



Instructional Consultation Meeting

Thursday, March 28, 2019

2:30 p.m.

3SE36 (Large Superintendent's Conference Room)

MINUTES

Board Meeting Date: April 11, 2019

Attendees: Steve Antley, CHT; Andy Dewey, HFT; Zeph Capo, HFT; Noelia Longoria, Chief Academic Officer; Julia Dimmitt, HR; Dawn DuBose-Randle, LTD; Lisa Blackmon Jones, Health and Medical Services; Rene Barajas, CFO; Alexis Licata, Logistics and Purchasing; Brad Bailey, Benefits

Facilitator: Noelia Longoria

Items Requiring Consultation:

OTHER	REVIEW OF THE FEBRUARY INSTRUCTIONAL CONSULTATION MEETING MINUTES	CHIEF ACADEMIC OFFICE: Noelia Longoria
RESPONSE: No concerns with February 28 th minutes. Approved.		
I-4	APPROVAL OF 2019-2020 RESOURCE ALLOCATION HANDBOOK	FINANCE; Rene Barajas
RESPONSE: Zeph Capo confirmed whether there is a scheduled Resource Allocation Committee meeting Friday, March 29 th . Confirmed. Zeph Capo asked how the Resource Allocation Handbook lines up with RAC recommendations. Mr. Barajas responded that the recommendations made by the RAC to the Board has not impacted the Resource Allocation Handbook. The only change from the handbook last year is that a \$73 reduction in PUA is taken into account in the handbook due to deficit and recapture; however, the RAC has not made any recommendations to changes to the Resource Allocation Handbook or how money will be distributed next year. Depending on what happens with House Bill 3, the only anticipated change would be a reduction in recapture and therefore the PUA would be restored to a higher level. The district does not have any intention in changing weights; however, one of the recommendations to the RAC is to continue meeting next year and delve into some of the issues that they weren't able to get to last year.		
K-1	PROPOSED REVISIONS TO BOARD POLICY BED(LOCAL), BOARD MEETINGS: PUBLIC PARTICIPATION—SECOND READING	LEGAL: Elneita Hutchins-Taylor Catosha Woods
RESPONSE: Zeph Capo has submitted questions to Dr. Lira.		
K-2	PROPOSED REVISIONS TO BOARD POLICY DNA(LOCAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS—SECOND READING	CHIEF ACADEMIC OFFICE: Noelia Longoria Dawn Randle
RESPONSE: No concerns.		

HFT/CHT Items(s):

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HFT/CHT 1	Nurses – Family Access Program (City of Houston) <ul style="list-style-type: none"> Some school nurses are under the impression that they are being required to input student health insurance benefits into a database, track those students, and reach out to families that do not have health insurance. Is this impression true? If so, why aren't these duties being handled by the school wrap-around services specialist? 	CHIEF ACADEMIC OFFICE: Noelia Longoria

	<ul style="list-style-type: none"> We have had several questions regarding the student flu shot initiative. How many students received flu shots compared to the number that were eligible? 	Lisa Blackmon Jones
<p>WRITTEN RESPONSE: Response to first bullet: If in their normal interaction with a student to provide care in the school clinic, the nurse identifies that a student does not have access to care due to a lack of health insurance, the nurse would refer this family for assistance using resources in Health and Medical Services (Family Assistance is one such program). Nurses and SMS clerks have access to update the insurance information in Chancery as needed. Wraparound staff do not have this level of access however they play a key role in supporting families with access to services and can also reach out for family assistance in our department. Nurses are encouraged to work collaboratively with Wraparound supports when available. A recent email to nurses explaining how to connect to the Family Access Program may have given some the impression that they were to do something beyond their normal scope of work, however it was simply providing them with steps to access services if needed within their current daily routine.</p> <p>Response to second bullet: <i>I need more clarity to be sure I'm answering exactly what is being asked, however all students in the district were eligible to receive the flu vaccine (4 and older), with parent consent. More than 20,000 (20,491) received the flu vaccine through this initiative.</i></p>		
<p>RESPONSE: Andy Dewey stated that the confusion lies in email that is sent from principal to nurses as being a directive to complete clerical duties and data entry associated with program even if it is not the nurses' duty. Clarification is needed for what nurses must really do vs what the principal is directing the nurse to do.</p> <p>Lisa Blackmon-Jones explained that putting in information for health insurance is not something that nurses have been doing, and it has been left up to the SMS clerk to enter, when they enroll students the information is given, inputs that data into the system, and it has not been the priority of the nurse. As far as the family access, that is just another resource for nurses to refer parents who need care for their kids.</p> <p>Andy Dewey asked whether it should be the Wrap Around specialist on campus, it should be their role. Lisa Blackmon-Jones explained that the Wrap Around specialist can help, but if it's medical, sick, illness – that's the nurses' role to provide information on campus. Nurses talk to parents in each individual case and go through a series of questions to help parents such as do you have insurance; where do you live? What place might be best for you? What hospital might be best for you? etc.</p> <p>Zeph Capo shared that he saw that the concerns/confusion issues brought forth may have stemmed from past cases when parents did not have insurance and schools began a mass enrollment process to get them enrolled which brought forth a volume issue. Nurses may have thought that this was what was happening again, and that we need to provide clarification to the nurses that the resources being provided is just to help parents get services if they don't have services.</p>		
HFT/CHT 2	<p>Budget proposals: In addition to the HFT compensation package proposals HFT made last month we would like to add:</p> <ul style="list-style-type: none"> The restoration of a pay differential for teachers who have advanced degrees. A financial incentive for those teachers who complete National Board Certification. 	HUMAN RESOURCES: Julia Dimmitt
<p>RESPONSE:</p> <p>Ms. Julia Dimmitt stated that the proposed addition will be add to the recommendations list proposed by HFT.</p> <p>Zeph Capo also wanted to formally put the request to bring together the right committee to start having the right conversations, not just regarding if we have the financial dollars, but to get to a level of agreement of what we should be funding to get ahead of the game if dollars are available. What types of degrees? What types of situations would qualify, etc.</p> <p>Labor Management Team who currently works with Teacher Development Department on the teacher's appraisal system can possibly align with the compensation side to continue conversations.</p>		
HFT/CHT 3	Risk Management	FINANCE: Rene Barajas

The ITC fire last week exposed some problems in the HISD risk management procedures. HISD schools in the affected area were kept open despite the obvious health risks to staff and students. Nearby school districts and charter schools closed citing the potential danger from the smoke yet HISD staff who had to breathe the same air had to go to work. Citing health risks HISD did cancel outdoor activities at east end campuses but still saw fit to have staff and students travel through the unfit air from their homes to school. We have already had members tell us that they were sick and going to the doctor or emergency rooms. What is the long-term plan to assist these staff members with medical bills and time off from work if it is verified that their problems are caused by the unhealthy work environment? HFT would be happy to work with HISD in developing a common-sense plan that would ensure the safety of staff and students in affected schools and leave unaffected schools free to carry on as usual.

Brad Bailey
Alexis Licata

WRITTEN RESPONSE: Employees that feel they have gotten sick due to any on-the-job exposure should file a workers' compensation report form. Employees that are injured on the job have remedy through Workers' Compensation. If employees have gone to the emergency room or sought medical care related to their exposure at work, they should file an injury report form through Workers' Compensation.

From what I am being told at Workers' Compensation, we have had only a couple of reported exposure claims. I will work with the staff to review these and make sure we have a process to review and manage these claims. These types of situations do come up occasionally, so we do have some experience in handling these types of claims. If the issue though goes towards employee safety matters, then this would need to be addressed by Risk Management or Operations.

RESPONSE: Brad Bailey responded that if an employee believe they were injured during the course or scope of their job, they should fill out paperwork for Workers' Comp. If they need to get medical care, they should fill out a treatment form so that they can be evaluated. Brad Bailey will meet with staff to get ahead of working through the need and concerns and to properly handle those cases. Travel to and from work generally is not covered. If exposure occurred at the workplace, then it would be covered. The sole remedy is worker's comp.

Zeph Capo expressed that there were two specific scenarios he knows of 1) Asthmatic case where teacher took time off instead of risking exposure. 2) One with heart issues and relayed the information that the employee should come back and fill out paperwork. There're a few others that Zeph Capo will follow up on.

Alexis Licata explained that air quality was being actively monitored, and air quality was within school and surrounding schools were reported to be fine. In areas with reports of benzene exposure, canisters were placed to test for benzene, and preliminary results does not show levels of elevated benzene. Benzene levels reports from Harris County Office of Emergency Management and City of Houston were also being monitored and did not show any indication that benzene was getting close to any of the campuses.

Testing Radius 13 miles, 17-20 miles from fire.

Zeph Capo commented that our state's tolerance levels are above that of other states' regulation levels and acceptance of Benzene levels.

Meeting adjourned at 3:15 .PM.

Meeting

Next Meeting: Thursday, April 25, 2019, 2:30 p.m. in 3SE36 (Supt's Large Conference Room)