



Administrative Consultation Meeting

Tuesday, October 11, 2016

4:00 p.m.

3SE06

MINUTES

Meeting began at 4:00 p.m.

Present: Grenita Lathan, Chief Academic Officer (Facilitator); Raymond Glass II, HASA President; Wally de Covarrubia, General Manager, Human Capital Accountability; Dawn DuBose-Randle, Officer, Leadership Development; Lucy Elizondo, Sr. Manager, Performance Management; Erica Graham, Assistant General Counsel; Susan Kaler, Officer, School Services; Esther Omogbehin, Chief School Officer-Non-Zoned/Charter

Notes:

Dr. Grenita Lathan conducted this consultation meeting on behalf of Ms. Gloria Cavazos.
Ms. Dawn DuBose-Randle informed this office of the new representative for HAABSE is Roshanda Griffin.

Items Requiring Consultation:

RESPONSE

D.3	Authority To Negotiate, Execute, And Amend Service Contract Agreements With The International Baccalaureate Organization And Texas International Baccalaureate Schools	ACADEMIC SERVICES Grenita Lathan
RESPONSE: <i>Dr. Grenita Lathan spoke on this item. Approval of this item for the sanctioned program implementation elements for each participating authorized and candidate campus or cluster of campuses with renewal of up to five years for program implementation and monitoring. HISD has 20 authorized IB schools and three candidate schools are in the process of becoming authorized.</i>		
F.1	Authority To Negotiate And Execute A Contract With Baylor College Of Medicine For Baylor College Of Medicine Academy At Ryan For The 2016–2017 School Year	STUDENT SUPPORT Mark Smith Susan Kaler
RESPONSE: <i>Susan Kaler spoke on this item. Ms. Kaler explained this is a renewal of an annual contract with Baylor College of Medicine for their collaboration with us to work at Ryan for the medical magnet school. This is nothing new. There is no change in cost. No one had comments.</i>		
F.2	Approval Of Fall 2016 Class-Size Waiver Requests For Transmittal Of Report To The Texas Education Agency	STUDENT SUPPORT Mark Smith Susan Kaler
RESPONSE: <i>Susan Kaler spoke on this item about class size waivers. Ms. Kaler explained that two years ago when Mr. Mark Smith took this over it was reported there were 1499 waivers. We received a clear directive from the Board to cut those waivers. The first year we went from 1499 to 875 and this year will be further reduced. Mr. Raymond Glass asked if it was to drop class size. Ms. Kaler clarified that in grades kindergarten through four, if they are over 22 students, a wavier is required.</i>		
G.1	Approval Of Certified Appraisers For The Teacher Appraisal And Development System For School Year 2016–2017	HUMAN RESOURCES Gloria Cavazos
RESPONSE: <i>Dr. Grenita Lathan spoke on this item. Item G.1 is a list of certified appraisers that can appraise teachers, it shows who participated in the training this summer. It is a list by areas in the district if, for example, one of the areas of concern to the schools office was that some school principals were not appraising teachers. So most of our offices have made a concerted effort to make sure the principals also were appraising teachers and not just assistant principals or staff members.</i>		
K.1	Approval Of Proposed Revisions To Board Policy DN(LOCAL), Performance Appraisal—Second Reading	HUMAN RESOURCES Gloria Cavazos
RESPONSE: <i>Mr. Wally de Covarrubia spoke on this item. (The updated attachment was presented at the meeting. This is in regards to the non-teacher appraisal system.)</i>		

Mr. de Covarrubia said this item was discussed last month in first reading. After some discussion in consultation, a slight change was made in regards to professional employees. Everything else was fine in terms of the first reading. Mr. de Covarrubia asked if there were any questions or anything that needs clarification.

Mr. Glass brought up a concern with an hourly police officer with 20 or more hours, who would conduct the appraisal or will that individual have to be appraised. Mr. de Covarrubia said Mr. Glass would not evaluate them but the police department would. Mr. Glass said the police department did not hire them. Mr. de Covarrubia said it would be based on their assigned appraiser within their work structure. Mr. Glass said they are part-time HPD assigned to the school. Mr. de Covarrubia asked for the name to verify the organizational structure for that individual.

No other questions or comments were made.

Update 10/12/2016: The question raised by HASA representative Raymond Glass has been addressed.

K.2	Proposed Establishment Of Board Policy EHBAF(LOCAL), Special Education: Video/Audio Monitoring—Second Reading	ACADEMIC SERVICES Grenita Lathan
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RESPONSE:

Dr. Lathan spoke on this item. This is the second reading for the Special Education video/audio monitoring. This is a requirement per state law that any parent, trustee, or staff member in that particular school/classroom can request a video camera added.

Mr. Glass asked if there were any requests as of yet. Dr. Lathan responded yes. We have had a number of requests beginning the week prior to school starting. Just recently we had a staff member request, but all others have been through parents. Mr. Glass asked if cameras are installed, how would the cost for additional servers be paid. Dr. Lathan said the district will cover the costs with installation, the monitoring, and the pulling of the videos.

HASA Item(s): **RESPONSE**

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

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

HAABSE 1.	No items submitted	
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Meeting adjourned at 4:12 p.m.

Meeting:

Next Meeting:

Date: Tuesday, November 8, 2016
Time: 4:00 p.m.
Location: 3SE06 (in Superintendent's Suite)



Administrative Consultation Meeting

Tuesday, October 11, 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>[Signature]</i>	HASA President (Houston Association of School Administrators)
REINER, Ray	<i>[Signature]</i>	HASA Executive Director (Houston Association of School Administrators)
VAUGHN, Roslyn		HAABSE (Houston Area Alliance of Black School Educators)
CAVAZOS, Gloria		Chief Human Resources Officer (HISD Facilitator)
Lathaw, Grenita	<i>[Signature]</i>	
Omogbehin, Esther	<i>[Signature]</i>	
Lucy Elizondo	<i>[Signature]</i>	HR-HCA
Su Sun Keller	<i>[Signature]</i>	Stud. Inff.
Erica Graham	<i>[Signature]</i>	Legal Services
Wally de Corambora	<i>[Signature]</i>	HR
Dawn DuBose-Randle	<i>[Signature]</i>	Leadership Dev

RECORDER:
AUTHENREITH, Liz

[Signature]

eauthenr@houstonisd.org