



Consulta-

tion

A report on the December 2014 and January 2015 Consultation Meetings

Consultation is a structured process, outlined in SAISD Board Policy, which serves as a means by which the District consults with District employees on matters of educational policy and conditions of employment. The San Antonio Alliance of Teachers and Support Personnel is the organization elected by employees to serve as the Consultation organization. The Alliance Consultation Team meets with the SAISD Administration's Consultation Team to discuss issues and work towards solutions. There is a Paraprofessional/ Classified Consultation meeting and a Teacher/Professional Consultation meeting each month during the school year.

2015-16 Instructional Calendar

Dr. Matt Weber reported on the results of the survey that was conducted to get feedback from campus professional staff regarding two aspects of the instructional calendar. Results were as follows:

	Teachers	Other campus professionals
I prefer to have the two beginning-of-the-year teacher workdays on:		
Thurs. & Fri. before students start (Aug. 20, 21)	590	150
Mon. & Tues. before students start (Aug. 17, 18)	370	69
I would prefer district professional development days organized:		
All district days in August as a Professional Learning Conference	485	87
Some district days in August and others later in school calendar	475	132

Inside This Issue:

- p. 2 Improvements to textbook assistance
- p. 2 Library assistants, LMS meetings
- p. 2 Library equipment
- p. 3 Plant Operations uniform replacement
- p. 3 Advancement opportunities for support personnel
- p. 4 AB-14 work orders
- p. 4 K, 1st grade promotion/retention policy

Discussion occurred regarding campuses having some flexibility of the placement of the workdays and campus PD days. The Alliance requested that the survey results be broken out by elementary and secondary to see whether there were any differences that need to be considered.

The results regarding distribution of the PD days were fairly evenly split.

The administration will now proceed with drafting some calendar options to which employees will be given the opportunity to respond. Those results will then go to Dr. Perez who will make a recommendation to the Board who will make the final decision.

Electronic discipline referral

The administrative team reported that the electronic discipline referral from Review 360 is ready to roll out.

The referral will be web based, which will allow teachers and administrators access from their computers as well as from smart phones, if an individual so desires. The Alliance team and administrative team discussed options for proceeding and decided on piloting the electronic discipline referral process in a few schools this grading period in order to work out any possible implementation issues. The referral would then go districtwide for the last grading period. Training needs in order to use the referral are minimal.

With the electronic referral, parent notification can be done electronically or it can be printed and mailed. Additionally, teachers will be able to see what administrative action was taken without having to wait for the referral to be returned by the administrator.

Improvements to textbook assistance for libraries



The Alliance team reported that many of the temporary staff that were hired to help with unpacking textbooks at the beginning of the year were hired after school started, which is after the time they are needed in order to get the textbooks to students and teachers in a timely manner. Campuses were responsible for finding someone for this temporary position, which proved difficult in some cases.

Ms. Thompson, Associate Superintendent for HR, stated that the district will make revisions to their approach this year. While HR will check with campuses to see if they know of someone for the temporary position, the campuses will not be responsible for finding someone for the position. SAISD HR Department will start communications this spring for hiring the temporary staff so that they can be cleared and available before they are needed at the campuses.

The Alliance team also raised the need to hire people who are physically able to perform the job, which requires lifting boxes as well as the unpacking. It can be physically taxing, and some of the people hired this year were not physically able to perform the job. HR will create a job description so that those being hired know what the lifting requirements will be. If anyone arrives and cannot do the job, the campus will need to notify HR immediately.

One other concern noted was that some of the boxes are over the weight limit that they should be. The administrative team said the District will communicate with the publishers and can also make the weight of the boxes a requirement in the RFP.

Funding for library assistants to attend Library Media Services meetings

The Alliance worked with the district in order for library assistants to be able to attend the monthly Library Media Services meetings that are held after school. As hourly employees, the assistants must be compensated in time or money for all hours that they work.

Both the Alliance's Librarian Task Force and the Alliance's Library Assistants Task Force raised the concern that the assistants were not included in the monthly LMS meetings. Nineteen elementary campuses share a librarian and library assistant. Librarians were supposed to share information from the monthly sessions with the assistants, but when the librarian is at school 1 of the pairing, the library assistant is at school 2 of the pairing making regular communication and coordination between the librarian and library assistant a significant challenge.

The funding is now in place to allow the library assistants to attend the District LMS meetings after school.

Equipment for library operations



The concern was raised that library printers are not always dedicated for library use. Additionally, many libraries have old circulation computers. The Alliance

support personnel team requested that the district find out which libraries have dedicated printers as well as the age of the circulation computers. The administrative team will follow up and bring the information to the next meeting.

Plant Operations uniform replacement

The Alliance team asked questions regarding uniform replacement when a uniform is ripped or worn. The administrative team responded that if a uniform is ripped or worn, the employee can get a replacement. If the needed size is not available, Plant Operations would contact the uniform vendor and order one. Administration also reported that raincoats are now available as well as knee pads. Both of these items had been discussed at previous Consultation meetings.



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AB-14 work orders

The Alliance team raised concerns in December about AB-14 work orders being delayed or coming back incomplete. Head custodians have reported delays of up to three to four weeks from the time they submit the order until they receive it. They have also reported that they are not getting the full amount of supplies requested.

The administrative team responded that a reasonable amount of time for the order to arrive is 1-2 weeks. If there are delays beyond that, it would be because the item is on back order from a vendor. Administration also said that head custodians should be receiving the full amount of essentials requested (toilet paper, paper towels, etc.). If there is a determination that what is being ordered is excessive, a supervisor would talk with the head custodian to find out what the situation is.

Administration also stated that they are considering going back to a route system. Head custodians would know when to expect deliveries.

The Alliance team reported that head custodians had been told “hot shots” do not exist anymore, but the administrative team said that is not accurate. Administration will follow up to determine why this miscommunication occurred.

Advancement opportunities for support personnel

Project AIRS: Awareness-Interests-Resources-Support

The district will be holding sessions for support personnel who are seeking opportunities for growth and advancement. The session for paraprofessionals and substitutes will be held on Tues., Feb. 3 from 5:00-6:30 PM at Region 20, 1314 Hines Ave. Numerous educational entities will be present for participants to visit with.

There will be two sessions for classified/skilled trades personnel in order to meet various work schedules. Both sessions will be on Tues., Feb. 3 at Region 20. One will be from 10:00-11:30 AM and the other will be from 5:00-6:30 PM.

Call 210-554-8443 to RSVP.

Alliance's 2014-15 Para/Classified Consultation Team

Shelley Potter -- President
 Rachel Martinez -- Exec. Vice Pres.
 Hilda Cantu -- Houston HS
 Terry Armstrong -- Plant Svcs/Maint.
 Jack Crum -- Beacon Hill/Kelly
 Cheryl Solis -- Rogers MS
 Catherine Rodriguez -- Jeff HS
 Nora Mercado -- Harris MS

K, 1st Grade Promotion/Retention Policy



Deputy Superintendent Matt Weber reported that as administration reviews student promotion/retention data they see spikes in particular grades. Kindergarten and first grade are both grades with significant spikes. He noted that SAISD does not have a policy for K promotion/retention. He reported that other districts around the state have very disparate policies with regard to K promotion/retention.

The administration had a small group of principals begin to look at the issue. The goal is to have students on grade level by the end of third grade. The working group felt that there should not be K retention except for parent request since K enrollment is not required by law. The working group felt first grade should consider returning to E, S, N, U rather than number

grades. The principals brought some K and first grade teachers into the group. Two of the Alliance Consultation team members will also be added to the working group.

The Alliance team emphasized that it is a false choice to choose between promoting a student who is not prepared for the next grade or retaining the student as neither is a good choice. The challenge is how to help a student catch up and succeed. Unfortunately, over the past few state legislative sessions, as funding has been cut, it has become more and more difficult to find the resources necessary to intervene with students who are struggling.

There will be a follow-up meeting of the working group and discussion will continue at the next Consultation meeting.

Alliance's 2014-15 Teacher/Prof. Consultation Team

Shelley Potter -- President
 Gracie Oviedo -- Highland Park ES
 Susan Castro -- Hawthorne Academy
 Cynthia Paredes -- Bexar County Juv. Det.
 Cathy Hazzard -- Longfellow MS
 Yvonne Clemons -- W.W. White ES

Classified employees, watch for upcoming surveys from the Alliance.

Stand up. Stand TOGETHER. Make a Difference.

REAL Results for Students and the Community