



# Instructional Consultation Meeting

Wednesday, June 2, 2016

4 p.m.

3SE36 (Large Superintendent's Conference Room)

## AGENDA

**Board Meeting Date: June 9, 2016**

### Items Requiring Consultation

E-1	APPROVAL OF TURNAROUND PLANS FOR IMPROVEMENT REQUIRED CAMPUSES	Office of Transformation Schools Jason Bernal Grenita Lathan
RESPONSE:		
F-1	APPROVAL OF WAIVERS FOR LOW ATTENDANCE DAYS, A MISSED INSTRUCTIONAL DAY AT LIBERTY HIGH SCHOOL, AND SCHOOL WAIVER REQUESTS FROM LOCAL BOARD POLICY FOR THE 2016-2017 SCHOOL YEAR	Office of Student Support Mark Smith
RESPONSE:		
F-2	APPROVAL OF THE 2016-2017 CODE OF STUDENT CONDUCT	Office of Student Support Mark Smith
RESPONSE:		
G-1	APPROVAL OF THE PROPOSED 2016-2017 LOCAL CALENDAR FOR THE SCHOOL LEADER APPRAISAL SYSTEM	Office of Human Resources Gloria Cavazos
RESPONSE:		
G-2	APPROVAL OF THE PROPOSED 2016-2017 LOCAL CALENDAR FOR THE CENTRAL OFFICE AND CAMPUS-BASED NON-TEACHER APPRAISAL SYSTEM	Office of Human Resources Gloria Cavazos
RESPONSE:		
I-6	APPROVAL OF 2017 EMPLOYEE MEDICAL PROGRAMS AND AUTHORITY TO NEGOTIATE AND/OR RENEW CONTRACTS WITH SERVICE PROVIDERS	Office of Finance Sherrie Robinson
RESPONSE:		
I-7	APPROVAL OF 2017 VOLUNTARY BENEFIT PLANS AND EMPLOYEE ASSISTANCE PLAN	Office of Finance Sherrie Robinson
RESPONSE:		
K-1	PROPOSED REVISIONS TO BOARD POLICY DNA(LOCAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS - FIRST	Office of Human Resources Gloria Cavazos

<b>RESPONSE:</b>		
<b>A-2 (this Board Item is going to the Board June 16, 2016)</b>	<b>APPROVAL OF THE 2016-2017 RECOMMENDED DISTRICT BUDGET</b>	<b>Office of Finance Sherrie Robinson</b>
<b>RESPONSE:</b>		

  

<b>CHT Item(s):</b>		<b>RESPONSE</b>
CHT 1.		
<b>WRITTEN RESPONSE:</b>		

  

<b>HFT Item(s):</b>		<b>RESPONSE</b>
HFT 1.	Summer Training	
<b>WRITTEN RESPONSE:</b>		

  

<b>Meeting:</b>	
<b>Next Meeting:</b>	Wednesday, August 3, 2016, 2:00 p.m. in 3SE06

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Transformation Schools  
Jason Bernal, Chief School Officer  
Grenita Lathan, Chief School Officer

**SUBJECT: APPROVAL OF TURNAROUND PLANS FOR IMPROVEMENT  
REQUIRED CAMPUSES**

Per House Bill (HB) 1842, after a campus has been identified as Improvement Required (IR) for two consecutive years, the campus must develop and submit to the Texas Education Agency (TEA) a Turnaround Plan explaining the campus's systemic approach to producing significant and sustainable gains in achievement and attaining a Met Standard rating within two years. Campuses not meeting this standard after two years of implementation are subject to further sanctions, including campus closure or placement of a board of managers over the district. In accordance with the requirements of HB 1842, each campus required to create a Turnaround Plan must provide stakeholders with two feedback windows in which to provide feedback on the initial development and the first draft of the Turnaround Plan. Feedback from stakeholders is to be taken into consideration during development and refinement of the Turnaround Plan. In addition, each campus is to submit its plan to the TEA for approval once the plan receives approval from the local Board of Trustees. This item seeks Board approval of the Turnaround Plans for Fondren World School, Henry Middle School (MS), McReynolds MS, Woodson Leadership Academy, Sugar Grove Academy, Scarborough High School (HS), Worthing HS, Yates HS, Kashmere HS, Alcott Elementary School (ES), Bastian ES, Cook ES, Dogan ES, Foster ES, N.Q. Henderson ES, Highland Heights ES, Jefferson ES, Kashmere Gardens ES, Lewis ES, Mading ES, Ross ES, Tinsley ES, and Wesley ES.

Important note: Campuses identified as Improvement Required for two or more consecutive years that receive the Texas Title I Priority Schools (TTIPS) grant and engage in the TTIPS turnaround process are not required to submit a Turnaround Plan. Wheatley HS, Sterling HS, and Blackshear ES are TTIPS campuses, and therefore will not be submitting Turnaround Plans this year.

**COST/FUNDING SOURCE(S):** The total cost for these plans is estimated to be \$9,788,228 and will be funded by Title I, General Revenue, Grants, and Career and Technical Education funds.

**STAFFING IMPLICATIONS:** Staffing will be assigned as appropriate.

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports HISD Goal 1: Increase Student Achievement and is aligned

to Core Initiative 3: Rigorous Instructional Standards and Supports.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves the Turnaround Plans for Fondren World School, Henry MS, McReynolds MS, Woodson Leadership Academy, Sugar Grove Academy, Scarborough HS, Worthing HS, Yates HS, Kashmere HS, Alcott ES, Bastian ES, Cook ES, Dogan ES, Foster ES, N.Q. Henderson ES, Highland Heights ES, Jefferson ES, Kashmere Gardens ES, Lewis ES, Mading ES, Ross ES, Tinsley ES, and Wesley ES, effective June 10, 2016.

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Student Support  
Mark Smith, Chief Student Support Officer

**SUBJECT: APPROVAL OF WAIVERS FOR LOW ATTENDANCE DAYS, A MISSED INSTRUCTIONAL DAY AT LIBERTY HIGH SCHOOL, AND SCHOOL WAIVER REQUESTS FROM LOCAL BOARD POLICY FOR THE 2016–2017 SCHOOL YEAR**

This item requests Board of Education approval of General Waivers of the Texas Education Code (TEC) allowable upon approval of the Commissioner of Education, and waivers of local board policy and guidelines for the 2016–2017 school year. It is also requested that the board approves a low-attendance-day waiver as well as a waiver for the missed instructional day on April 20, 2016, for Liberty High School due to the school being flooded.

Waiver requests involve modification or suspension of policies related to:

- Faculty Advisory Committee
- Shared Decision-Making Committee (SDMC)
- Parent-Teacher Association/Organization
- Grading and Reporting
- Course Requirements
- Accelerated Instruction
- Promotion Standards
- Student Instructional Day
- Final Exam Exemptions
- Grade-point Average
- Teacher Data Portal of Texas Assessment Management System
- College Dual Credit Course Provider
- Credits and Curriculum
- Low Attendance Days
- Foreign Exchange Students
- Missed Instructional Day

TEC 7.056(a-e) provides a process by which schools may request waivers from local Board of Education policies, State Board of Education rules, or TEC requirements that inhibit progress in restructuring schools and improving student achievement; these waivers must be cost-neutral.

The schools' faculties reviewed and voted on the waivers prior to submission; a two-thirds affirmative SDMC vote was necessary for schools to submit a waiver request to the district committee for consideration. The principal and an SDMC representative signed each waiver request to affirm agreement. In May 2016, schools submitted waiver

requests to the Office of Student Support for review by the Waiver Oversight Committee. Each waiver was vetted by the committee then forwarded to the appropriate Chief School Officer for final approval.

Requested waivers are on file in Board Services.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and is not aligned to a core initiative but is ministerial for compliance purposes.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves waivers for low-attendance days, a missed instructional day at Liberty High School, and the school waiver requests from local board policy for the 2015–2016 school year, effective June 10, 2015.

## FILLER

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Student Support  
Mark Smith, Chief Student Support Officer

**SUBJECT: APPROVAL OF THE 2016–2017 CODE OF STUDENT CONDUCT**

Each year, the *Code of Student Conduct (Code)* is published and disseminated to all Houston Independent School District (HISD) students to inform them and their parents of student rights and responsibilities and HISD's expectations regarding student conduct in the schools. From the student perspective, this *Code of Student Conduct* defines system-wide expectations for student behavior and provides means for constructive student-administrator relationships. The *Code* also specifies various disciplinary consequences available to district administrators in response to student misconduct and appeals options available to parents in response to these disciplinary consequences. The Board of Education's action is necessary at this time to enable students to receive the *Code* in time for the beginning of school year 2016–2017.

The *Code*, which is printed in English, Spanish, Vietnamese, and Arabic, also provides the foundation for the development and implementation of each school's School-Based Discipline-Management System.

Changes to the *Code* for school year 2016–2017 include the following changes:

[This item was incomplete at the time of preliminary print but will be complete by final print.]

A copy of the 2016–2017 *Code of Student Conduct* is on file in Board Services. The costs associated with the *Code* are for printing and dissemination.

**COST/FUNDING SOURCE(S):** The total cost is \$155,000 and will be funded by departmental funds (GF1-41-6295-407-99-999 999).

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports HISD Goal 1: Increase Student Achievement and HISD Goal 6: Create a Positive District Culture, and is aligned to Core Initiative 3: Rigorous Instructional Standards and Supports and Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the *Code of Student Conduct* for the school year 2016–2017, effective June 10, 2016.



Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT: APPROVAL OF THE PROPOSED 2016–2017 LOCAL CALENDAR FOR THE SCHOOL LEADER APPRAISAL SYSTEM**

School leaders in the Houston Independent School District (HISD) shall participate in the school leader appraisal process on an annual basis and follow the local calendar adopted annually by the Board of Education.

A summary of deadlines for all appraisal activities is as follows:

<b>Deadlines</b>	<b>Activities</b>
<b>August 22, 2016</b>	Campus observations begin to take place.
<b>October 14, 2016</b>	Appraisal training/updates for school leaders are completed.
<b>October 28, 2016</b>	Goal-setting conferences are completed.
<b>January 27, 2017</b>	Optional progress conferences are completed.
<b>May 26, 2017</b>	Campus observations are completed.
<b>June 30, 2017</b>	End-of-year conferences are completed.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and is aligned to Core Initiative 2: Effective Principal in Every School.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves the proposed 2016–2017 Local Calendar for the School Leader Appraisal System, effective June 10, 2016.

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT: APPROVAL OF THE PROPOSED 2016–2017 LOCAL CALENDAR FOR  
THE CENTRAL OFFICE AND CAMPUS-BASED NON-TEACHER  
APPRAISAL SYSTEM**

Central office and campus-based non-teachers in the Houston Independent School District (HISD) shall participate in the non-teacher appraisal process on an annual basis and follow the local calendar adopted annually by the Board of Education as follows:

**Appraisal Training:**

All appraisers of non-teacher employees and all non-teacher employees shall participate in initial appraisal training and in an annual update appraisal training if available thereafter.

**Goal-Setting Conferences:**

Goal-Setting Conferences shall be completed according to the central office or campus-based non-teacher's duty schedule. See addendum.

**Progress Conferences:**

Progress Conferences are optional, and if held, shall be conducted according to the central office or campus-based non-teacher's duty schedule. See addendum.

**End-of-Year Conferences:**

End-of-Year Conferences shall be conducted according to the central office or campus-based non-teacher's duty schedule. See addendum.

**Late Hires and Protected Leaves:**

Central office and campus-based non-teachers hired within one week prior to or after their Goal-Setting Conference date according to their duty schedule (late hires) and returning central office and campus-based non-teachers who take a protected leave as defined by DECA(REGULATION) and DECB(LEGAL) shall:

- Receive appraisal training and complete an Individual Professional Development Plan within **15 working days** from the start or return-to-duty date;
- Participate in a goal-setting conference within **25 working days** from the start or return-to-duty date.

COST/FUNDING SOURCE(S):                      None

STAFFING IMPLICATIONS:                      None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 2: Improve Human Capital and HISD Goal 4: Increase Management Effectiveness and Efficiency, and is aligned to Core Initiative 4: Data-Driven Accountability.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed 2016–2017 Local Calendar for the Central Office and Campus-Based Non-Teacher Appraisal System, effective June 10, 2016.

**ADDENDUM TO PROPOSED 2016–2017 CALENDAR:  
CENTRAL OFFICE AND CAMPUS-BASED NON-TEACHER APPRAISAL SYSTEM**

**Goal-Setting Conferences**

<b>Duty Schedule</b>	<b>Goal-Setting Conference Completion Date</b>
All Duty Schedules: <ul style="list-style-type: none"> <li>• 9 month</li> <li>• 10 and 10.5 month</li> <li>• 11 month Custodians, Alternative Police, and Teacher Development Specialists (TDS)</li> <li>• 11, 11.5 and 12 month</li> </ul>	November 11, 2016

**Progress Conferences (Optional)**

<b>Duty Schedule</b>	<b>Progress Conference Completion Date</b>
All Duty Schedules: <ul style="list-style-type: none"> <li>• 9 month</li> <li>• 10 and 10.5 month</li> <li>• 11 month Custodians, Alternative Police, and TDS</li> <li>• 11, 11.5 and 12 month</li> </ul>	December 1, 2016 – February 28, 2017

**End-of-Year Conferences**

<b>Duty Schedule</b>	<b>Date Annual Appraisal Submitted to Employee for Review</b>	<b>End-of-Year Conference Completion Date</b>
9 month	April 14, 2017	April 21, 2017
10 and 10.5 month	May 12, 2017	May 19, 2017
11 month Custodians, Alternative Police, and TDS	May 12, 2017	May 19, 2017
11, 11.5 and 12 month	June 9, 2017	June 16, 2017

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Finance  
Sherrie Robinson, Interim Chief Financial Officer

**SUBJECT: APPROVAL OF 2017 EMPLOYEE MEDICAL PROGRAMS AND  
AUTHORITY TO NEGOTIATE AND/OR RENEW CONTRACTS WITH  
SERVICE PROVIDERS**

The Houston Independent School District (HISD) has issued a Request for Proposals (RFP) for the employee medical programs this year. HISD received four proposals for the medical administration services, and based on a review and scoring of the proposals, it is recommended that Aetna be selected as the administrator of the medical program for 2017. Aetna has a broad network of physicians, hospitals, and medical providers in the greater Houston area and has a custom network utilizing Memorial Hermann hospitals for employees and covered family members. The flexible-spending account program and stop-loss coverage would also be administered or provided through Aetna to provide consistent plan administration.

HISD also issued an RFP this year for onsite wellness programs at Transportation and Construction and Facilities Services (CFS) locations. Three vendors submitted proposals and it is recommended that Methodist Wellness Services be selected to provide this service. The vendor provides credentialed trainers in a variety of programs and has extensive experience in corporate onsite wellness activities.

It is also recommended that HISD renew services with Express Scripts for pharmacy management services, Vivarae for online wellness programs, Concentra for onsite clinic services at our two onsite wellness centers, Platinum PA for our Select Plan network support services, and Central Care for nearsite clinic services for Select Plan members.

Aetna is the current Employee Assistance Program (EAP) vendor. The 2017 plan year will be the third year of an up to four-year agreement. The third-year rate increases 3.4% pursuant to the contract.

In order to address increasing medical and pharmacy costs, several plan design changes are recommended. Employees with balances in the Health Reimbursement Account (HRA) will have those balances carry over in 2017 as long as they remain in one of the HISD Consumer Plans and maintain continuous coverage. HISD will not be funding additional HRA funds in 2017. There will be no changes in the copayment amounts in the medical plans, but the out-of-pocket maximum amounts will increase by \$900 per individual and \$1,800 per family on all plans. The expert medical opinion program will not be continued in 2017. HISD will also not be offering wellness incentives in 2017.

In addition to the plan design changes, it is recommended that HISD increase the employer contribution to the medical plan by 11.8% or to \$382.47 per month for employee-only options and \$414.78 for employee and dependent options starting in July 2016. For 2017, employee costs will increase 7% for all employee-only options and 9.8% for employee and dependent options. The employee-only Select Plan rate for eligible employees will remain unchanged at \$5 per month.

### **Summary**

Based on Mercer's actuarial projections, the total medical plan cost for calendar year 2017— including fees and health management, wellness, incentive, and other listed programs—is estimated to be \$147,365,000. HISD is self-insured for this program. Included in these costs is aggregate and specific stop-loss coverage available through Aetna.

**COST/FUNDING SOURCE(S):** The district cost for medical plans for the calendar year 2017 will be funded by the health insurance internal service fund (IS1 33-6219 920-99-951) and employee contributions.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports HISD Goal 4: Increase Management Effectiveness and Efficiency and HISD Goal 6: Create a Positive District Culture, and is aligned to Core Initiative 4: Data-Driven Accountability and Core Initiative 5: Culture of Trust through Action.

**THIS ITEM DOES REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves the calendar year 2017 employee medical programs and authorizes the superintendent of schools or a designee to negotiate and execute contracts with service providers, effective June 10, 2016.

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Finance  
Sherrie Robinson, Interim Chief Financial Officer

**SUBJECT: APPROVAL OF 2017 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% of the costs for the basic life insurance, basic 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.

**Request for Proposals (RFP) in 2016 with an effective date of January 1, 2017**

In February 2016, RFPs were issued for Life and AD&D, Disability, and Group Legal Services. A summary of the results follows:

**Life and AD&D Insurance**

Seven vendors submitted proposals and Minnesota Life is recommended as the provider beginning in 2017. Minnesota Life proposed enhancements to the Voluntary Life and AD&D plan by increasing the maximum amount of coverage for employees. Due to high loss experience, the Basic Life and AD&D rates are increasing 13.9% and the Voluntary Employee Life and AD&D rates are increasing 16.7%. There are no changes to Voluntary Spouse and Child Life and AD&D rates. The overall rate increase is about 12.9% from the rates last guaranteed in 2011. The new rates are guaranteed for five years.

**Disability Insurance**

Five vendors submitted proposals, and Unum is recommended as the Disability Insurance provider for 2017. There are no plan design changes. Unum proposed a five-year rate guarantee with an overall rate decrease of approximately 7.8% based on current plan enrollment.

**Legal Services Plan**

Four vendors submitted proposals. Hyatt Legal is recommended as the Legal Services provider for 2017. Hyatt Legal proposed a five-year rate guarantee with an overall 6.6% rate increase.

**Accident, Cancer, Critical Illness, and Hospital Indemnity Insurance**

The plans were retained by Aflac/Continental American Insurance Company (CAIC) for 2016 with rates guaranteed for five years; 2017 will be the second year of the rate guarantee.

### **Dental Plans**

Cigna is the current Dental Health Maintenance Organization (DHMO) and Dental Preferred Provider Organization (DPPO) and is recommended for 2017.

- For the DHMO - The rates are guaranteed for three years; 2017 will be the second year of the rate guarantee
- For the DPPO - The rates are guaranteed for three years; 2017 will be the second year of the rate guarantee.

For the discount dental plan, QCD is the current provider and is recommended for 2017. There will be no plan or rate changes and the rates are guaranteed for five years; 2017 will be the second year of the rate guarantee.

### **Vision Plan**

EyeMed is the current vision care vendor and is recommended for 2017. Rates are guaranteed for four years; 2017 will be the second year of the rate guarantee.

<b><u>Coverage</u></b>	<b><u>Carrier</u></b>	<b><u>Rate Change</u></b>	<b><u>Plan Change</u></b>
Accident Insurance	Aflac	None	None
Cancer	Aflac	None	None
Hospital Indemnity	Aflac	None	None
Critical Illness	Aflac	None	None
Dental – HMO	Cigna	None	None
Dental – PPO	Cigna	None	None
Dental – Discount	QCD	None	None
Vision – Plus	EyeMed	None	None
Vision – Basic	EyeMed	None	None
Life and AD&D – Basic & Voluntary	Minnesota Life	12.9%	Enhancements
Disability	Unum	-7.8%	None
Legal	Hyatt Legal	6.6%	Enhancements

**COST/FUNDING SOURCE(S):** The approximate cost of the Basic Life/AD&D coverage is \$369,487 and will be funded by health insurance internal service funds (IS1 41-6219 920-99-951 951).

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports HISD Goal 4: Increase Management Effectiveness and Efficiency and HISD Goal 6: Create a Positive District Culture, and is aligned to Core Initiative 4: Data-Driven Accountability and Core Initiative 5: Culture of Trust through Action.

**THIS ITEM DOES REQUIRE CONSULTATION.**



THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute contracts with service providers, effective June 10, 2016.

Office of the Superintendent of Schools  
Board of Education Meeting of June 9, 2016

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT: PROPOSED REVISIONS TO BOARD POLICY DNA(LOCAL),  
PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS—FIRST  
READING**

As a result of a general review of the teacher appraisal policy and to more closely align district policy with the Houston Independent School District (HISD) Board-approved Teacher Appraisal and Development calendar, the following revision to DNA(LOCAL) is recommended:

- Add a paragraph at MISSED DEADLINES to reflect the process that will take place when an appraiser misses an appraisal deadline.

The proposed changes are noted in the attached revised policy.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and Goal 2: Improve Human Capital, and is aligned to Core Initiative 1: Effective Teacher in Every Classroom.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

**RECOMMENDED:** That the Board of Education accepts the proposed revisions to Board Policy DNA(LOCAL), *Performance Appraisal: Evaluation of Teachers*, on first reading.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

APPRAISAL SYSTEM AND PROCESS	The formal appraisal of District teachers shall be in accordance with a local appraisal system developed in compliance with statutory provisions and state rules.
GENERAL REQUIREMENTS	<p>District teachers shall be appraised annually as specified by this policy, DNA(REGULATION), the Board-approved appraisal calendar, and the Teacher Appraisal and Development System manual.</p> <p>The District shall establish an appraisal calendar each year. The appraisal period for each teacher shall be defined as stated in the Board-approved appraisal calendar. The Board-approved appraisal calendar may provide exceptions to this policy.</p> <p>Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and, in addition to the components described in the remainder of this policy, may include, but are not limited to, a written self-assessment, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a written document to be presented to the teacher, signed by the teacher and appraiser, and maintained as specified in the District's Records Management manual.</p>
APPRAISERS	All teachers shall be assigned a qualified appraiser. Appraisers shall be school-based administrators or other individuals who meet eligibility requirements, as specified in DNA(REGULATION), and who have undergone the requisite appraiser training and certification provided by the District.
CERTIFICATION	Before conducting an appraisal, an appraiser shall be certified by completing the uniform appraiser training the District provides. The Board shall annually approve certified appraisers. Periodic appraiser recertification and training shall be required.
ANNUAL TRAINING	<p>Teachers shall participate in initial or update appraisal training annually as specified in the Board-approved appraisal calendar, DNA(REGULATION), and the Teacher Appraisal and Development System manual.</p> <p>It is the teacher's responsibility to complete appraisal training and to provide evidence of training completion to the appraiser within the specified time line. Failure to complete the appraisal training shall not impede the appraisal process.</p>
CONFERENCES	Teachers shall meet with their respective appraiser at least three times throughout the course of the school year. These comprehensive conferences shall be held near the beginning, middle, and end of the school year.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

	Additional conferences may be held at the request of the teacher or appraiser.
WALK-THROUGHS	Each teacher shall receive at least two formal, unannounced walk-throughs of at least ten minutes in length. The walk-throughs shall be conducted by the teacher's appraiser. Each walk-through shall be followed by written feedback within ten working days from the date of the walk-through. Post-walk-through conferences may also be conducted at the request of either the appraiser or the teacher.
OBSERVATIONS	<p>Teachers shall receive at least two formal, unannounced classroom observations, of at least 30 minutes in length, conducted by their appraiser throughout the school year. Appraisers shall not give notice of the date or time of an observation.</p> <p>The appraiser shall provide the employee with specific, written feedback within ten working days from the date of the observation. Post-observation conferences may also be conducted at the request of either the appraiser or the teacher.</p>
<u>MISSED DEADLINES</u>	<u>In the event an appraiser misses a deadline, the appraiser shall document the reason in a memorandum to the teacher, and a copy shall be sent to the appraiser's supervisor. The appraisal process shall continue. A missed deadline shall not invalidate an appraisal document.</u>
APPRAISAL CRITERIA	<p>Teachers shall be appraised on the following three performance criteria:</p> <ol style="list-style-type: none"><li>1. Instructional practice;</li><li>2. Professional expectations; and</li><li>3. Student performance (as determined by the District).</li></ol>
INSTRUCTIONAL PRACTICE	Appraisers shall assess the extent to which a teacher meets a set of expectations for instructional planning and delivery.
PROFESSIONAL EXPECTATIONS	Appraisers shall assess whether a teacher meets a set of expectations for professionalism.
STUDENT PERFORMANCE	Appraisers shall assess a teacher's effectiveness using student performance measures.
PERFORMANCE CRITERIA RATING	Every teacher shall receive a performance rating in Instructional Practice and Professional Expectations during the end-of-year conference.
TIMING	Every teacher shall receive a summative performance rating as specified in the Board-approved appraisal calendar, DNA(REGULATION), and the Teacher Appraisal and Development System manual.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

INDIVIDUAL  
PROFESSIONAL  
DEVELOPMENT PLAN

Every teacher shall have an individual professional development plan that sets a path for professional growth. The plan shall be developed collaboratively with the teacher and his or her appraiser near the beginning of the school year and shall be revisited as necessary throughout the year.

PRESCRIPTIVE PLAN  
FOR ASSISTANCE

An appraiser shall create a Prescriptive Plan for Assistance (PPA) for any teacher whose job performance becomes a concern as evidenced through walk-throughs and observations aligned to the instructional practice rubric. Teachers shall acknowledge receipt of the PPA within ten working days from receipt of the plan.

The PPA form shall outline the focus areas for development, specific development activities and action steps, and expected changes in behavior or performance outcomes.

The PPA shall be considered complete when the teacher's performance exhibits the expected change as noted by the appraiser.

THIRD-PARTY INPUT

The appraiser shall verify and document third-party information that the appraiser and/or employee wants to use as cumulative data. Any documentation that will influence the employee's annual appraisal ratings must be shared in writing with the employee within ten working days of the appraiser's knowledge of the occurrence. A parent or legal guardian must sign if the initiating party is under 18 years of age.

SECOND APPRAISAL  
REVIEW

Each teacher may request a second appraisal review of his or her instructional practice, professional expectations, and/or student performance ratings by submitting a written request. The teacher's request must be submitted in writing within ten working days of the formative ratings for performance criteria. The teacher may only request a second appraisal for specific performance criteria once throughout a school year.

A second appraisal review for instructional practice shall require that the second appraiser conduct at least one unannounced classroom observation along with a review of all documentation and data collected to inform the original rating. All instructional practice criteria must be rated.

A second appraisal review for professional expectations and student performance shall require a review of all documents and related materials to assess the teacher in those areas. All professional expectation criteria must be rated.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

	<p>Ratings from both the primary and second appraisers shall be averaged for a final rating for the requested performance criteria under review.</p> <p>The Superintendent or designee shall select the second appraiser. Teachers may request that the second appraiser have content knowledge specific to the area being taught and that assignments shall be made based upon the availability of qualified personnel.</p>
TEACHER RESPONSES	<p>A teacher may submit a written response or rebuttal to his or her appraiser within ten working days of receipt of a written document. The appraiser will attach the teacher's written response to the appraisal document.</p>
APPLICATION OF ASSESSMENT	<p>All aspects of the appraisal systems shall be applied consistently and fairly to all employees. When an employee feels that any one of these procedures has been misapplied to him or her, a dispute may be filed in accordance with the Dispute Resolution Process at DGBA(LOCAL). However, unless the procedure in question was maliciously misapplied, applied in bad faith, or not applied by an appraiser, such misapplication or failure to follow the procedures shall not prevent or be any impediment to the Board or the Superintendent changing any employee's employment status under the terms of the employment contracts, if applicable, and state and federal laws.</p>
COMPLAINTS	<p>Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's Dispute Resolution Process. [See DGBA(LOCAL)]</p>
AMENDMENT PROCESS	<p>The District may present suggested improvements to the appraisal process and criteria to the Shared Decision-Making Committees (SDMCs) and to the District Advisory Committee (DAC) for review on an annual basis. The SDMCs shall provide feedback on the proposed improvements to the DAC for its review and consideration. The District's administration shall present the recommended amendments to the Board.</p>
EFFECTIVE DATE	<p>This policy shall be effective as of the adoption date, <del>June 13, 2014</del>.</p>

Office of the Superintendent of Schools  
Board of Education Meeting of June 16, 2016

Office of Finance  
Sherrie Robinson, Interim Chief Financial Officer

**SUBJECT: APPROVAL OF THE 2016–2017 RECOMMENDED DISTRICT BUDGET**

The recommended 2016–2017 budget for the Houston Independent School District (HISD) reflects the allocation of revenues and expenditures to support educational programs and services defined by the district's purpose, goals, strategic intent, and core values. It represents the vision of district leadership articulated through financial and operating policies and is a delicate balance of choices representing the educational needs of students and the ability of the community and the state to provide the financial support to serve them.

Budget planning for 2016–2017 has been a seven-month process, which included a modified zero-based review of all departments and districtwide accounts. HISD projected an increase in local funding from the 2015–2016 original budgeted property tax levy of \$103,698,962, a loss of state funding of \$82,171,865, and projected decrease in revenues from other sources of \$20,612,258 for a net increase of \$914,839 in revenue. This increase includes \$161,797,408 in property taxes that will be collected but paid back to the state through Chapter 41 Recapture.

The recommended maintenance and operations (M&O) rate will be \$1.0267 and the recommended debt service tax rate will be \$0.18, for a combined tax rate of \$1.2067 per \$100 of assessed value.

Increases and decreases to the General Fund budget are listed below.

Major increases/(decreases) with offsetting revenues include:

- Loss of North Forest Incentive funding due to recapture - (\$38,470,818)
- Reduction in Teacher Retirement System on-behalf of - (\$21,000,000)
- Transfers out for North Forest projects - \$13,607,808
- Victory Prep Charter School - \$3,725,695
- Tax Increment Reinvestment Zone (TIRZ) - \$2,411,668
- Texas Connections Charter School - \$2,000,000

Mandatory (contractual or legally required) increases include:

- Chapter 41 Recapture payment - \$161,600,220
- Contractual obligations - \$7,580,708
- Harris County Appraisal District - \$677,486

Other major increases:

- Funding of full-day pre-kindergarten - \$21,190,777
- Positive Behavior Intervention System (PBIS) Initiative - \$879,070

Major decreases to the General Fund carryover budget include:

- Per Unit Allocation (PUA) Reduction- (\$40,000,000)
- Department Reductions – (\$25,153,405)
- Apollo - (\$19,615,672)
- Accelerating Student Progress: Increasing Results and Expectations (ASPIRE) - (\$10,000,000)
- District Operating Reserve - (\$10,000,000)
- Decrease in campus and special-education enrollment - (\$7,963,796)
- Utilities – (\$7,730,515)
- Camelot Contract - (\$3,300,000)
- Long-term substitutes – (\$2,400,124)
- Liability and Property Insurance - (\$2,074,289)
- Gasoline for buses - (\$1,303,808)

Projected revenues and other financing sources for the 2016–2017 General Fund are \$1,848,657,298, a 0.8-percent increase over the original 2015–2016 budgeted revenues.

Appropriations included in the recommended budget for the General Fund total \$1,878,657,298, an increase of 0.8 percent over the original 2015–2016 original budget. Taking into account the projected unspent funds at the end of the fiscal year as well, the adjusted appropriations total is \$1,848,657,298, which balances to projected revenues.

The *2016–2017 Recommended District Budget* includes the following recommended appropriations which also require board approval:

Debt Service Fund	\$332,310,001
Nutrition Service Fund	\$126,772,952

Detailed information regarding the *2016–2017 Recommended District Budget* has been sent to board members under separate cover.

COST/FUNDING SOURCE(S): Included in the *2016–2017 Recommended District Budget*.

STAFFING IMPLICATIONS: Included in the *2016–2017 Recommended District Budget*.

ORGANIZATIONAL GOALS/IMPACT: This item allows HISD to fulfill its purposes, strategic intent, goals, and core values, supports all of HISD's goals, and is aligned to all of HISD's core initiatives.



THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the *2016–2017 Recommended District Budget* for fiscal year 2016–2017, effective June 17, 2016.