



Instructional Consultation Meeting

Wednesday, February 3, 2016
4:45 p.m.
3SE06

MINUTES

Meeting began at 4:47 p.m.

Items Requiring Consultation:	RESPONSE
B.4 PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT DISCIPLINE—SECOND READING	Office of Student Support Mark Smith
<p>RESPONSE: Jason Spencer asked the group if there were any new concerns about this policy.</p> <p>Zeph Capo stated that one of HFT's concerns is regarding the support teachers will be receiving. He inquired how the school offices are engaging the principals with this plan. Annvi Utter mentioned that Student Support Services has reached out to the school offices and the chiefs have recommended certain schools for the training. The schools were selected based on discipline referrals and suspensions. Student Support Services is also working with Human Resources to identify schools that have a high principal and teacher turnover rate. Ms. Utter also mentioned that more training will be rolled out this summer for teachers.</p> <p>Mr. Capo recommended looking into the talent within HISD's teaching staff so that teachers can provide the main support for their colleagues. Ms. Utter stated the long term plan is to have a consultant build a train-the-trainer model. Right now, HISD does not have the capacity to do this until the model is rolled out next year; however, in year two, HISD staff will be the delivering the trainings. Grenita Lathan added that there are schools currently running as models that are already doing it and doing it well in the district.</p> <p>Steve Antley stated that CHT will support the idea; however, CHT has concerns that there is no follow up to the initiatives. Dr. Lathan stated that it is the responsibility of the Schools Office to monitor, but it is everyone's responsibility to communicate. Esther Omogbehin stated if someone is aware of a situation, that person should email the Schools Office to address it. Ms. Utter mentioned that Student Support Services is seeing incredible results in the schools that are running the initiative and that teachers who are implementing it are excited about it. Dr. Lathan asked the group to let the Schools Office know if there are schools they would like to recommend to be included in the model.</p>	
J.1 CONSIDERATION AND APPROVAL OF CONTINUING CONTRACT TEACHING FIELDS FOR REDUCTION IN FORCE	Office of Legal Services, Elneita Hutchins-Taylor
<p>RESPONSE: Elneita Hutchins-Taylor stated J.1 and J.2 are the annual reduction in force items brought forward. J.1 is continuing contracts, J.2 is term contracts. This basically includes all of our campuses, all of our teaching fields, and employment areas.</p> <p>Andy Dewey inquired if classroom staff will be cut first. Ms. Hutchins-Taylor said the budget cuts will come from a variety of sources. Dr. Lathan stated the CSOs met with principals last week to discuss the budget, contracts, etc., and mentioned that everything is on the table. The CSOs and principals have to justify that the programs are working, that they are effective, and that the data is available to support it. Principals will need to make the necessary adjustments.</p>	
J.2 CONSIDERATION AND APPROVAL OF TERM CONTRACT EMPLOYMENT AREAS FOR REDUCTION IN FORCE	Office of Legal Services, Elneita Hutchins-Taylor
<p>RESPONSE: See response J.1.</p>	
K.1 PROPOSED REVISIONS TO BOARD POLICY DH(LOCAL), EMPLOYEE STANDARDS OF CONDUCT, INCLUDING THE TEXAS OPEN CARRY LAW—SECOND READING	Office of Legal Services, Elneita Hutchins-Taylor

RESPONSE: Ms. Hutchins-Taylor said there have not been very many questions regarding this issue as there initially were. Ms. Hutchins-Taylor asked Chief Robert Mock if he had any inquiries. His response was he has not received any calls. It has been quiet.

K.2 PROPOSED REVISIONS TO BOARD POLICY GKA(LOCAL), COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES, INCLUDING THE TEXAS OPEN CARRY LAW—SECOND READING

**Office of Legal Services,
Elneita Hutchins-Taylor**

RESPONSE: See response K.1.

CHT Item(s):

RESPONSE

CHT Benefits-Related Payroll Deductions

1. What steps should an employee take when one or more of their benefits-related payroll deductions is not being paid to the outside vendor?

**Deputy Superintendent/
Chief Financial Officer,
Kenneth Huewitt**

RESPONSE: Brad Bailey confirmed HISD does pay vendors for the benefits.

Mr. Antley clarified the question was specific to long-term care and mentioned that a teacher was not getting her deductions. The teacher has not been able to get a response to her inquiries regarding this matter. Audrey Gomez stated that employees are deducted for the benefits and that the matter will be explored.

CHT Mandated Hiring of Essential Personnel

2. Please provide us with a status update in the recent efforts to restructure the mandated hiring of essential personnel as provided under CE (LOCAL).

**Office of Human Resources,
Gloria Cavazos**

RESPONSE (written): Budget meetings are being held with principals to provide additional guidance and support regarding the issue of essential staffing. Impact information regarding essential staffing is being gathered and will be reviewed.

HFT Item(s):

RESPONSE

HFT Student Discipline

1. HFT is in general agreement that our younger students need to remain in school and not be suspended except when required by state law. We are asking for HISD to provide a plan regarding alternatives to suspending these students. Specifically, what the school offices plan to do to engage principles and schools in providing classroom supports. The current Code of Student Conduct gives very little guidance on this matter.

**Office of Student Support,
Mark Smith**

Chief School Officers

RESPONSE: See response B.4.

HFT Open Ended Prescriptive Plans for Assistance (PPA'S)

2. Teachers are being placed on PPA's with no firm closing date. In order to be effective timelines must be created and followed. When a teacher has successfully completed all requirements the PPA must be closed. In many cases they are currently being left open indefinitely.

**Office of Human Resources,
Gloria Cavazos**

RESPONSE (written): There is no official closing date for a PPA. The PPA should be revisited at the dates identified in the plan. If revisions are made to the PPA it should be printed, signed, and a copy should be maintained by the appraiser.

- The appraiser must utilize the Electronic PPA to:
 - record the status of each action step on the PPA; and
 - identify Next Steps if the teacher did not successfully meet the action step.

• After all professional development activities have been completed for a focus area, the appraiser should record whether there is evidence of change or of a lack of change in teacher behaviors and student outcomes.

• If all focus areas have been completed successfully and the appraiser does not see a need for further prescriptive assistance, the appraiser writes a memorandum, closing out the PPA. The teacher and appraiser should then build an IPDP to guide the rest of the year.

Discussion: Mr. Capo stated that teachers are not getting the level of support needed when there are no dates assigned to PPAs. Not having a definite completion date can also open up questions of whether teachers have completed or not completed their parts, and Mr. Capo feels as though more guidance is needed. Mr. Dewey believes a closing date would allow the principal and teacher to sit down and evaluate the PPA. In some cases, teachers have done what they are asked to do and the PPA is left open. The idea of PPA is for teachers to get feedback, and they have not been receiving feedback. Mr. Capo also stated the PPAs are being used to keep teachers from transferring.

Coach Emile Fair stated the PPA is created by the appraiser for the improvement of the teacher. It is designed as a series of action steps that the teacher has to take in conjunction with the appraiser or department chair, etc. to move the teacher to an effective or highly effective performance rating.

Mr. Spencer will place this item on cabinet meeting agenda for chiefs to discuss.

HFT Crossing Guards at Northline ES

3. We have been informed that teachers are being used as crossing guards at Northline Elementary School. This is a completely inappropriate and dangerous use of teachers. What training have they received? Are they being required to work beyond their contract day? Are they being paid extra duty pay if they are beyond their contract day? Do crossing guards make \$25 an hour and if not isn't paying teachers extra duty pay more expensive than hiring a crossing guard?

**Chief School Officer –
Elementary School Office 1,
Karla Loria**

RESPONSE (written by Principal):

We do not use teachers as crossing guards. Mr. Soto, teacher specialist, does traffic control onto our driveway at regular dismissal and he does it willingly. He gets paid extra duty. I've offered to do that for him. I do it after tutorials dismissal at 4:30 on Tuesday, Wednesday and Thursday. When Mr. Soto cannot do it, Mr. Tarrago, teacher, goes out there. I've offered to do it instead and Mr. Tarrago will not have it. He also gets extra duty pay. All other teachers and staff stand on the sidewalk by the drive way. Some of them help open car doors for students. The rest just stand there and keep an eye on students. An occasional teacher will run out across the drive way to talk to a parent in a car but I always discourage the practice.

Discussion: All were in agreement that teachers are not supposed to serve as crossing guards. The group was advised to report incidents of which they were aware to the SSO.

HFT New Hire Stipends

4. We have learned that new teachers who were promised a relocation stipend when they were hired have not and will not be given this stipend because it was a "first come, first serve" payment and there is no more money. Is there any truth to this?

**Office of Human Resources,
Gloria Cavazos**

RESPONSE (written): Human Resources does not offer a relocation stipend for new hires. Human Resources does offer limited sign-on incentives for newly hired teachers in critical shortage content areas. As annual funding is limited for these sign-on incentives, they are awarded on a first come first serve basis to new teachers based on the date they were effectively hired and processed; these funds exhausted once funds are depleted. Human Resources never promises these incentives to any candidate.

HFT. Lesson Plan Policy Update – PULLED ITEM
5 RESPONSE: Answered by Susan Kaler

HFT. **Disciplinary Conference Behavior**
6 HISD has developed a practice of not informing employees why or with whom they are being required to meet. The right to representation is being denied as a matter of practice, even when the HISD police is involved and members have asked for counsel. There is not clear consensus on what constitutes a conference for the record. Investigators engage in practices more associated with “suspects” rather than employees. This behavior has slowly encroached its way into HISD departments that are not law agencies.

Office of Human Resources,
Gloria Cavazos

RESPONSE (written):

Principals and department heads should inform employees when a formal conference for the record (CFR) is scheduled. It is district practice to provide 1 -2 days’ notice for a CFR in order to allow the employee time to make necessary arrangements. A formal conference for the record is recommended when directives are being provided and/or employment action is being taken. Employee representatives are not required at informal conferences, feedback conferences, appraisal conferences, meetings, or other day-to-day employee-employer conversations. In regards to investigations, employees must cooperate with all District investigations at all times. District investigators are fact-finders and nothing more. There is no assumption of guilt or innocence on the part of the investigator.

Discussion: *Mr. Capo expressed his disappointed with HISD in the way employees are being handled in discipline conferences. He stated that he felt as though employees are treated like suspects rather than employees.*

Ms. Hutchins-Taylor asked HFT to provide the specifics on the police officer situation, and assured HFT that HISD will look into it.

HFT. **Consultation Minutes**
7 In all of our years in consultation we have never received minutes in such a timely manner. Great work!

Chief of Staff,
Jason G. Spencer

Meeting ended at 5:51 p.m.

Meeting:

Next Meeting:

Date: Wednesday, March 2, 2016, 4:45 p.m., in 3SE06



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4:45 p.m.

3SE06

SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT	EMAIL ADDRESS
ANTLEY, Steve	<i>S. Antley</i>	CHT (Congress of Houston Teachers)	santley@cht.org ; santley@houstonisd.org
ROBINSON, Charles	<i>C. Robinson</i>	CHT (Congress of Houston Teachers)	director@cht.org
DEWEY, Andrew	<i>A. Dewey</i>	HFT (Houston Federation of Teachers)	adewey@hft2415.org
ZAPO, Zeph	<i>Zeph Zap</i>	HFT (Houston Federation of Teachers)	zcapo@hft2415.org
SPENCER, Jason	<i>J. Spencer</i>	Chief of Staff	jspence3@houstonisd.org
E. Hutchins Taylor	<i>E. Hutchins Taylor</i>	Legal	ehutchin@houstonisd.org
R Mock	<i>R. Mock</i>	POUC	rmock@houstonisd.org
<i>Maxwell</i>	<i>Maxwell</i>	<i>Maxwell</i>	Maxwell@houstonisd.org
EMILIE FAIR	<i>Emilie Fair</i>	OFF. SCHOOL CONNECTIONS	EMILIE@houstonisd.org
Brad Bailey	<i>Brad Bailey</i>	Benefits	bbailay@houstonisd.org
MCCanna, Jeff	<i>Jeff McCanna</i>	HR	jmcanna@houstonisd.org
Esther Gomez	<i>Esther Gomez</i>	CSO	Agomez@houstonisd.org
Audrey Gomez	<i>Audrey Gomez</i>	HR	AGomez@houstonisd.org
Annvi Utter	<i>Annvi Utter</i>	Student support	autter@houstonisd.org
Wally de Covarrubia	<i>Wally de Covarrubia</i>	HR	wdecovar@houstonisd.org
Susan Kaler	<i>Susan Kaler</i>	Student support	skaler@houstonisd.org
RECORDER: AUTHENREITH, Liz			eauthenr@houstonisd.org

