenber</i>	HR
Brad Bailey	<i>Brad Bailey</i>	Benefits
Lenny Schad	Present	IT

RECORDER:
AUTHENREITH, Liz

eauthenr@houstonisd.org