



Instructional Consultation Meeting

Thursday, September 1, 2016
4 p.m.

3SE36 (Large Superintendent's Conference Room)

Minutes

Board Meeting Date: September 8, 2016

Meeting began at 4:45 p.m.

Present: Grenita Lathan, CSO, HISD; Andrew Dewey, HFT; Charles Robinson, CHT; Steve Antley, CHT; Sonia Gonzalez, HFT; Starla Reichel, HFT; Jocelyn Mouton, CSO, HISD; Esther Omogbehin, CSO, HISD; Brad Bailey, Benefits, HISD; Jeff McCanna, HR, HISD; Rick Gay, Procurement, HISD; Lance Menster, Elementary Curriculum & Development; Robert Robinson, Payroll, HISD; Wally De Covarrubia, HR, HISD; Scott Gilhousen, IT, HISD; Lucy Elizondo, HR, HISD (see attached sign-in sheets)

Facilitator: Dr. Grenita Lathan welcomed the group and stated that we had made it through the first two weeks of school.

Items Requiring Consultation

I.4	APPROVAL OF 2017 ONSITE WELLNESS SERVICES	Office of Finance Sherrie Robinson
<p>RESPONSE: Mr. Brad Bailey introduced items I.4 through I.11. He stated that he would cover all of these items at once. Originally, there was one board item but now it has been separated out by each contractor. This is similar to what we had in prior years except, we are recommending Aetna for next year with a year extension. An option to add a fifth year with Aetna was discussed during the Board Meeting. As we had discussed previously for employees, there would be a slight increase and some changes in plan designs. Mr. Bailey speaking to Mr. Andy Dewey said he understood he had some concerns with the Health Reimbursement account. Hopefully this is something that will be reviewed closely next year as we move forward. Mr. Dewey commended Mr. Bailey for his efforts. Mr. Steve Antley asked if Aetna would still be the provider to which Mr. Bailey responded yes. Even if the medical plan vendor changed, the ADP would have stayed with Aetna as a separate contract. Mr. Antley likes this plan since it is in alignment for people that are transitioning from ADP to using their benefits. Mr. Bailey stated that he heard good things about Aetna so far on ADP. Mr. Antley asked Mr. Bailey if he handled the contract with ADP. Mr. Bailey responded to contact HR.</p>		
I.5	APPROVAL OF 2017 MEDICAL PLAN ADMINISTRATION	Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		
I-6	APPROVAL OF 2017 PHARMACY PLAN ADMINISTRATION	Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		
I.7	APPROVAL OF 2017 EMPLOYEE ASSISTANCE PROGRAM APPROVAL OF 2017 PHARMACY PLAN ADMINISTRATION	Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		
I.8	APPROVAL OF 2017 ONLINE WELLNESS SERVICES	Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		
I.9	APPROVAL OF 2017 SELECT PLAN NEARSITE CLINIC SERVICES	Of Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		
I.10	APPROVAL OF 2017 ONSITE CLINIC ADMINISTRATION	Office of Finance Sherrie Robinson
<p>RESPONSE: See response for I.4</p>		

I.11	APPROVAL OF 2017 MEDICAL SELECT PLAN DISCOUNTED PHYSICIAN SERVICES	Office of Finance Sherrie Robinson
RESPONSE: See response for I.4		
K.1	APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DN(LOCAL), PERFORMANCE APPRAISAL–FIRST READING	Office of Human Resources Gloria Cavazos
<p>RESPONSE: Mr. Jeff McCanna stated that Ms. Lucy Elizondo would present this item. Ms. Elizondo explained that there were a few minor changes. Under general principles, we more clearly defined who is included in the non-teachers appraisal system. So that is part of the definition as well. Under missed deadlines, we were bringing our policy more aligned with the DN(LOCAL) policy with the TADS, so it is almost the same missed deadlines statement that was included with the TADS.</p> <p>Mr. McCanna stated to Mr. Dewey that this aligns with the wording he wanted. So, this shows consistency across the board.</p>		
K-2	PROPOSED ESTABLISHMENT OF BOARD POLICY EHBAF(LOCAL), SPECIAL EDUCATION: VIDEO/AUDIO MONITORING–FIRST READING	Academic Services
<p>RESPONSE: Sowmya Kumar sent the following response: The Texas legislature recently passed Senate Bill 507 requiring cameras in certain special ed. classrooms. When a parent of a child who is in a special education setting where students receive more than 50% instruction, a staff member of that type of special education setting, or a board of trustee makes a request, the district is required to provide video/audio surveillance. The district has a system to approve those requests and then cameras will be installed in the classroom. This policy is a reflection of the Senate Bill 507. This is a temporary/holding place kind of policy for now because TEA has requested an expedited hearing from the attorney general’s office on whether or not the intent of the law or the bill language needs to be reflected in policy.</p> <p>Mr. Scott Gilhousen presented this item. Principals now have ten (10) days to respond to the requestor instead of five (5). Video recording is required to take place the entire day during instructional time. Required notification will be posted at the entrance of any classroom or setting in which video recording is taking place. The policy clarifies that district personnel or contractors do not violate confidentiality of that video. The last major change is the time to respond back to the requestor when there is a request for the video to be sent to them is ten (10) days. Mr. Dewey stated that there are situations when students are in the classroom when instruction is not taking place and he wanted to know if the video recording was going to take place during their conference period or lunch time. Mr. Gilhousen stated that unfortunately there is not a technology solution that would stop the camera. Mr. Dewey stated the cameras would be on at all times even during their duty free lunch if they choose to stay in the classroom. Dr. Lathan gave a special thanks to Mr. Gilhousen and Dr. Kumar. They demonstrated outstanding leadership getting the procedures in place to implement the law. Principals and teachers are frustrated at the unknown implications this law will have on the schools. Before school opened, we had to requests from the parents. There are a lot of unknowns, and we just want to make sure that we are doing all we can to make our teachers comfortable. During that time I would encourage them to go to another location if they don’t want to be videotaped during their lunch or conference period. Mr. Antley stated for principals to make sure they have a room available for teachers to go for privacy. Dr. Lathan stated that is what she was referring to.</p>		
CHT Item(s):		RESPONSE
CHT - 1	<u>Overcrowding</u> We understand that there are 3400-3600 students presently enrolled at Lamar. Does the district have procedures for placing a cap on that number?	Office of West Area Dr. Jocelyn Mouton
<p>WRITTEN RESPONSE: Dr. Jocelyn Mouton responded that the Lamar principal is in the process of hiring three more teachers. Lamar’s enrollment has increased by 68 students. The enrollment last year was 3329 and they are at 3397 right now which is an increase of 68. We never know with the population in the neighborhood. Dr. Mouton spoke with Dr. McSwain and they are in the process of balancing some classes.</p>		

<p>CHT- 2</p>	<p><u>Overcrowding</u> Does the fire code limit the number of desks that can be placed inside a classroom? There are many classrooms at Lamar with 40 students in a given period.</p>	<p>Office of West Area Dr. Jocelyn Mouton</p>
<p>RESPONSE: Dr. Mouton checked with Facilities to ensure that Lamar is not in violation of the fire code. The maximum capacity in the classroom is 40-42. Dr. McSwain is aware that some of the classrooms on the old building are small. They are only using some of the larger classrooms and monitoring to make sure that there are desks for every student and that there is room for movement.</p>		
<p>CHT- 3</p>	<p><u>Instructional Planning Time</u> There are 18 teachers at Lamar who are teaching seven classes within the instructional day, which barely leaves them with their 450 minutes of legally protected planning time. These teachers have also been scheduled to attend meetings and directed to work with students in alternative settings during the school day, which also reduces their required planning time. Is this acceptable under state law?</p>	<p>Office of West Area Dr. Jocelyn Mouton</p>
<p>RESPONSE: Dr. Mouton explained that teachers volunteer to do that and they are being paid. If you find a teacher that did not volunteer, we would like to know. Mr. Antley stated that nobody is going to say anything; they are terrified. Dr Mouton explained that according to Dr. McSwain, teachers lined up at the beginning of the year to sign up. Mr. Dewey wanted to know if teachers are teaching during their conference period and wanted to know if this is legal; the state requires them to have a conference period. Dr. Mouton responded that teachers volunteered and requested to be paid during their conference period. Mr. Dewey stated that the intent of the conference period is for teachers to have a conference period. Dr. Mouton stated that it was up to the teachers if they wanted to volunteer and give up that time. Mr. Dewey stated he was not sure if that is allowed. Mr. Antley asked if teachers are being paid extra for doing extra duties within your contract day and asked if that was legal. He stated that the compensation manual states that you can be paid outside your work day. If you are doing it around 10 a.m. this is not outside your work day. Dr. Mouton stated that instead of giving up the extra period basically they are getting paid for doing their planning after school. Mr. Antley stated that teachers want their 450 minutes that they are not getting. They are being assigned to other duties. In the exhibit, the last two pages it has pictures of all the desks. He has pictures of 40 classrooms that you cannot even walk around in most of them. Mr. Antley stated that there are 18 teachers at Lamar that are being assigned to other duties within their 450 minutes and they do not want to do that. Dr. Mouton stated that they are in the process of hiring three more teachers at Lamar. They are in the pipeline. Mr. Antley stated that on the last page they are signing on that sheet that they are working from 4-5:30 p.m.</p> <p>Mr. Dewey wanted to know about the fire code and space between rows and access to the door. Dr. Mouton stated that the Fire Marshall has been by every year. It has been years that Lamar has more children than we currently have. Mr. McSwain is walking every classroom because he has a very stern Fire Marshall, and he has never been cited. Dr. Mouton would continue to monitor to make sure that everything is according to policy.</p>		
<p>HFT Item(s): RESPONSE</p>		
<p>HFT 1.</p>	<p>Required Employee Home Visits During In-Service Days</p> <p>We have reports that several schools were requiring teachers to do mandatory home visits during their in-service time in August. We have several concerns about this practice. At this time, we formally request that all mandatory home visit requirement cease until such time that appropriate measures have been discussed and reviewed with all parties. Be advised that “heavy” encouragement tactics would constitute a belief by employees that the request is “mandatory.”</p>	<p>Offices of North, South, East, and West Areas and Non-Zoned/ Charters Grenita Lathan, Sam Sarabia, Jason Bernal, Jocelyn Mouton and Esther Omogbehin</p>
<p>RESPONSE: Mr. Dewey stated that they had gone through the same thing last year. Basically, this year, it is only taking place in the East part of town During their nine training days, teachers were informed that they had to do home visits, knock on people’s doors walking in 100 degree weather. First of all teachers are supposed to be trained during that time. That is what the time is for and the liability; how can teachers walk around in 100 degree weather? It is a complete misuse of their time. We are willing to talk to the district</p>		

about implementing some formalized home visits on a voluntarily basis for those teachers that want to participate. But to show up for training and be told to go out and do home visits is just wrong. Ms. Sonia Gonzalez stated that the biggest concern was that there was no training involved, so let's do the home visits. What to do if this happens? Have a game plan in place. That was our biggest concern. We sent a video that had been used in other districts to help train teachers. That was sent on an email to the superintendent. Dr. Lathan stated that she had seen the email with the concern but did not see the video. Ms. Gonzalez stated that there was a link in the email. Mr. Dewey stated that this was something that AFT is agreeing into other contracts around the country. There are models that are acceptable, and we can use with proper training. Mr. Antley stated that is also a safety issue that this was done at his campus. They randomly give you a list of addresses. In his team, there were two female teachers, and a female niece. Mr. Antley was looking at the addresses since he has known the neighborhood for 30 years, and he knows that certain areas are not safe and should not take these women into those areas. There was not a lot of thought given when doing the list, especially since we have a lot of young new teachers. They do not know the community or neighborhood or areas they should not go into.

HFT 2.

Excessive lesson Plan Requirements

We have been receiving reports that school principals have been requiring lesson plans that require information in excess of what is require in EEB (Regulation) or TEC 11.164 (attached)

- Deady – excessively long
- Anderson – excessively long
- Bell–Lesson plans completed 3 weeks in advance
- Woodson – Rigid, lockstep grade level or department plans that don't account for differences in students.
- Pin Oak – Rigid, lockstep grade level or department plans that don't account for differences in students.

Offices of East and South Areas - Sam Sarabia and Jason Bernal

WRITTEN RESPONSE: Melanie Heasley, East Area, provided the following written responses:

ANDERSON:

During Staff development week the administrative team presented several lesson plans templates provided by the TDS, the teachers voted on which they thought would be a better fit. Plans are due on Thursday, the administrative team provides feedback if needed and there is no penalty for length, time or content. The feedback is only used for coaching.

BELL:

The administration did ask teachers to submit two weeks of lesson plans to be able to review and provide several instructional coaching opportunities to teachers before lesson execution. To ensure lesson plan requirements are not excessive, the teachers will now only submit weekly lesson plans.

PIN OAK:

Pin Oak teachers received training during pre-service weeks on backward lesson design. PLCs were encouraged to develop a protocol for collaborative planning to include the special education co-teacher and a lesson plan template that worked for their discipline or content area. This approach was designed to give the teachers some flexibility in meeting the needs of students and allowing for the PLC to determine when a diversion from the District planning guides was necessary because it did not meet the needs of our students. Teachers are not required to complete a specific lesson plan template. They are free to submit their lesson plans in the format that best meets their needs.

WOODSON:

This is a work in progress. I informed Woodson last week that in this week's PLC we must inform the teachers of the requirements of lesson plans (some teachers plans were 6-10 pages) and they should not be long but brief. On Friday I assigned Kyra Harris, literacy TDS to work with the administrative team on how to help teachers with what should go into lesson plans.

RESPONSE: Dr. Lathan stated that there were several schools with concerns and each Chief was going to follow-up as it relates to their individual school. We are still waiting to receive information as it relates to Deady.

Mr. Dewey stated that he appreciates the great answers, it seems to be addressing the issues. We know that at this building you understand the regulations of the lesson plans. But for some reason, it is still not getting to all the principals. I do not know what you have to do with these principals to have them follow the policy.

Of course it is state law. Interpret that law in a very specific matter. It is time to quit burdening teachers with this. One of the things we hear are this rigid lax lesson plans. I am in Ms. Smith 3rd grade class, I need to be able to walk out and go to Ms. Jones 3rd grade class, next door, and hear her finish Ms. Smith's last sentence. It is to the point that it takes all professionalism away from the teachers to help their teaching styles and methodologies to fit their students in front of them. I do not know if this is some accountability system. But it takes those decisions away from the teachers. I hope administrators would accept the accountability for the results, because it goes against all best practices.

Dr. Lathan stated that there was one more item that was on the original questions in reference to make sure the Schools Chiefs had sent out the notification for the bell schedules and lesson plans. We did send them out the communication via email. If you need a copy of the email, I will forward that to you. Mr. Antley wanted to know if she could send it to the Consultation list and they would forward to us. Mr. Dewey stated that they send it to the building stewards at least so they can have it as well. Ms. Gonzalez wanted to know if anybody approves the bell schedule. Dr. Lathan stated that principals submit the bell schedule because we need to audit to make sure we are following all the requirements. Dr. Mouton stated that the SSO would go back and review all the bell schedules to make sure that they are meeting the requirements by law. Dr. Lathan stated that if we missed any, give us a call so we can fix it.

HFT 3.	<p>Nurses – Immunizations</p> <p>In May 2015 and September 2015, HFT took to Consultation the fact that HISD has a problem with delinquent immunizations. Apparently the remedies that HISD has taken are not working, since the attached Houston Chronicle article dated August 15, 2016 states that HISD has worse immunization rates than Nepal and that needs to be fixed. We agree. Principals (and school registrars at the direction of their Principals) are still breaking the law and allowing students who are delinquent to enroll, and to remain enrolled after any provisional period has passed. Some of this problem may occur due to schools only having a part time nurse or no nurse; however, it is up to the Principal to enforce immunizations. Nurses cannot exclude delinquent students—only Principals can. So, for the third time, we are requesting that HISD administration direct their Principals (and Registrars) in a letter to follow the law regarding immunizations. Perhaps a letter from Mr. Carranza would be helpful. Being from California, he most certainly understands the consequences of non-immunized students and potential disease outbreaks after the measles epidemic in California.</p>	<p>Office of Student Support Mark Smith</p>
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RESPONSE: Dr. Lathan introduced this item. Mr. Dewey stated that this is the third time that they bringing this item forward and we have not seen any movement on it. I do not care if a nurse is in or out they are required to comply with the law. Someone with final authority at the administration needs to tell the principals, this is what you must do. We are going to be benchmarking you on your progress and will hold you accountable. Health Services cannot do it since they don't have the authority.

Dr. Lathan stated that she understands and would ask for support through Ms. Gwen Johnson's office. We need to also know when schools are out of compliance to make sure to follow-up. To make sure we are on the same page, and we need to do a better job of monitoring. Dr. Mouton stated that even though schools do not have nurses, they have to meet the requirements by the nursing department; even if they have only a part-time nurse. Dr. Lathan stated that she would share this concern with Mr. Carranza when he arrives. Mr. Antley stated that the part-time nurses spend most of their time in their compliance part and the clerical staff are attending to the students. Starla Reichek stated that nurses are held to 95% immunization compliance rate in their audit. It does impact their evaluation.

HFT 4.	<p>Employee Pay</p> <ul style="list-style-type: none"> How has HISD communicated the issue regarding the need to pay back the advanced pay? 	<p>Office of Chief Financial Officer Kenneth Huewitt</p> <p>Robert Robinson - Payroll</p>
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RESPONSE: Mr. Robert Robinson explained that as far as communicating to the employees, we have not. This is a September Board Item. However, I have been in contact with Mr. Zeph Capo. I have proposed a plan and he seems to be onboard. He has committed to working with him and his office to put a communication out there along with HR to fully address all the employees. Mr. Antley stated that you also were going to send the communication after the 1st of the year. Mr. Robinson stated that some of the teachers did get advance pay like they normally do. What we did was put it on a holding bucket so that would not change their pay whatsoever. So, whenever we get this approved, the money is there.

HFT 5.

Employee Handbooks

Who on a campus is responsible for creating an employee handbook? Is it done solely by administration or should it be done in collaboration with employees. If done solely by administration are they required to get approval from the SDMC or the faculty as a whole?

Offices of North, South, East, and West Areas and Non-Zoned/ Charters
Grenita Lathan, Sam Sarabia, Jason Bernal, Jocelyn Mouton and Esther Omogbehin

RESPONSE: Dr. Lathan explained that this had been presented to the School Office. Dr. Esther Omogbehin stated that she thought the employee had a collaborative effort with all the stake holders at the site so everyone's voice is represented including the department heads, the SDMC, the attendance, so everyone has reviewed the handbook. I do not see how the principal can do it all by herself/himself. Mr. Dewey stated "they can do it just by doing it". They should not be allowed to do it. Dr. Omogbehin stated that was her point, principals should get input from everyone. Dr. Lathan stated that this is not in policy but is a good practice. Dr. Omogbehin stated that you need other people's voice so it is a good idea to work collaboratively to get everyone's voice in. Mr. Antley stated that this would be something to add to the list at the beginning of the next year to share a good practice with all principals. Practices varies from campus to campus. Dr. Lathan stated that there is no policy, which is something we would add to our list. Mr. Dewey stated that he receives a lot more complaints about: "We have to do this because it is in the Handbook." A teacher was written up during the in-service because of the dress code. What is our recourse? Mr. Antley stated that the handbook should summarize policy anyway. They should not be anything on the employee handbook that contradicts policy. Mr. Dewey stated that we have to leave this one open. As we get handbook concerns, we would have to bring them to you.

HFT 6.

Work Schedule

At Sam Houston HS teachers will now have a 40-minute lunch, instead of 30 minutes. This has extended employees work day by 10 minutes. It was printed in their employee handbook which they passed out today at the end of school. While no one has a problem with a 40-minute lunch district policy states that lunch has to be within the 7 hour 45-minute workday.

Office of North Area, Grenita Lathan

RESPONSE: Dr. Lathan explained that this was her school and she had spoken with the principal to verify their work schedule. Their school day is 7:35 a.m. to 3:20 p.m. for teachers and that was the same time as previous years. There was some concerns that teachers time had been extended by 10 minutes. I am not sure if it is something else printed or incorrectly printed in the handbook. Mr. Dewey stated that it may well be in the handbook. He said that they have another situation at schools where diagnosticians were told that they have to have an hour lunch. This would make their work day longer. Teachers do not want an hour lunch. They would like to continue with a 30 minutes lunch and have the 7:45 minutes work day. Dr. Lathan requested for Mr. Dewey to forward that information to her.

HFT 7.

Code of Student Conduct

Is each student required to receive a copy of the *HISD Code of Student Conduct*? Is each parent or guardian required to sign an acknowledging receipt? What are the ramifications if a copy was not distributed or there is no proof of receipt?

Office of Student Support
Mark Smith
Annvi Utter

RESPONSE: Dr. Lathan spoke this item. There was a response back from Ms. Annvi Utter. The acknowledgement has always been our practice to show they have received it. Now, it is an acknowledgement of notification where they can access it. The law does not require an acknowledgement; however, we would recommend we continue to do that for many reasons. The law only specifies, "The Student Code of Conduct must be posted and prominently displayed at each school campus or made available for review at the office of the campus principal," Mr. Dewey asked if the students are not getting a home copy. Dr. Lathan and Dr. Mouton responded that this year the students are not getting a copy to take home. Parents have to go on the portal to access the Student Code of Conduct.

HFT 8.	<p>Consultation Dates</p> <p>HFT has previously scheduled meetings that conflict with the consultation dates of Thursday, October 6, 2016 and Thursday, February 2, 2017. Would it be possible to reschedule those meetings? October 5, 2016 and February 1, 2017 would work for us.</p>	<p>Office of Chief Academic Office</p>
<p>WRITTEN RESPONSE: Yes, it would be possible to reschedule these meetings dates of October 6, 2016 and Thursday, February 2, 2017 to October 5, 2016 and February 1, 2017. The schedule has been revised and a copy was provided at the Instructional Consultation Meeting.</p>		
<p>RESPONSE: Dr. Lathan stated that a change was requested and you should have received a copy of the new dates.</p>		
<p>Meeting: adjourned at 5:20 p.m.</p>		
<p>Next Meeting: Wednesday, October 5, 2016, 4:45 p.m. in 3SE36 (Supt's Large Conference Room)</p>		



Instructional Consultation Meeting

Thursday, September 1, 2016

4:45 p.m.

3SE36

SIGN-IN SHEET

NAME	SIGNATURE	GROUP/DEPARTMENT
ANTLEY, Steve	<i>S. Antley</i>	CHT (Congress of Houston Teachers)
ROBINSON, Charles	<i>Charles Robinson</i>	CHT (Congress of Houston Teachers)
CAPO, Zeph		HFT (Houston Federation of Teachers)
DEWEY, Andrew	<i>A Dewey</i>	HFT (Houston Federation of Teachers)
Lathan, Grenita	<i>Grenita Lathan</i>	Chief School Officer, North Area
ROBERT ROBINSON	<i>R. Robinson</i>	Payroll/Controller
Jeff Mcanna	<i>J. Mcanna</i>	HR
RICK GAY	<i>Richard L. Gay</i>	Procurement
Brad Bailey	<i>B. Bailey</i>	Benefits
Jacelyn Mouton	<i>Jacelyn Mouton</i>	CSO, West Area
Wally deColumbia	<i>Wally deColumbia</i>	HR
Esther Omagbemi	<i>E. Omagbemi</i>	CSO DWO/Non-Zone
Starla Reichel	<i>Starla Reichel</i>	HFT
Sonia Gonzalez	<i>Sonia Gonzalez</i>	HFT
SCOTT GATHOUSE	<i>Scott Gathouse</i>	HISD IT
Lucy Elizondo	<i>Lucy Elizondo</i>	HISD-HR
RECORDER:		