Instructional Consultation Meeting
August 6th, 2015
2:00-3:30 PM
A g e n d a
2 E 0 2

G-1   **SUBJECT: APPROVAL OF TITLE CHANGES FOR "SECRETARY" JOBS**
The Houston Independent School District (HISD) strives to utilize job titles that align to district programs and are recognized by the general labor market. To this end, employees who hold the titles in the left column will retain the same duties and salaries but will be assigned new job titles that are more reflective of industry standards. (See attachment).
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer

I-3   **SUBJECT: APPROVAL OF 2016 VOLUNTARY BENEFIT PLANS AND**
EMPLOYEE ASSISTANCE PLAN
The Houston Independent School District (HISD) offers employees a wide variety of voluntary benefit programs. HISD pays 100 percent of the costs for basic life insurance, accidental death and dismemberment (AD&D) insurance, and the employee assistance program (EAP). Employees pay the full cost for coverage through payroll deductions for all other benefits. (See attachments).
Response: Office of Chief Financial Officer Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer

I-4   **SUBJECT: APPROVAL OF 2016 EMPLOYEE MEDICAL PROGRAMS AND**
AUTHORITY TO RENEW CONTRACTS WITH SERVICE
PROVIDERS
The Houston Independent School District (HISD) has been an innovator in quality and affordable medical and health care programs for employees for many years. In 2004, HISD was one of the first large employers to adopt consumer plan options. In 2011, HISD was the first employer with Aetna to offer a tiered hospital network plan as well as a custom single hospital system plan. In 2015 HISD was recognized for the fourth year as one of Houston's Healthiest Employers by the Houston Business Journal. For the last two years HISD has offered a weight-loss challenge for all active employees. Over 5,000 employees signed up to participate in the challenges and over 2,000 employees met one or more monthly weight-loss goals over the fourmonth challenge with a total net weight loss of 45,289 pounds over the two challenges. (See attachments).
Response: Office of Chief Financial Officer Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer

CONGRESS OF HOUSTON TEACHERS ITEMS:
No items submitted.

HOUSTON FEDERATION OF TEACHERS ITEMS:
1. 2016 Voluntary Benefits

HFT is requesting that the procurement department send representation to the next consultation to discuss:
1. The bid process for medical and dental benefits.
2. The grading criteria for scoring the bidders.
3. What criteria was used in the decision to do an RFP on dental a year before the contract expired.
4. Documentation of complaints from employee's concerning the service provided by United Health Care.

5. Documentation showing Central Care did not complete the application requirements for bid and documentation showing they were informed of their incomplete application in a timely manner.
6. HFT is requesting Central Care be given an opportunity to complete and submit their application before the awardees are sent to the board.
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer

2. Iowa Test of Basic Skills

What will be used as a replacement for ITBS to determine ASPIRE awards and as a performance measure for TADS?
Response: Chief Academic Officer, Andrew Houlihan

3. ASPIRE
What is the future of the ASPIRE program?
Response: Chief Academic Officer, Andrew Houlihan

4. **Mileage for travel between schools**

Do employees who have to travel for job related duties during the work day still receive a mileage reimbursement?
Response: Office of Chief Financial Officer Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer

5.   Opening of School – We submit this each year. We truly want to see a reduction of the administrative violations of these items. If the consultation process is indeed about problem solving, lets solve the problems before they start.

As the school year opens there are several negative issues principals can avoid simply by routinely following the rules:
- Classes should be balanced early and class sizes should adhere to legal limits where a law applies and reasonable limits where there is no legal mandate.
- Lesson plans exist to facilitate instruction. They are not a vehicle to document that every imaginable rule or regulation is being followed. The law requires plans to be "brief and general" and include only topics that are taught to students.
- All teachers are entitled to 30 minutes of duty-free lunch periods.
- All teachers are entitled to 450 minutes planning time during a 10-day period. That planning time belongs to the teacher and there can be no assigned duty during that time.
- The teacher contract specifies a 187-day work year. Those days are approved by the Board of Education when the calendar is adopted. There can be no required duty beyond the contract year. This includes so-called mandatory training in the summer.
- The length of the teacher workday is 7 hours and 45 minutes.
- All employees are entitled to all supplies necessary to do their jobs.
- Classified employees must be paid for the time they work and that includes overtime pay for work that exceeds 40 hours in a week.
- Classified employees who are required to be on duty as early as 5:00 am handling calls from teachers reporting absences must have those early morning hours included as part of their regular work day. Requiring all schools to use AESOP would eliminate this problem.
- Each campus must have an elected and functioning Shared Decision Making Committee.
- The teacher evaluation system is about improving instruction and learning. It is not intended to be a threat hanging over the head of every teacher in the district. In far too many schools the evaluation system is being used to threaten and bully teachers into complying with administrative wishes. We must bring back a sense of decency and honor to the work environment.

Response: Chief Student Support Officer, Mark Smith / Office of School Support