September 27, 2018 Consultation Meeting

Summary

**District Items**

HISD brought forward several items:

1. D-1: Authority to Ratify Renewal Agreements with community agencies and/or educational service providers for appraisal and related, instructional and/or consultant services for students with disabilities for school year 2018-2019

*This allows the district to contract with outside agencies to provide special education services to students that schools are not equipped to provide*

1. D-2: District Improvement plan for 2018-2019
2. D-3: approval of Executive Summaries of School Improvement Plans for the 2018-2019school year.
3. D-4: Approval of certified appraisers for the Teacher Appraisal and Development System
4. E-1: Approval of Targeted Improvement Plan for year 1 improvement required campuses.
5. E-2: Approval of Targeted Improvement Plan for campus identified as comprehensive support by the Texas Education Agency
6. K-6: Proposed revisions to board policy FFH (Local) Student Welfare: Freedom from Discrimination, Harassment, and Retaliation – First Reading

*This changes language that will grant protections to students who suffer harassment based on sex or gender.*

1. K-7: Proposed revisions to Board Policy FB (Local), Equal Educational Opportunity – First Reading

*This changes language to come into compliance with recent civil rights le regulations which addresses effective communication with applicants, students, and members of the public with hearing, vision, speech, or other sensory impairments.*

**HFT Items**

1. **Special Education Teachers and Teaching Assistants**

We are getting reports of Special Ed. teachers and teaching assistants being used in non-sped duties. What is the exact rule regarding the duties and functions of special education employees?

*The district responded that SPED teachers and assistants must devote their time to SPED students. If other students are present such as during lunch, the SPED instructor may be asked to supervise those students if it does not detract from the services to the SPED students. The district asked that we report specific violations.*

1. **School Dress Codes for employees**

* TADS PR-4 reads: (teachers) “Dresses professionally according to school policy”.
* There is no direction given on who determines the school policy, so it is usually determined by the principal sometimes, but not always with faculty input.
* Board Policy DH (Local) states “The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards *established by their supervisors and approved by the Superintendent.”*

*The district said there is no written communication from the superintendent approving individual school dress codes.*

1. **Teachers and Paraprofessional Duty**

We are receiving reports that teachers and paraprofessionals are being used as crossing guards and to control traffic. This places these individuals in physical danger and creates a huge liability on them if there is an incident involving a parent or a student. It must stop immediately.

*The district agreed that this should not be happening and asked for a list of schools so it may be investigated and stopped.*

1. **PLC Meetings**

PLC meetings are being held during the conference time of teachers. Some schools build this into their schedules so there is enough time above the required 450 minutes to hold a PLC meeting. Other schools give only the minim of 450 minutes of conference time and are still requiring the PLC take place during that time. We have heard that this is happening at Lamar HS and Waltrip HS.

*The district gave a long and unsatisfactory response regarding the two schools mentioned. They did acknowledge that any schedule that did not provide 450 minutes planning over a 10-day period with no single planning period below 45 minutes must be changed. They asked for a list of offending schools. A list was provided.*

1. **Planning and Lunch time on early dismissal days**

We received several reports last week of teachers losing planning and lunch on the early dismissal day. Every principal must be reminded that on early dismissal days each teacher is entitled to a 30-minute duty free lunch and if planning time is scheduled it must be for a minimum of 45 minutes.

*The district responded that principals had previously been reminded of this requirement. They asked for a list of offending schools. A list was provided.*

1. **Uncompensated mandatory duty at Whidby ES.**

**S**taff have been told that we will not be compensated for the mandatory afterschool programs such as Meet and Greet and Open House.

*The district responded that all staff members must be compensated for hours worked beyond his or her approved schedule*

1. **Low Enrollement Transfers**

What criteria are being used to determine which teachers are being transferred from schools due to low enrollement?

*District Response gave us different answers according to different area superintendents*

1. *Certification of people in areas of excess and experience at the campus (James McSwain)*
2. *Experience at the school is determined by the last hire date. If two or more employees have the same last hire date, then we defer to the teacher who accepted the position last. (Yolanda Rodriguez)*
3. *We first look at enrollement, then by program, then by certification and hire date. (Nicole Moore)*