

	<p>conference." If an employee is informed of the conference less than two days' prior to the conference it may make it impossible for the employee to secure representation.</p> <ul style="list-style-type: none"> <li>• What triggers a Conference for the Record?</li> <li>• What is the specific difference between a Conference for the Record and any other meeting held with a principal?</li> </ul>	<p>Response provided by:</p>
<b>WRITTEN RESPONSE:</b>		
HFT 2.	<p><b>SpEd Non-Renewals</b> There seems to be an unusual number of non-renewals of special Education teachers this year. Is special education enrollment declining that rapidly or are special education students being reclassified to meet the 5% Federal mandate? Or is it something else?</p>	<p>Academic Services Andrew G. Houlihan</p> <p>Response provided by: Sowmya Kumar Toni Pompa-Rodriguez will attend meeting</p>
<p><b>WRITTEN RESPONSE:</b> The district experienced a decline in enrollment of 492 students with disabilities this year as compared to the last school year. The following reductions were made in total to address this: 13.6 Teachers 6 Teaching Assistants .5 Employment Rep</p>		
HFT 3.	<p><b>Excessive Absences</b> A number of teachers have notified us that their evaluation on PR-3 of TADS have been lowered due to "excessive absences." How many absences constitute excessive? Also, after looking at the TADS rubric for PR-3 (attached) we are unable to find the number of times a teacher is absent listed anywhere in the criteria. We also would like to know if PR-3 only applies to "planned absences" such as doctor's appointments or does it also apply to unplanned absences such as illness or emergencies?</p>	<p>Office of Human Resources Gloria Cavazos</p> <p>Response provided by:</p>
<b>WRITTEN RESPONSE:</b>		
HFT 4.	<p><b>Teacher of the Year</b> Are campuses required to have a vote to determine teacher of the Year?</p>	<p>Academic Services Andrew G. Houlihan</p> <p>Response provided by: Terrence Sanders/Melanie Evans Smith</p>
<p><b>WRITTEN RESPONSE:</b> The District best practice guidance for campus Teacher of the Year (TOY) selection is to accept nominations for a ballot vote by school staff. Campuses must determine the audience that can submit a ballot vote and the timeline that meets the TOY nomination submission deadline. Campuses are not required to conduct a ballot vote and can determine the selection process in alignment with selecting a campus TOY that meets the criteria for selection published by memo to all principals.</p>		
HFT 5.	<p><b>AVANCE Program</b> Are elementary schools that house the AVANCE programs requiring the HISD Pre-K teachers to get fingerprinted for a 2nd time? We have a teacher at Browning El call and say that the AVANCE director informed her that they needed her fingerprints in order to let her remain in the AVANCE building.</p>	<p>Office of Human Resources Gloria Cavazos</p> <p>Response provided by:</p>
<b>WRITTEN RESPONSE:</b>		