



Instructional Consultation Meeting

MINUTES

September 30, 2021

Agenda Review: October 7, 2021
Board Meeting Date: October 14, 2021

Attendees: Dr. Rick Cruz, Deputy Superintendent; Elneita Hutchins-Taylor, General Counsel; Dr. Denis Watts, Chief of Schools; Glenn Reed, Chief Finance Officer; Dr. Geovanny Ponce, Assistant Superintendent; August Hamilton, Ex. Officer; Deputy Supt.; Dr. Jharrett Bryantt, Ex. Officer, Talent Acquisition & Perf. Management; Dr. Allison Matney, Ex. Officer, Research & Accountability; Emily Smith, Director, Chief of Staff; Dr. Khalilah Campbell, Officer, Special Populations; Lisa Reagins, Ex. Director, Talent Development & Perf.; Dr. Alejandro Gonzalez, Sr. Manager, Recruitment & Selection; Michael Love, Ex. Officer, Innovation & Strategy; David Johnston, Ex. Officer, College & Career Readiness; Candice Castillo, Ex. Officer, Student Support; Brenda Garcia-Salazar, Sr. Manager, Wrap-Around Services; Nolan Jeffery, Sr. Manager, Wrap-Around Services; Patricia Ortiz, Sr. Manager, Wrap-Around Services; Glenda Calloway, Ex. Director, Counseling & Guidance; Jackie Anderson, HFT; Andy Dewey, HFT; Daniel Santos, HFT; Sonia Gonzalez, HFT; James Faber, HFT; Gertrude Hilty, HFT; Norris Thomas, HFT; Jesse Drews, HFT; Steve Antley, CHT;

Facilitator: Tonnis Hilliard

Items Requiring Consultation: AGENDA REVIEW AGENDA

K-3	APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY BP(LOCAL), ADMINISTRATIVE REGULATIONS—FIRST READING	CHIEF OF STAFF Silvia Trinh/Emily Smith
------------	---	---

Emily Smith presented this item stating that this is an update to policy BP(LOCAL) administrative regulation. It's a recommendation from TASB to update some of the language and specifics around how the district stores information and also what to do in the case of differences in our regulations.

Sonia Gonzalez said the policy doesn't state where staff will be able to get the policy because they are not going to be available through a paper copy anymore and asked if it would be online.

Ms. Smith said that everything is already online via Policy Online.

Ms. Gonzalez said that it's not always updated in a timely fashion and that is her concern.

Ms. Smith agreed and said that was one of reasons they were working on making sure the regulations get updated as policies also are updated. She explained that once a policy or regulation is updated, it is reported to TASB for update to the Policy Online page.

No further discussion.

K-6

**APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
DH(LOCAL), EMPLOYEE STANDARDS OF CONDUCT—FIRST READING**

TALENT

Dr. Rick A. Cruz
Tonnis Hilliard

Tonnis Hilliard presented the item and stated that this is an update to board policy DH(LOCAL) as it relates to employee standards of conduct. The revisions are focused on the disciplinary actions for employees who make false claims as it relates to discrimination, harassment, or retaliation. Revisions were also made as it relates to electronic communication and to the employees' ability to carry weapons on district property. This is the first reading.

Ms. Gonzalez asked where the list of acceptable platforms was going to be held, who would make that determination, and if this would be a district level thing.

Ms. Hilliard said this would not be solely a campus decision and believes it would go through either the Assistant Superintendents or the Chief of Schools to make that decision as it related to what would be acceptable across the board.

Ms. Gonzalez said she was aware of situations where teachers were forced to give out their cell phone numbers to parents and then students could get the teacher's cell phone number and then text the teacher and while no harm was intended, this could be seen as a red flag and inappropriate. She said something should be put in policy so that everyone knows where the lines are.

Ms. Hilliard agreed and asked if she was suggesting or proposing the updates needed to be bit more specific, or did the communication need to be clearer as it related to the expectations on campus.

Ms. Anderson answered "Both."

Ms. Gonzalez also said both and added that this should be extended to parents.

Ms. Hilliard noted the request.

Regarding the weapons update, Ms. Gonzalez asked if this was coming from a law.

Ms. Elneita Hutchins-Taylor said yes, in addition to the TASB recommendations, these updates are also from a recent change from the last legislative session with new language added. She confirmed this was a first reading.

Ms. Anderson requested more time to have their attorney review and explain to their members on what to expect. She added that they had at least a month to review in the past.

Ms. Elneita Hutchins-Taylor explained that per a TASB audit, there are a number of updates to policies that would be brought forth monthly until the end of the school year and there would be two weeks for them to review before the board votes on it. This is in accordance with the timeline established for consultation.

Mr. Dewey said it was important to have clear understanding of each and asked why they were being presented at Agenda Review instead of the regular board meeting.

Ms. Elneita Hutchins-Taylor said because there are over one hundred policies that need updating by the end of the school year.

Mr. Dewey said this policy is important to them and they would review it for the next two weeks to provide suggestions and to see if they would be able to support this update.

Ms. Anderson asked if some of the future updates could be sent to them so they could have time to review because receiving them at consultation doesn't allow enough time to review.

Ms. Elneita Hutchins-Taylor said she would take their comments into consideration and repeated that the schedule that currently is in place is being followed.

Mr. Dewey said that Agenda Review is now being used as a regular board meeting and this compressed the timeline for all.

No further discussion.

K-7	APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DI(LOCAL), EMPLOYEE WELFARE—FIRST READING	TALENT Dr. Rick A. Cruz Tonnis Hilliard
<p>Ms. Hilliard presented this item and stated the proposed revisions addressed the drug free awareness programs and ensuring it aligned with other board policies. Some language was removed due to already being covered extensively in DH (LOCAL) and in DH(LEGAL).</p> <p>No questions or further discussion.</p>		
K-9	APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY FJ(LOCAL), GIFTS AND SOLICITATIONS—FIRST READING	FINANCE Glenn Reed
<p>Mr. Glenn Reed presented this item and stated some of the language under student fundraising was being changed to reflect three main things. One, administrative regulations on fundraising activities and reporting; two, at least one employee needs to manage the project with participation being voluntary and the project relatable to the district's educational mission; and three, following state law and federal law related to food and beverage sales. He added that fundraising should not be done during class.</p> <p>No questions or further discussion.</p>		
Items Requiring Consultation: REGULAR BOE AGENDA		
D-1	APPROVAL OF DISTRICT IMPROVEMENT PLAN FOR 2021–2022	DEPUTY SUPERINTENDENT Dr. Rick A. Cruz Dr. Allison Matney
<p>Dr. Allison Matney presented this item and explained that annually this is brought forward to the trustees for approval and next month the school improvement plans, which are aligned with the district improvement plans, would be brought forward for approval.</p> <p>No questions or further discussion.</p>		
F-1	AUTHORITY TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT AT TEXAS A&M UNIVERSITY AND HOUSTON COMMUNITY COLLEGE TO OFFER DUAL CREDIT COURSES FOR HIGH SCHOOLS OFFERING CAREER AND TECHNICAL EDUCATION PROGRAMS IN EDUCATION	ACADEMICS Dr. Rick A. Cruz David Johnston Michael Love
<p>Mr. David Johnston presented and said that items F-1, F-2, F-3 and F-4 are in support of our CTE programming. F-1 specifically addresses a partnership between Texas A&M and the Houston Community College to allow our campuses to offer dual credit for high school programs.</p> <p>Mr. Dewey asked if the dual credit only applied to the university who were associated with the item.</p> <p>Mr. Johnston said that the dual credit is recognized across the state of Texas.</p> <p>No further discussion.</p>		
F-2	AUTHORITY TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH THE TEXAS A&M AGRILIFE EXTENSION SERVICE TO RECOGNIZE HARRIS COUNTY 4-H FOR ELIGIBLE EXTRACURRICULAR STATUS UNDER THE TEXAS ADMINISTRATIVE CODE AND TO APPROVE THE ADJUNCT FACULTY AGREEMENT	ACADEMICS Dr. Rick A. Cruz David Johnston Michael Love

Mr. Johnston presented this item and said this gives the authority to negotiate and execute an interlocal agreement with Texas A&M AgriLife extension service to recognize our Harris County 4-H for eligible extracurricular status. This allows our Agriculture Programs to enter contests that are open to them, as well as the many different program offerings that 4-H has.

No questions or further discussion.

F-3	AUTHORITY TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH TEXAS SOUTHERN UNIVERSITY FOR COLLEGE LEVEL COURSE OFFERINGS TO STERLING AVIATION EARLY COLLEGE HIGH SCHOOL	ACADEMICS Dr. Rick A. Cruz David Johnston Michael Love
------------	--	--

Mr. Johnston presented this item and said it addressed the build out and continuing growth of our program at Sterling High School. This interlocal agreement between Texas Southern University and HISD is to provide additional course offerings for students involved in this program. The credits are recognized for students who pursue a bachelor's degree in these fields of courses and would be transferable.

No questions or further discussion.

F-4	AUTHORITY TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH THE UNIVERSITY OF HOUSTON-DOWNTOWN COLLEGE OF PUBLIC SERVICE TO PROVIDE INTERNSHIPS AND FIELD PRACTICUM OPPORTUNITIES	ACADEMICS Dr. Rick A. Cruz David Johnston Michael Love Candice Castillo
------------	--	--

Ms. Candice Castillo presented this item and said that this is for a partnership with the University of Houston Downtown, to provide opportunities to our HISD students that are interested in going into a major that pertains to the College of Public Service with opportunities for internships, field practicum and possibly becoming a wraparound specialist within the district.

No questions or further discussion.

Mr. Dewey said there were a lot of people in the meeting that they hadn't met before. He asked if everyone would introduce themselves so they could have an idea of name and position.

Ms. Hilliard read the list of the meeting participant's names and positions.

Ms. Anderson asked for the organizational chart.

Dr. Rick Cruz apologized for the delay in getting the charts to HFT and promised to get that to them the following week.

No further discussion.

G-1	ADOPTION OF RESOLUTION TO WAIVE WORKDAY MISSED AND TO PAY EMPLOYEES AS A RESULT OF THE SEPTEMBER 14, 2021, DISTRICT CLOSURE	TALENT Dr. Rick A. Cruz Tonnis Hilliard
------------	--	--

Ms. Hilliard presented item G-1 and stated this is a proposal to the board to approve the September 14, 2021 district closure as it related to inclement weather.

Mr. Dewey asked if this was just a resolution to the approval.

Ms. Hilliard said yes, to pay everyone.

No further discussion.

I-5	APPROVAL OF FUNDING FOR IMPLEMENTATION OF TIME AND ATTENDANCE SYSTEM	FINANCE Glenn Reed
<p>Chief Reed presented item I-5 and said findings from the LBB audits showed that the district doesn't have an efficient system, so this item is requesting funding and authorization to move forward with implementing a districtwide time attendance system. This will help the district be more efficient and employees' paychecks would be more accurate with overtime and extra-duty pay.</p> <p>Mr. Dewey asked if this would eliminate paper sign-in sheets and would all electronic systems now be centralized. He also asked if overtime on Saturdays would have to be logged into the central system.</p> <p>Chief Reed said yes, that was correct. It would all feed into SAP and time would have to be uploaded and Saturday overtime would have to be logged into the central system.</p> <p>No further discussion.</p>		
K-1	APPROVAL TO AMEND BOARD POLICY DGB(LOCAL), EMPLOYEE RIGHTS AND PRIVILEGES: PERSONNEL MANAGEMENT RELATIONS— SECOND READING	LEGAL Elneita Hutchins-Taylor
<p>Elneita Hutchins- Taylor, General Counsel, presented this item as the second reading to amendments to the consultation election process that relates to on-site voting being eliminated for the upcoming consultation election.</p> <p>No questions or further discussion.</p>		
HFT Items		
HFT 1	<p>Class sizes of 26+ in some EC classrooms, especially PK. There is no way to be safe or teach effectively with those enrollment numbers. - For instance, this is happening at Mistral and Farias.</p> <ol style="list-style-type: none"> 1. Why can't new classes be added to reduce class size when space allows? 2. What safeguards can be put in place to ensure safety for students and staff when social distancing is not possible and young students struggle with mask wearing? 3. When will class size waiver requests be available? 	SCHOOLS OFFICE Dr. Denise Watts

WRITTEN RESPONSE

1. The additional of classes to a campus is based upon campus budgets, the availability of certified staff, master schedule, student needs and other factors that vary by campus.
2. In accordance with the district's Ready, Set, Go plan, the expectation for students is that they wear their masks, especially in situations where social distancing is not possible. Additional safeguards that have been put in place include the deep-cleaning of facilities, and cleansing of high-touch areas. The district stays abreast of local COVID-19 data and makes adjustments to the plan in accordance with the data that is received.
3. Principals receive initial class size waivers totals at the beginning of the year based on historical data and trends. In October, there is a reconciliation process that aligns the number of waivers a school receives with the total they were assigned.

DISCUSSION:

Dr. Ponce gave an overview of the written responses.

Mr. Dewey acknowledged the limited space and a possible teacher shortage and proposed that teachers who don't mind teaching in an overcrowded classroom be paid extra duty pay.

Dr. Ponce noted the request and added that the early grades, PK-2 are being looked at closely right now.

Mr. Dewey said he would be asking for the list of class size waivers which is usually provided to them in October.

Mr. Faber said he was frustrated to read the written response and stated that just because there is a policy on paper that states masks are required, it does not address the pragmatic problem of 26 kids in early childhood classes and keeping masks on them and keeping them safe.

Dr. Ponce responded to Mr. Faber and said that they were in the early stages to reconcile, and working on decreasing early childhood classes are the first in line.

No further questions.

HFT 2	ESSER Funds: HFT is asking for an update of use of ESSER funds. a) Were the ESSER funds distributed to certain amounts per school? b) Is there a breakdown as to the amount that each school received? c) Are any of the ESSER funds being used for administrative raises or stipends? d) When does the district expect to get final approval of their proposals (e.g. Vaccine Stipends, etc)? e) Do any modifications to the use of ESSER funds include Paras compensation or stipends?	DEPUTY SUPERINTENDENT Dr. Allison Matney
--------------	---	--

WRITTEN RESPONSE

- a) **Were the ESSER funds distributed to certain amounts per school?** Yes, there were five areas in which Principals received discretionary funds: Wraparound, Innovation, Tutoring, Safety and SAT/ACT/TSI preparation.
- b) **Is there a breakdown as to the amount that each school received?** Yes, a methodology was developed for each of the departments by our Research and Accountability department.
- c) **Are any of the ESSER funds being used for administrative raises or stipends?** Not at this time.
- d) **When does the district expect to get final approval of their proposals (e.g. Vaccine Stipends, etc)?** We anticipate in the next few weeks to receive confirmation from TEA for the Vaccine Stipends.
- e) **Do any modifications to the use of ESSER funds include Paras compensation or stipends?** Not at this time.

DISCUSSION:

Dr. Matney gave an overview of the written responses.

Ms. Gonzalez asked for clarification regarding ESSER funds for paraprofessional and recalled the board asking this be revisited in August or September.

Dr. Matney said it was not under consideration at this time but there are several phases, and the first phase was getting the direct pay out to campuses.

Dr. Cruz stated that the district is looking at possibly creating some stipends for positions that have expanded their responsibility significantly under COVID and looking at how to compensate teachers for tutorial pay.

Mr. Dewey said Ms. Gonzalez was correct about the board asking administration to come back with a plan or proposal for compensation for paraprofessionals. He asked for the status of this request.

Dr. Cruz stated that this topic would be revisited. There is interest both from the administration and the board to look at compensation in a comprehensive manner and to put together a comprehensive plan.

Mr. Dewey said the paraprofessionals are getting tired of being told we're looking into it. It is felt that they are afterthoughts.

Mr. Thomas agreed with Mr. Dewey and said paraprofessionals and support staff are seemed to be always pushed to the side and should be taken into consideration for an increase.

Dr. Cruz noted the concern.

No further discussion.

HFT 3	Lesson Plans: Teachers are still expressing concerns about lesson plan requirements (please see samples). a) How is the district addressing these concerns? b) Also, HFT requests a special consultation on TADS, specifically on analyzing and revising any nonalignment of lesson plan language to state statute. How soon can one be arranged?	SCHOOLS OFFICE/ DEPUTY SUPERINTENDENT Dr. Denise Watts/August Hamilton
--------------	---	--

WRITTEN RESPONSE:

Although we did not receive the attachment of the lesson plan requirements, we can work to address any specific issues of concern at specific campuses. Administration can work with HFT to set up a time to discuss concerns related to TADS and lesson planning.

DISCUSSION:

Mr. Dewey said the TADS rubric is driving the lesson plan requirements in schools and not the state law that states brief and general. Teachers are having their appraisals lowered if they do not meet the lesson plan requirements set up by the schools. Some schools are being allowed to put unbelievable pressure on their staff to do multi-page lesson plans and this takes away from the time they need for instructing students.

Mr. Hamilton said he understood the concern and said the expectations could be revisited to provide clarity. Mr. Hamilton added that they want to ensure students get a quality instruction and said there is a middle ground that's not a 17-page lesson plan.

Mr. Santos said there was no middle ground due to a judge's decision already being made in 2015 regarding lesson plans. Mr. Santos requested a meeting to further discuss.

Mr. Hamilton asked that specific examples be sent to him for review.

Mr. Santos agreed to send examples.

Mr. Dewey said this could not be solved one school at a time, it needed to be solved within the entire system all at once.

Possible dates for the requested follow-up meeting will be sent by Mr. Santos.

No further discussion.

HFT 4	Wraparound Resource Specialists <ol style="list-style-type: none">1. Who created the Wraparound Resource Specialist Appraisal Rubric (please see attached rubric)?2. The regulations to FFC(LOCAL) states, "The District will operate with a community schools and feeder pattern framework." With respect to the rubric in general, upon which research-based Community School standards was it based?3. With respect to the metrics under Pillar I - Integrated Student Supports for evaluating effectiveness of Wraparound Resource Specialists (page 4 and 5 of the rubric), upon which research-based Community School standards were they based? What research-based algorithm was used to determine the minimum weekly data entries, minimum interventions per level, and minimum average of submitted Student Assistance Forms (SAFs) per level?4. What is the district doing long term to retain Wraparound Resource Specialists that were hired with ESSER Funds?	ACADEMICS Candice Castillo
--------------	--	--------------------------------------

WRITTEN RESPONSE:

1. Who created the Wraparound Resource Specialist Appraisal Rubric (please see attached rubric)?

The appraisal rubric was developed by the leadership of the Wraparound department at the time of its creation, and it gets revised and updated every year to align it with the department goals.

2. The regulations to FFC(LOCAL) states, “The District will operate with a community schools and feeder pattern framework.” With respect to the rubric in general, upon which research-based Community School standards was it based? It was based in the Community School Structures and Functions (Part I) which identifies the knowledge, skills, and dispositions that school and community partners need in order to plan and implement successful and impactful community schools. Each standard is organized into three levels – the standard, related elements, and indicators of performance. Each standard addresses the broad category of community schools implementation. The elements within each standard reflect specific features of high-level implementation. The indicators serve primarily as examples of how a community school practitioner and partners might demonstrate the elements along an implementation continuum of a comprehensive and coherent community school strategy.

3. With respect to the metrics under Pillar I - Integrated Student Supports for evaluating effectiveness of Wraparound Resource Specialists (page 4 and 5 of the rubric), upon which research-based Community School standards were they based? What research-based algorithm was used to determine the minimum weekly data entries, minimum interventions per level, and minimum average of submitted Student Assistance Forms (SAFs) per level? The research-based standard of page 4 & 5 of the rubric is based on the Integrated Health and Social Supports: Addressing barriers to learning standard. In a community school setting, the basic physical, mental, and emotional health needs of young people and their families are recognized and addressed as a core aspect of its work. There was no research-based algorithm used to determine the minimum number of interventions or SAFS. We used the percentage of the population for number of interventions.

4. What is the district doing long term to retain Wraparound Resource Specialists that were hired with ESSER Funds? The district has stated its commitment to developing long-term strategies to retain talent in the organization, this includes the Wraparound department.

DISCUSSION:

Ms. Castillo gave an overview of the written responses and asked if there were any other questions.

Mr. Santos said he was familiar with the Community School Standards as crafted by the Coalition of Community Schools and noted the answers were copied and pasted from that book. He asked if Jared Davis was the leader of Wraparound Services when the rubric was crafted.

Ms. Castillo said no, it was crafted when Dr. Trevino was over the department.

Mr. Santos asked about the algorithm that was used to craft the metrics for assessing wraparound resource specialists and what other sources were used.

Ms. Castillo said part was straight from the framework from Community in Schools and they are also aligned with the superintendent constraint board goals.

Ms. Garcia-Salazar said the Learning Policy Institute researched pillars and components from the non-teacher appraisal standards and expectations were also used to align the information.

Mr. Santos said that only four of the ten standards from the coalition conference were used and asked how number ten about authentic community engagement was embedded. He added that a lot of wraparound specialists participate in special events that incorporate the community and parents and asked to what extent that could be considered.

Ms. Garcia-Salazar said to clarify they do work with all standards but to tighten and align the goals, those were the ones pulled for this year. Terminology was shared on what a manager check in looks like. The data is monitored to avoid the inflation or pressure.

Ms. Castillo said one additional step taken is working on the checkpoints with data audits.

Mr. Santos asked to what extent HFT could participate in creating the next rubric.

Ms. Castillo said feedback is always welcome and it is just a matter of setting up a time to do so.

Ms. Garcia-Salazar shared that there are monthly community stakeholder meetings where discussions could be had to get input.

Mr. Santos thanked Ms. Garcia-Salazar for the information.

Dr. Cruz encouraged Ms. Castillo to go out and see the wraparound program at Mr. Santos' campus. He said there was amazing work happening there.

No further discussion.

HFT 5	Implications of HB4545 - How does HISD intend to implement HB4545 within constraints of teacher workday and contractual days?	SCHOOLS OFFICE Dr. Denise Watts Dr. Geovanny Ponce
--------------	---	---

WRITTEN RESPONSE:

Campuses have been working to schedule HB4545 interventions within their master schedules and the Interventions Office has also provided support to campuses who need assistance with the scheduling process within the school day. If there is any need to provide interventions outside of the teacher workday, employees will be compensated accordingly.

DISCUSSION:

Dr. Ponce gave an overview of the written response and confirmed that if teachers were asked to work after hours, they would be compensated.

No further discussion.

HFT 6	Teachers on M-TADS: HFT received concerns from members on M-TADS regarding observations and walkthroughs and HFT seeks clarification. a) How frequently can appraisers make observations and walkthroughs of teachers who have qualified for M-TADS and is there a maximum number of observations and walkthroughs permitted of teachers under M-TADS? b) If a criterion is not observed during an observation or walkthrough of a teacher who has qualified for M-TADS, then is this grounds for future, multiple observations and walkthroughs until said criterion is observed? c) Are the observations and walkthroughs that exceed the minimum required per policy and/or regulations for teachers under M-TADS included in their final appraisal? d) Are third party observations that exceed the minimum required for teachers under M-TADS included in their final appraisal?	TALENT Dr. Jharrett Bryantt Lisa Reagins
--------------	---	---

WRITTEN RESPONSE

Teachers on M-TADS: HFT received concerns from members on M-TADS regarding observations and walkthroughs and HFT seeks clarification.

- a. **How frequently can appraisers make observations and walkthroughs of teachers who have qualified for M-TADS and is there a maximum number of observations and walkthroughs permitted of teachers under M-TADS?** For teachers appraised using the M-TADS, appraisers must conduct at least one unscheduled and unannounced formal observation and walkthrough per school year. There is not a limit to the number of observations and walkthroughs an appraiser can conduct for teachers participating in M-TADS.
- b. **If a criterion is not observed during an observation or walkthrough of a teacher who has qualified for M-TADS, then is these grounds for future, multiple observations and walkthroughs until said criterion is observed?** Prior to the End of Year conference, appraisers must have rated each Instructional Practice criteria at least once. If all criteria are not observed/rated during the required observation or walkthrough, appraisers must conduct additional walkthroughs/observations to capture evidence and rate the criteria not previously rated.
- c. **Are the observations and walkthroughs that exceed the minimum required per policy and/or regulations for teachers under M-TADS included in their final appraisal?** Data from all formal observations and walkthroughs are used to inform the EOY rating for teachers appraised in the M-TADS. This included observations and walkthrough that exceed the minimum requirement established by policy and/or regulation.
- d. **Are third party observations that exceed the minimum required for teachers under M-TADS included in their final appraisal?** Appraisers may use all valid third-party observation data that has been shared with the teacher to inform the EOY appraisal ratings for teachers who are appraised using the M-TADS.

DISCUSSION:

Mr. Dewey asked what the process was for third party observations. Some members get appraised by different groups, many different sets of administrators.

Ms. Reagins said if an appraiser receives third party documentation or evidence, they are responsible for verifying the validity of it and if they're going to use it to inform or influence the appraisal rating for the teacher, they are required to meet the teacher and notify the teacher that it will be used to inform their rating within 10 working days.

Mr. Santos asked if the percentage of teachers who are on M TADS increased or decreased.

Ms. Reagins said she would collect that data and provide.

No further discussion.

HFT 7	What is the district plan to implement SB 179 and by when?	ACADEMICS Candice Castillo
--------------	--	--------------------------------------

WRITTEN RESPONSE:

The district has been working on several strategies to implement SB179 from providing training to hiring additional staff.

DISCUSSION:

Mr. Dewey asked if there was a timeline in which they would have to have compliance on this.

Ms. Castillo said the recommendations are being drafted based on additional recommendations that came from TASB and she doesn't have an official timeline at this point. Legal and the Counseling department are working on the final draft.

Mr. Dewey asked what type of employees would be hired.

Ms. Castillo answered both counselors and support staff and they are looking on how to redistribute some of the work that had been tasked to counselors who are no longer going to be able to do based on this bill.

Ms. Galloway said they were in collaboration with other districts, and they understood the importance of 80 percent for counselors and what that would look like, would it be measured by the day, week or month. They are working diligently to get this to the board as soon as possible.

Dr. Cruz asked Ms. Galloway how many additional counselors and workers were going to be hired through ESSER funds.

Ms. Galloway answered 150.

Mr. Dewey asked how these would be sustained once the funds run out.

Dr. Cruz said there was an immediate need right now, especially in the aftermath of COVID, and the data is showing that our students just have significant SEL and mental health needs so we need to deploy the additional staff now, but as we were looking at our district strategic plan and long term vision and thinking about what our core essential functions that need to be present, positions such as counselors or are definitely part of that conversation. He added that the hope is that even though we don't have any exact answer yet, is that we find a way that our students have access ongoing access to the counseling and social emotional supports that they need.

No further discussion.

HFT 8	<p>COVID Testing: In regard to HISD working with The City of Houston to provide COVID-19 screening and testing for students and employees,</p> <p>nurses were given 1 hours notice to choose and provide HMS with a campus contact. This should have been sent to the principals. Principals assign contact positions-not the nurse.</p> <p>Nurses have no knowledge of what is involved in the process of the initiative.</p> <p>As an outside provider of services any vendor including the City of Houston must be responsible for all areas of the program including contact, questions, concerns, consents etc.</p>	ACADEMICS Candice Castillo
--------------	--	--------------------------------------

WRITTEN RESPONSE:

We are currently working with the City of Houston to ensure we can have a process that complements the dynamic on campuses. Having a campus contact is helpful in coordinating the efforts so the provider can be set to provide the services and have a go to person for questions. The consent form will be key in this process and having a campus contact is helpful to collect this information as it will be information the nurse also would want to have in their records.

DISCUSSION:

Ms. Castillo gave an overview of the written statement.

Dr. Cruz shared that the Health and Medical department recently moved under the Office of Student Support with Ms. Castillo as part of the reorganization. He added that they were aware that communication and support given to campus nurses had not always been there so that was a commitment they were making. Dr. Cruz said some improvements would be made to ensure that nurses at the campus level get access to timely quality information and the support they need to be successful. He apologized that this had not been the case but would be a priority moving forward.

Nurse Hilty thanked Ms. Castillo for being there and said she was surprised not to see anyone from Health and Medical in the meeting. She said there was something disconnected in the process as far as the email requesting a contact person for the City of Houston and asking them to complete in one hour.

Ms. Castillo asked Nurse Hilty to forward that email to her and said she too was surprised to see the one-hour notice knowing how busy campuses are. Ms. Castillo said she was committed to ensuring that things work and are communicated in the right way.

Dr. Cruz told Nurse Hilty he thought it would be beneficial for her to set up some time to meet with Ms. Castillo to be open and forthright around how we could better support nurses.

Nurse Hilty agreed and said she would be counting on that to happen. She added that she had talked to several nurses who had issues with the initiative from the City of Houston (COH). It sounded like they were being contracted out and if this is a COH initiative, the COH should do the work.

Ms. Castillo said to disregard the assignments made because they are still developing the plan.

It was agreed upon that Ms. Castillo and Nurse Hilty would set up a time to meet to further discuss.

No further discussion.

Meeting ended: September 30, 2021 at 3:59 P.M.

Recorder: Evelia Velazco, Sr. Ex. Administrative Assistant

Minutes: Blanca Saldana, Sr. Ex. Administrative Assistant