



**Instructional Consultation Meeting**  
**October 1<sup>st</sup>, 2015**  
**4:45-6:00 PM**  
**Agenda**  
**2 E 0 2**

- C-5 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY GKG(LOCAL), COMMUNITY RELATIONS, SCHOOL VOLUNTEER PROGRAM—FIRST READING** Houston Independent School District (HISD) Board of Education policy GKG(LOCAL) requires that the district conduct a criminal background check on all campus volunteers. This item proposes that board policy GKG(LOCAL) be revised to include standards for reviewing the criminal history of parents and grandparents who are now automatically deemed ineligible to serve as volunteers on school campuses and on school-sponsored trips  
**Response: Michael L Lunceford**
- G-1 SUBJECT: APPROVAL OF SCHOOL IMPROVEMENT PLANS FOR THE 2015–2016 SCHOOL YEAR** In accordance with Texas Education Code Section 11 and Texas Education Code Section 39 subchapter E, schools are required to submit campus performance objectives that are part of the School Improvement Plan (SIP) to the Houston Independent School District (HISD) Board of Education for approval. SIPs are approved by each school's faculty and Shared Decision Making Committee and are revised annually. The chief school officers and school support officers, in collaboration with the Office of Student Support, are responsible for reviewing schools' plans and ensuring that they meet all state and local requirements  
**Response: Office of Student Support Mark Smith, Chief Student Support Officer**
- G-3 SUBJECT: APPROVAL OF THE 2016–2017 ACADEMIC CALENDAR** This item seeks approval of the Houston Independent School District (HISD) 2016–2017 academic calendar. The calendar was developed by the District Calendar Committee and the District Advisory Committee, which are comprised of parents, community members, teachers, principals, employee-organization representatives, and central office administrators (See attachment).  
**Response: Office of Student Support Mark Smith, Chief Student Support Officer**
- G-4 SUBJECT: APPROVAL OF FALL 2015 CLASS-SIZE WAIVER REQUESTS FOR TRANSMITTAL OF REPORT TO THE TEXAS EDUCATION AGENCY** Each school district in Texas is required to conduct a class-size enrollment survey for grades kindergarten through four. If any section in grades kindergarten through four exceeds the allowable class-size limit of 22 students per teacher, the Houston Independent School District (HISD) must submit a class-size waiver request (See attachments)  
**Response: Office of Student Support Mark Smith, Chief Student Support Officer**
- H-1 SUBJECT: APPROVAL OF MATH FELLOWS' INCENTIVE PROGRAM FOR THE 2015–2016 SCHOOL YEAR** (See attachments)  
**Response: Chief Human Resources Office, Gloria Cavazos**
- H-2 SUBJECT: APPROVAL OF ASPIRE AWARD PROGRAM FOR TEACHERS, SCHOOL LEADERS, AND CAMPUS-BASED STAFF MEMBERS FOR THE 2015–2016 SCHOOL YEAR** (See attachments)  
**Response: Chief Human Resources Office, Gloria Cavazos**

- H-3 **SUBJECT: APPROVAL OF PERFORMANCE PAY PROGRAM FOR THE CHIEF SCHOOL OFFICERS AND SCHOOL SUPPORT OFFICERS FOR THE 2015–2016 SCHOOL YEAR** (See attachments)  
Response: Chief Human Resources Office, Gloria Cavazos
- H-4 **SUBJECT: APPROVAL OF CERTIFIED TEACHER APPRAISAL AND DEVELOPMENT SYSTEM APPRAISERS FOR SCHOOL YEAR 2015–2016** Annually, efforts are made to ensure that the district maintains qualified teacher appraisers who meet specific training and certification requirements and who are assigned to an appropriate position as indicated in DNA(REGULATION) The purpose of this agenda item is to seek board approval for those school-based individuals who have met the local appraiser certification requirements to appraise teachers for the school year 2015–2016 The list of certified appraisers is on file in Human Resources.  
Response: Chief Human Resources Office, Gloria Cavazos
- H-5 **SUBJECT: APPROVAL OF INCENTIVE PAYMENT PROGRAM FOR APOLLO AND APOLLO-LIKE SCHOOL PRINCIPALS, SCHOOL SUPPORT OFFICERS, AND ACADEMIC PROGRAM MANAGERS FOR THE 2015–2016 SCHOOL YEAR**  
Response: Chief Human Resources Office, Gloria Cavazos

#### **HOUSTON FEDERATION OF TEACHERS ITEMS:**

##### **1. Excessive/Redundant Paperwork at Ortiz MS**

We have attached two forms from Ortiz MS that ask teachers to provide information to the administration that any administrator can easily pull off of grade speed Redundant paper work is forbidden by TEC 11 164 (attached)  
Response: Office of School Support

##### **2. Classroom interruptions by SSO's**

We've received numerous concerns from two middle schools Ortiz MS and Hogg MS about SSO's bring teams of administrators to observe classes These observations often include questioning of the teacher and the students We were under the impression that all classroom visits were to be done without disrupting the flow of the lesson  
Response: Office of School Support

##### **3 Lesson Plans**

We continue to receive complaints regarding excessively long lesson plans We can bring these into consultation all year and deal with them on an individual basis or HISD can get the word out to principals that lesson plan requirements that go beyond "brief and general" and require more information than what is actually taught in that lesson will not be tolerated As we stated last month there must be clarity on this issue or each building principal will feel free to include items that are not required This will gain nothing as we will continue to have to bring lesson plan templates into consultation to clear up vagueness that this paragraph seems to invite  
Response: Office of School Support

#### **CONGRESS OF HOUSTON TEACHERS ITEMS:**

**No items submitted**

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of the Board of Education  
Michael L Lunceford

**SUBJECT PROPOSED REVISIONS TO BOARD POLICY GKG(LOCAL),  
COMMUNITY RELATIONS, SCHOOL VOLUNTEER PROGRAM—FIRST  
READING**

Houston Independent School District (HISD) Board of Education policy GKG(LOCAL) requires that the district conduct a criminal background check on all campus volunteers. This item proposes that board policy GKG(LOCAL) be revised to include standards for reviewing the criminal history of parents and grandparents who are now automatically deemed ineligible to serve as volunteers on school campuses and on school-sponsored trips.

Because parents/grandparents who have felony convictions are not eligible to volunteer in schools, this item will authorize the implementation of a parent volunteer review process. The administration will review and revise the current GKG1(REGULATION) and implement a criminal-history review process similar to the current process for applicants for employment with the district and district employees.

To implement that objective, revised GKG(LOCAL) will require consideration of the following factors:

- 1 The nature of the offense,
- 2 The age of the person when the crime was committed,
- 3 The date of the offense and how much time has elapsed,
- 4 The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no-contest plea, or, received deferred adjudication),
- 5 The accuracy of the person's disclosure of his or her criminal history on HISD forms,
- 6 The effect of the conduct on the overall educational environment,
- 7 Whether the offense under the current penal code would be the same degree of offense,
- 8 Any further information provided by the person concerning his or her criminal history records, and
- 9 Any other information obtained by the district regarding the applicant's/employee's criminal history record.

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 4  
Increase Management Effectiveness and  
Efficiency and aligns to Core Initiative 5  
Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED    That the Board of Education accepts the proposed revisions to  
Board Policy GKG(LOCAL), Community Relations, School  
Volunteer Program, on first reading

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Student Support  
Mark Smith, Chief Student Support Officer

**SUBJECT APPROVAL OF SCHOOL IMPROVEMENT PLANS FOR THE 2015-2016 SCHOOL YEAR**

In accordance with Texas Education Code Section 11 and Texas Education Code Section 39 subchapter E, schools are required to submit campus performance objectives that are part of the School Improvement Plan (SIP) to the Houston Independent School District (HISD) Board of Education for approval. SIPs are approved by each school's faculty and Shared Decision Making Committee and are revised annually. The chief school officers and school support officers, in collaboration with the Office of Student Support, are responsible for reviewing schools' plans and ensuring that they meet all state and local requirements.

Each school has prepared an executive summary of its SIP that includes condensed information about the school, the targeted areas of need, and the goals, objectives, and major strategies.

A copy of each SIP executive summary is 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 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 campus executive summaries of School Improvement Plans for the 2015-2016 school year, effective October 16, 2015

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Student Support  
Mark Smith, Chief Student Support Officer

**SUBJECT APPROVAL OF THE 2016–2017 ACADEMIC CALENDAR**

This item seeks approval of the Houston Independent School District (HISD) 2016–2017 academic calendar. The calendar was developed by the District Calendar Committee and the District Advisory Committee, which are comprised of parents, community members, teachers, principals, employee-organization representatives, and central office administrators.

In developing the calendar, the committees reviewed and confirmed the following five guiding principles, which were initially established in 2007:

- Maximize the number of instructional days prior to testing
- Align the K–12 calendar to higher education calendars
- Extend the second semester to account for the number of instructional days used for testing
- Establish a two-week winter break
- Recognize traditional HISD holidays

The features of the proposed 2016–2017 calendar include:

- 175 days of instruction and 12 service/preparation days for teachers
- August 22, 2016, as the first day of instruction for students and May 25, 2017, as the last day of instruction for students
- Five early dismissal days: September 21, October 11, and November 16, 2016, and January 25 and February 22, 2017
- The following holidays:
  - Labor Day: September 5, 2016
  - Fall Holiday: October 12, 2016
  - Thanksgiving: November 23–25, 2016
  - Winter Break: December 19, 2016–January 2, 2017
  - Martin Luther King, Jr., Holiday: January 16, 2017
  - Spring Break: March 13–17, 2017
  - Spring Holiday: April 24, 2017

The proposed calendar for school year 2016–2017 is attached.

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 only

THIS ITEM DOES REQUIRE CONSULTATION

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

RECOMMENDED That the Board of Education approves the HISD 2016–2017 school calendar, effective October 16, 2015

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Student Support  
Mark Smith, Chief Student Support Officer

**SUBJECT APPROVAL OF FALL 2015 CLASS-SIZE WAIVER REQUESTS FOR TRANSMITTAL OF REPORT TO THE TEXAS EDUCATION AGENCY**

Each school district in Texas is required to conduct a class-size enrollment survey for grades kindergarten through four. If any section in grades kindergarten through four exceeds the allowable class-size limit of 22 students per teacher, the Houston Independent School District (HISD) must submit a class-size waiver request. Class-size waivers may be granted by the Commissioner of Education only in cases of hardship. HISD is required to document its efforts to alleviate the existing hardship(s) with the class-size waiver request. Class-size surveys conducted on September 28, 2015, were used to determine the number of waivers needed. The waiver report, which includes the class-size waiver requests and the class-size reduction plan, must be approved by the Board of Education before it is submitted to the Texas Education Agency.

A class-size waiver document is 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 aligned to Core Initiative 1 Effective Teacher in Every Classroom. The number of waivers requested indicates the need for additional teachers and classroom space to meet the state mandate.

THIS ITEM DOES REQUIRE CONSULTATION

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

RECOMMENDED      That the Board of Education approves the 2015–2016 class-size waiver requests for transmittal to the Texas Education Agency, effective October 16, 2015.



# FILLER

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT APPROVAL OF MATH FELLOWS' INCENTIVE PROGRAM FOR THE 2015–2016 SCHOOL YEAR**

This item is in development

**COST/FUNDING SOURCE(S)** The total cost for this program will not exceed \$XXXXXX, plus fringe  
The funding for this program will come from XXXXXXXX

**STAFFING IMPLICATIONS** None

**ORGANIZATIONAL GOALS/IMPACT** This agenda item supports HISD Goal 1 Increase Student Achievement, HISD Goal 2 Improve Human Capital, HISD Goal 5 Improve Public Support and Confidence in Schools, and HISD Goal 6 Create a Positive District Culture  
The item is aligned to Core Initiative 3 Rigorous Instructional Standards and Supports and 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 2015–2016 Math Fellows' Incentive Program, effective October 16, 2015

FILLER

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT APPROVAL OF ASPIRE AWARD PROGRAM FOR TEACHERS,  
SCHOOL LEADERS, AND CAMPUS-BASED STAFF MEMBERS FOR  
THE 2015–2016 SCHOOL YEAR**

This item is still in development

**COST/FUNDING SOURCE(S)** The total cost for this program will not exceed  
\$XXXXXX  
The funding for this program will come from  
XXXXXX

**STAFFING IMPLICATIONS** None

**ORGANIZATIONAL GOALS/IMPACT** This agenda item supports HISD Goal 1  
Increase Student Achievement, HISD Goal 2  
Improve Human Capital, HISD Goal 5 Improve  
Public Support and Confidence in Schools, and  
HISD Goal 6 Create a Positive District Culture  
The item is aligned to Core Initiative 1 Effective  
Teacher in Every Classroom and 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 2015–2016 ASPIRE  
Award Program for teachers, school leaders, and campus-based  
staff members, effective October 16, 2015

# FILLER

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT APPROVAL OF PERFORMANCE PAY PROGRAM FOR THE CHIEF SCHOOL OFFICERS AND SCHOOL SUPPORT OFFICERS FOR THE 2015–2016 SCHOOL YEAR**

This item is still in development

**COST/FUNDING SOURCE(S)** The total cost for this program will not exceed \$XXXXXX, plus fringe  
The funding for this program will come from XXXXXXXX

**STAFFING IMPLICATIONS** None

**ORGANIZATIONAL GOALS/IMPACT** This agenda item supports HISD Goal 1 Increase Student Achievement, HISD Goal 5 Improve Public Support and Confidence in Schools, and HISD Goal 6 Create a Positive District Culture 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 2015–2016 Performance-Pay Model for the Chief School Officers and School Support Officers, effective October 16, 2015.

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT APPROVAL OF CERTIFIED TEACHER APPRAISAL AND DEVELOPMENT SYSTEM APPRAISERS FOR SCHOOL YEAR 2015–2016**

Annually, efforts are made to ensure that the district maintains qualified teacher appraisers who meet specific training and certification requirements and who are assigned to an appropriate position as indicated in DNA(REGULATION) The purpose of this agenda item is to seek board approval for those school-based individuals who have met the local appraiser certification requirements to appraise teachers for the school year 2015–2016 The list of certified appraisers is on file in Human Resources

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, Core Initiative 2 Effective Principal in Every School, and 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 certified teacher appraisal and development system appraisers for school year 2015–2016, effective October 16, 2015

FILLER

Office of the Superintendent of Schools  
Board of Education Meeting of October 15, 2015

Office of Human Resources  
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT APPROVAL OF INCENTIVE PAYMENT PROGRAM FOR APOLLO AND APOLLO-LIKE SCHOOL PRINCIPALS, SCHOOL SUPPORT OFFICERS, AND ACADEMIC PROGRAM MANAGERS FOR THE 2015–2016 SCHOOL YEAR**

This item is still in development

**COST/FUNDING SOURCE(S)** The total cost for this program will not exceed \$XXXXXX, plus fringe  
The funding for this program will come from XXXXXXXX

**STAFFING IMPLICATIONS** None

**ORGANIZATIONAL GOALS/IMPACT** This agenda item supports HISD Goal 1 Increase Student Achievement, Goal 2 Improve Human Capital, Goal 5 Improve Public Support and Confidence in Schools, and Goal 6 Create a Positive District Culture, and is aligned to Core Initiative 2 Effective Principal in Every School and 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 2015–2016 Incentive Payment Program for Apollo and Apollo-like School principals, school support officers, and academic program managers, effective October 16, 2015



# ORTIZ MIDDLE SCHOOL

2011-2012

6767 Telephone Rd Houston, TX 77061 713-845-5650

Date \_\_\_\_\_

## FAILURE IS NOT AN OPTION

Teacher Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Grade: \_\_\_\_\_

Six Weeks: 1 2 3 4 5 6

*Please list # of students for each class period.*

CLASS PERIOD	# Of Students in class	# Of Failures
1		
2		
3		
4		
5		
6		
7		
8		

### REASONS FOR STUDENT FAILURE

Quizzes		
Homework		
Tests		
Class Participation		

Other(*Specify*) \_\_\_\_\_

### INTERVENTIONS IMPLEMENTED

Re-Teach		
Before or After school tutorials		
Homework		
Differentiation		

Other(*Specify*) \_\_\_\_\_