



Administrative Consultation Meeting

Tuesday, November 8, 2016
 4:00 p.m. Update: 2:30 p.m.
 3SE06

MINUTES

Meeting began at 2:30 p.m.

Present: Gloria Cavazos, Chief Human Resources Officer (Facilitator); Raymond Glass II, HASA President; Ray Reiner, HASA Executive Director; Justin Fuentes, AHSA President; Cheval Bryant, Sr. Mgr., Special Ed. Programs; Gilberto Carles, Gen. Mgr., Procurement; Chalita Cyprian, Mgr. Procurement; Wally de Covarrubia, General Manager, Human Capital Accountability; Jeff McCanna, Officer, Human Capital; Stan Osborne, Asst. Controller, Finance; Robert Robinson, Mgr., Payroll; Annie Wolfe, Officer, Secondary Curriculum & Instruction

Items Requiring Consultation:	RESPONSE
E.1 Approval Of Targeted Improvement Plans For Year 1 And Year 2 Improvement Required And Former Improvement Required Campuses	SCHOOL OFFICE Jason Bernal

RESPONSE:
Dr. Grenita Lathan presented this item. Dr. Lathan explained that HISD is required by TEA for year 1 and year 2 improvement required (IR) schools and former IR schools to submit targeted improvement plans. Those schools have developed plans that have been submitted for board approval. Then the plans will be sent to TEA for approval. A question was asked about the notification that came from TEA last month about training, if it includes the schools. Dr. Lathan said it does not. Last June the board approved turnaround plans for multiyear IR schools. TEA was supposed to give us a response within four to six weeks. In October they sent correspondence to the Superintendent and the Board that they would not be approving the improvement plans until the Superintendent and the Board went through governance training. We submitted a response to TEA on October 25 that yes we are open and willing to attend training, however, we had questions because part of that requirement was you go through the training, then you implement what we say in training. The Board and Superintendent have committed to the training which will be held in December (2-day, 12-hour per day training).

HASA Item(s):	RESPONSE
HASA 1. Literacy in the middle book selections? "Looking for Alaska" Is a blow by blow of sexual encounter with a young girl.	ACADEMIC SERVICES Grenita Lathan Annie Wolfe

RESPONSE:
Written responses provided to HASA and AHSA. Annie Wolfe spoke on this concern. As part of literacy in the middle, classroom libraries were provided for all of our middle school classrooms, middle school ELA teachers received about 400-500 books depending on which school they are at and level of the campus. The ELA classrooms are full of choice books for students to pull from. Some controversies have come up from that classroom library set. As we learned of these controversies we have alerted the principals. We have asked them to take a look and review the books. We have not centrally pulled anything but we have felt the responsibility to alert all the campuses as things come up. The book in question has been brought to our attention and we have since put together a communication to the campuses to let them know of it. It is important to know this is an award winning book. There are a lot of books in these collections that are award winning that came from the vendor as highly recommended for middle school reluctant readers. Given the timeline we had we did not personally read all 500 books, but we had teacher vetting committees, we had internal vetting committees to make sure they were age appropriate and also lexile appropriate. But just like a centralized library there are going to be concerns which are taken very seriously, and we are communicating to campuses as they arise. I believe there should not be any more of these.

HASA 2. Special Ed referrals way backed up for initial testing	ACADEMIC SERVICES Grenita Lathan Sowmya Kumar
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RESPONSE:
Written responses provided to HASA and AHSA. Dr. Lathan encouraged the group to take a look at the website and the comprehensive plan which has been updated with our progress. Ms. Cheval Bryant said as far as our initial referrals and initial evaluations, the timeline to get those evaluations completed is 45 school

days. Of the 299 initial evaluations for the school year 100 percent have been completed within state timelines. Internal timelines we set are stricter. We expect those to be completed in 45 calendar days versus school days. We have missed about 15 of those, but as far as state timelines, we were 100 percent. Ms. Bryant stated she was not sure where the questions stemmed from. There may be a perception of students by the time they are referred for an evaluation, they are probably already at that point where they needed help yesterday. So the perception is that we are not getting it done fast enough. But in order to do a thorough evaluation it does take some time.

Mr. Glass stated this may have come primarily from elementary and K-8. They have a true concern about it. Dr. Lathan asked for a list of schools with concerns so we can follow-up with them. Please send list to Liz (eaauthenr@houstonisd.org).

HASA 3.	<p>TADS is not working Student performance Confusion</p> <ul style="list-style-type: none"> - Closing out last year - Data is missing - Student performance measures could have brought with data missing - NOT WORKING - Technology is a problem 	HUMAN RESOURCES Gloria Cavazos Dawn Randle
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RESPONSE:
 Mr. Jeff McCanna spoke on this item. Mr. McCanna stated we are working with the TADS system now. One of the things that will help us is if there are specific schools that are having certain situations, if you could send those to Liz or to me (jmccanna@houstonisd.org) then he can work with Coach Fair, and Carla Stevens if necessary, to work these situations out. If it is technology issues, we can take the lead with those campuses to fix that. We all understand there are issues. We are working on addressing some of those things and having meetings on what we are going to do as far as student performance. Both questions 3 and 4 we know they are not isolated and we know there is frustration. If we can work with those individuals directly that would help us out a lot. Dr. Lathan mentioned that we were having problems with the server when it was not rolling over. That was a problem last week or week before last. Mr. McCanna said they then recalibrated it so the servers were equally getting the same load. What was happening was that some servers were getting small portions of it and all of sudden it was passing along several thousand to certain servers and information would get lost.

HASA 4.	<p>Summative Appraisals can't be done because of student performance. We're going to have staff review but have not finished last year's data.</p>	HUMAN RESOURCES Gloria Cavazos Dawn Randle
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RESPONSE:
 See response to HASA 3.

HASA 5.	<p>Social Emotional Department Responsive but no are response needed. Can someone come analyze behavior? Was told "we don't do that". Did meet with teachers on PBIS and train was appreciated but did not drill down to what was initially asked for.</p>	STUDENT SUPPORT Mark Smith Annvi Utter
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RESPONSE:
 Written Response given prior to meeting: We are scheduling a visit with the principal to support behavioral interventions. If there are any other schools that would like support in creating behavioral intervention plans, please have them reach out to us.

Annvi Utter spoke on this item. She stated the issue was resolved at the school. It should not have happened. We had a new psychologist who came to that campus to provide classroom management training. When the principal asked about something unrelated to the training, that is how the psychologist responded. What she should have said is let me find someone who can help you with that. Ms. Utter stated her department did connect with the principal and they will assist them appropriately. Ms. Utter also said if anything like that happens again, please let them know.

HASA 6.	<p>Where do we get list of approved vendors from "One Source"?</p>	FINANCE Ken Huewitt
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RESPONSE:

A demonstration was presented by Chalita Cyprian of Procurement on how to find the approved list of vendors on the website. Begin at the Houston ISD website, then go to the department directory to find Procurement Services. On the left hand side you will see "Approved Vendor List". This was recently revised to make it more user-friendly and more comprehensive which seems to be helping schools and departments quite a bit. It is updated regularly after every board meeting to update any of the new projects, contracts, vendors that have been approved by the board. There are different areas of search criteria with Vendor Name, Vendor #, UNSPSC Description (formerly known as product category description), Project Number and Project Keyword (Project Description). Mr. Gilberto Carles stated an important point, once we do the RFP, then we are able to add the master service agreement. Once that is signed by the vendor, then the trustee has to sign it. Once the contract is fully executed we create an SAP Onesource document, then you will be able to see the vendor. Mr. Glass asked if we are at the school level and we submitted someone, when do we know that we can start talking to them. The way it was done, the school would have to set up the contract. Procurement stated not anymore. Ms. Cyprian showed, if for instance, you have a project number, every vendor under that project that was approved has master service agreements, which means the schools have been taken out of the process of creating individual contracts. Procurement has already done that for you. We have a master service agreement with these vendors which allows any school throughout the district to utilize this vendor. All the schools have to do now is create a shopping cart. Mr. Ray Reiner asked how do the principals know about this process. Ms Cyprian said we have been providing training, we have been sending out information, we have a buyline we send out, we post information, and we send out academic memos.

HASA 7.

Impossible to know if you have approved payroll.

FINANCE
Ken Huewitt
Robert Robinson
Stan Osborne

RESPONSE:

Robert Robinson spoke on this concern. Mr. Robinson stated there is a job that is run at 3:00 p.m. There also can be a timing issue of when the job is ran and when the email is sent out (email stating you have not approved your payroll). Mr. Robinson provided the group with some examples. The first example of the report shows the current pay period is selected. If someone would execute the button for time approval and it shows "no data found", that means there are no exceptions that need to be approved (meaning absences, overtime, extra pay, sub pay, anything that is not a regular pay). There are four (4) steps that need to happen. This is the first one. The next step is where the direct reports is checked, hit the execute button and if it comes up no data found that means there are no exceptions that need to be approved. The one step that most people forget is to then check the past period (located underneath current period). You then check direct reports and hit execute, if there is no data, nothing needs to be done. Then uncheck direct reports and hit execute. Another example showed line items that need to be approved. Yes they will get paid if not approved, but employees may not receive their overtime, extra pay, etc. They would receive their regular pay. Another thing Payroll is finding is that the principal may go in at 2:00 p.m. to approve time and the time recorder has not completed entering time. The principal believes he/she approved it, but the time recorder entered time after the principal approved. Mr. Robinson also stated the mass email that is sent in regards to unapproved time, there should be a link with an excel sheet. It should contain the names that need approving. If the manager has not approved time around 4:00 p.m., the email when then go to the manager's supervisor. Mr. Robinson stated you should not receive an email if your time has been approved. Ms. Cavazos said that this should be on the December principals' meeting: OneSource – approving payroll.

AHSA Item(s):

RESPONSE

AHSA 1.

No items submitted

HAABSE Item(s):

RESPONSE

HAABSE 1.

No items submitted

Meeting adjourned at 3:04 p.m..

Meeting:

Next Meeting: Tuesday, December 6, 2016, 4:00 p.m., 3SE06 (in Superintendent's Suite)



Administrative Consultation Meeting

Tuesday, November 8, 2016
 4:00 p.m.-UPDATE: 2:30 p.m.
 3SE06

SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
FUENTES, Justin	<i>[Handwritten Signature]</i>	AHSA (Association of Hispanic School Administrators)
GLASS II, Raymond	<i>[Handwritten Signature]</i>	HASA President (Houston Association of School Administrators)
REINER, Ray	<i>[Handwritten Signature]</i>	HASA Executive Director (Houston Association of School Administrators)
GRIFFIN, Roshanda		HAABSE (Houston Area Alliance of Black School Educators)
CAVAZOS, Gloria	<i>[Handwritten Signature]</i>	Chief Human Resources Officer (HISD Facilitator)
Bryant, Cheval	<i>[Handwritten Signature]</i>	OSEES
ROBERT ROBINSON	<i>[Handwritten Signature]</i>	Payroll / Controller
Annie Wolfe	<i>[Handwritten Signature]</i>	Secondary Curriculum
Greata Lakshmi	<i>[Handwritten Signature]</i>	Academics
Stanbourne		
Chalita Cyprian		
Wally deCovarrubia		
Jeff McCanna		
Gilbert Carles		

RECORDER:
 AUTHENREITH, Liz

eaauthenr@houstonisd.org

**RESPONSE TO HASA 1.
Administrative Consultation Meeting
November 8, 2016**

From: Rozas, Mechiel D
Sent: Thursday, November 03, 2016 6:31 PM
To: Marquez, Maria "Elida"
Cc: Wolfe, Annie M

Here is the response to the literacy concern:

In our attempts to provide a diverse range of novels with wide appeals and varying ability levels, *Waiting for Alaska* was selected as one of the choices for 8th grade students.

In the initial selection stages, our vendor, *Steps to Literacy*, created a proposed book list from the criteria we submitted. This criteria included our HISD student Lexile levels, award-winning books, ethnically diverse texts, and frequently checked out books from U.S. middle school libraries. From there, we had teachers, instructional coaches, and administrators submit their top book recommendations for each grade level and surveyed students at multiple campuses. Our ELA team assessed each of the over 2,000 titles purchased this year. Titles were added and taken off as we vetted the list and strived to provide a library reflective of all students. In the vetting, coaches consulted various websites, lists, and forums.

Commonsensemedia.org a nonprofit organization dedicated to helping parents and educators navigate these decisions, is one of the resources we used to review book selections.

Waiting for Alaska by John Green is the winner of multiple awards including 2006 Michael L. Printz Award, 2005 Los Angeles Times Book Prize, 2006 Top 10 Best Book for Young Adults, 2006 Teens' Top 10 Award, 2006 Quick Pick for Reluctant Young Adult Readers, A New York Public Library Book for the Teen Age, A Booklist Editor's Choice Pick, Barnes & Noble Discover Great New Writers Selection and Borders Original Voices Selection.

The book addresses experiences and themes that may not be reflective of every student's experience, but demonstrates relevant dilemmas such as being the new kid in school, bullying, unrequited love, and mental illness. Green writes with depth and literary merit; when his characters experience challenges, he handles them deftly and with respect.

We have followed the district policy for challenged books as well as NCTE and ALA resources listed below.

<http://www.ncte.org/positions/statements/righttoreadguideline> National Council of Teachers of English
<http://www.ala.org/bbooks/> American Library Association

We have a system to alert principals of any controversies over books, and we encourage them to reach out to the Secondary Curriculum and Development team, or to Library Services directly if they have any further concerns.

**Initial Referrals
2016-17**

**RESPONSE TO HASA 2.
Administrative Consultation Meeting
November 8, 2016**

As of 08/01/2016:

- 299 initial referrals
- 299 in compliance with state timelines (within 45 school days)=100%
- 284 in compliance with internal timelines (within 45 calendar days)=95%
- Referrals were from 129 schools
 - Elementary schools – 105
 - K-8 schools – 5
 - Middle schools – 10
 - High schools – 6
 - ECI agencies – 3
- Average school days from initial consent to Full and Individual Evaluation (FIE)=20 school days
- Least number of school days from initial consent to Full and Individual Evaluation (FIE)=1 school day
- Most number of school days from initial consent to Full and Individual Evaluation (FIE)= 45 school days

Evaluation Staff

Area	Students with Disabilities	Schools	Evaluation Specialists/Ratio of FTE to Schools	LSSP/ Ratio of FTE to Schools	SLP/ Ratio of FTE to Schools
North	3577	57	29 (1:2 schools)	10 (1:5.7 schools)	29 (1:1.97 schools)
South	3785	60	29 (1:2 schools)	11 (1:5.5 schools)	34 (1:1.76 schools)
East	3623	62	27 (1:2.3 schools)	10 (1:6 schools)	27 (1:2.33 schools)
West	3378	56	28 (1:2 schools)	11 (1:5 schools)	36 (1:1.61 schools)
Districtwide	815	45	6 (1:7.5 schools)	4 (1:10.5 schools)	46 (1:1.89 schools)

The following disability conditions were identified (a child may have more than one disability condition identified):

Disability Condition	Identified
09 Speech Impairment	175
10 Autism	69
02 Other Health Impairment	52
00 No Disabilities	35
06 Intellectual Disability	35
08 Learning Disability	34
14 Non-Categ Early Childhood	23
07 Emotional Disturbance	12
01 Orthopedic Impairment	8
03 Auditory Impairment	6
13 Traumatic Brain Injury	2
04 Visual Impairment	1