



Update

Consultation

A report on the November and December 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. Our 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.

Student Behavior and Discipline

At the November and December meetings, our Alliance Team took forward a number of issues related to student behavior and discipline referrals.

Discipline Referrals:

Our Alliance Team reported that teachers are being pressured not to write referrals at some campuses. Some campus administrators are taking a blame-the-teacher approach with the tone used and the type of questions asked about discipline referrals instead of a helpful, teamwork approach. The goal should be to provide a safe, orderly environment conducive to learning.

Alliance president Shelley Potter and Deputy Superintendent Castro had a follow-up meeting regarding discipline referrals. Castro sent out a communication to campus administrators to underscore that teachers and other staff are required to submit a discipline referral when a student violates the Student Code of Conduct.

Potter also shared with Castro examples of very serious offenses that have been reported this year, including assaults of employees. **Under the SAISD Student Code of Conduct, assault causing bodily injury against a school district employee or volunteer is a mandatory placement in DAEP (Disciplinary Alternative Education Program).** The Texas Penal Code defines assault causing bodily injury as "intentionally, knowingly, or recklessly causing bodily injury to another."

Discipline Referrals By Support Personnel:

Our Alliance team raised the need for a clear process for non-teaching staff to use when they witness a SCOC violation. A decision was made that instructional assistants will be able to submit electronic referrals. Principals have received notice of the online video training and the need to provide time in the schedule for assistants to do the approximately 20-minute training. On November 30th, instructional assistants should have received an email with a link to the video training. There will also be a "Tips for Completing Discipline Referrals" document to provide guidance in writing referrals.

It was also clarified that any employee may submit a paper discipline referral.

Cheryl Solis, representing data clerks, relayed that data clerks cannot see discipline data for students this year, which they have been able to see in the past and need to be able to see. Administration will follow up to figure out how to address this problem.

Inside This Issue:

- p. 3 ES Data Clerks
- p. 3 Insufficient Custodial Staffing
- p. 3 Equipment for Libraries
- p. 4 Health Insurance Rewards Plan
- p. 5 Curriculum Management System
- p. 6 Semester Exams
- p. 6 Compass Math

Review 360:

Review 360 has been adjusted so that teachers no longer have to click “none” in the “Previous Action Taken” section. Under district guidelines, teachers **are not** required to take previous action in order to complete and submit a discipline referral.

Our Alliance Team reported that the requirement for campus administrators to inform the referring teacher of administrative action within 5 days is not happening at some campuses. **In order to receive the notification of administrative action, employees need to enable email notifications in their settings.** If you have enabled email notifications and are still not receiving notification of administrative action, please let our Alliance office know. Our Alliance leaders and the district administration are working together to get this resolved.

Alliance leaders have received numerous reports of campus administrators closing referrals with no action for violations of the Student Code of Conduct. **Violations of the SCOC should always result in administrative action.** The decision was made in Consultation for our union and the district administration to look at the data of how many “close this referral with no action” incidents there are and whether there are any campus or other patterns that need addressing.

There have been some Review 360 access issues for music, P.E., teachers at two schools, etc. We have worked with administration to resolve these problems as they have been brought to our attention.

Inappropriate Language:

The Alliance Team stressed that inappropriate language, including profanity and racial slurs, is a problem across the district. The Alliance team and administrative team discussed profanity used between students and profanity directed at a staff member, which are currently captured in the same offense code in the Student Code of Conduct, and the possibility of breaking that offense into two different offenses.

The administration agreed to pull referrals on inappropriate language to see what administrative action is being taken and how repeat offenders are

being handled. Are they receiving the same consequence over and over? If the consequence is not resulting in a change in behavior, the administrator should use a different consequence.

The teams also discussed the possible role of counselors, character education, teaching students about appropriate language for different settings, training OCI teachers to the level of behavior specialists, and utilizing community service as a consequence.

Cell Phone Usage Violations:

The Alliance Team reviewed a copy of the district policy regarding cell phones: *“The use of cell phones and other electronic devices, such as MP3 players, on school property is prohibited. For safety purposes, the district permits students to possess cell phones while on campus; however, all cell phones must remain turned off during school hours, including during all testing. With prior approval from the principal and teacher, a student may use personal electronic devices for on-campus educational purposes only.”* This policy is currently not consistently enforced at SAISD secondary schools. Our Alliance leaders noted that if we have a policy and do not enforce it, we are teaching our students that they do not have to follow rules.

After reading some articles on cell phone usage, the group discussed cell phone addiction, students’ moods changing due to cell phone communications received, students not getting enough sleep or having insomnia due to their phones, feelings of “phantom vibrations,” students suffering from anxiety when they do not have access to their phones, etc. Discussion will continue on this topic.

PBIS:

Our Alliance staff has received reports of some principals telling teachers that having a certain number or percentage of referrals submitted can negatively affect a teacher’s PDAS. Both Beth Jones and Deputy Superintendent Weber stated that this should not be occurring. There is PBIS data available that indicates what percentage of the total campus referrals are from each teacher, but that data is not intended to be used in connection with PDAS. (cont. on p. 5)

ES Data Clerks/Attendance Clerks

Our Alliance team noted that many data clerks are having to do their work in common areas and are not getting the two hours of uninterrupted work time in a secluded place, which was agreed to in Consultation a few years back. It is difficult for the data clerks to concentrate and focus on their work with so many interruptions and distractions. They have many screens on which to enter data so focus is critical. It is also difficult to maintain the confidentiality of records for clerks that are working most of the time in a common or open area. Accurate attendance data is vital to the individual school and to the district as a whole, and the current work environment for many data clerks is impeding this work.

Training needs were also discussed. Josh Johannsen said he provides one-on-one or two-on-one training for new data clerks followed by on-site training. He can also “remote in” to provide assistance. His focus is technical aspects. He reminds the principals that the primary focus for the data clerks is data entry, but he does not define a set amount of time for data clerks to have as uninterrupted work time. He said there are times of the year when data clerks need more than two hours per day of uninterrupted time.

Mr. Johannsen will work on a best practices document that will be shared with our Alliance leaders for feedback. Once finalized, it will be sent out jointly. Additionally, the assistant superintendents will reiterate to principals the need for data clerks to have appropriate space and time to do their work.

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

Equipment for libraries

Last spring, our Alliance team raised concerns about lack of dedicated equipment needed for daily Library Media Center operation. At the November Consultation meeting, Susana Rodriguez, Director of ELAR, reported that the majority of the library computers are five years old or older. She reported that Mr. Zorola had budgeted in one new computer for each library. She said other needed equipment should come from the campus’ Title I budgets 201 and 199 and would be a campus decision.

Our Alliance team’s request is a minimum of two (2) desktop computers: one for the librarian and one for the library assistant and a printer that is solely assigned to the library. Follow-up discussion will continue at the next meeting.

Insufficient Custodial Staffing

Our Alliance leaders and staff have been hearing all year from custodians that they do not have enough time in the day to clean all of their designated areas. As Alliance staff reviewed individual custodian’s situations, we found disparities between the custodians’ hours and the district’s time-to-task guidelines.

The district has guidelines for how long each area should take to clean (x minutes for a classroom, y minutes for a restroom, etc.). When we added up the minutes needed for a custodian’s assigned areas, it frequently totaled to considerably more than the 8 hours a custodian works.

Our Alliance leaders did an Open Records Request for custodial allocations and vacancies and for campus square footage and acreage. Our leaders also reviewed recommendations from the State Comptroller’s office.

Our Alliance team presented a chart to show, by campus, the gap between the actual manpower hours available for daily labor/cleaning and the hours needed. Our goal is to come up with solutions so that the level of cleaning can be sufficient to meet the needs of our students. Mr. Sanchez and our Alliance leaders will meet to go over the data and bring back an update for next meeting.

Health Insurance Rewards Plan

Did you know you can take care of your health and be rewarded? Through the SAISD Health Insurance with United Healthcare (UHC), **you can earn up to \$200** for completing health and wellness actions. If your spouse is covered under your plan, s/he can also earn up to \$200.

How can you earn your rewards? Below is the UHC plan. Program effective dates are November 1, 2015-October 31, 2016. Rewards will be earned through E-Cards (electronic gift cards) only.

Participate in a biometric health screening and get a \$75 reward. You can participate in a screening at a campus near you. You'll learn about your important health numbers: total cholesterol, blood pressure and Body Mass Index (BMI). TO REGISTER for your Health Screening, please visit <https://register.wellness-inc.com/saisd> or call 866.935.5462 and use "SAISD" to register.

Complete an online health survey and get a \$25 reward (through Rally when you log in to myuhc.com® within 90 days of the start of the program).

Get a \$20 reward each month that you visit a participating fitness center at least 12 times per month. Register at a participating fitness center or YMCA® through the Health and Wellness tab on myuhc.com. You must present your fitness ID card each time you go to the gym.

Complete a telephone-based health coaching program and get a \$75 reward. Complete the health survey in order to participate in this health coaching program. Call the Health Coach at 1-800-478-1057 to begin working on your personal health improvement plan. Plan accordingly. A telephone-based health coaching session takes three to five months to complete.

Complete at least 3 Missions through the Rally experience and get a \$50 reward. Complete the health survey to receive suggested online health actions or "Missions". Missions are interactive and provide choice that may help you maintain

your health. Plan accordingly. Each mission can take at least four weeks to complete.

Estimate health care costs on myuhc.com and get a \$25 reward. Perform at least one cost estimate on an upcoming procedure. Get simple, comprehensive estimates for your health care costs to help you make more informed decisions.

Our Alliance team asked in Consultation that the district set up some opportunities for support personnel to access computers in order to participate more readily. Administration will follow up. The UHC onsite reps for SAISD are **Karen Ochoa**, (210) 554-8676, wellness4saisd@uhc.com and **Alicia Lassiter**, (210) 554-8674, health4saisd@uhc.com.

Bond Report/Update

Transportation Facility

Kamal ElHabr said the current plan is to move into the Transportation site during Spring Break. ElHabr noted that the new site has two portables for restrooms (one portable for women, one for men) with five stalls per portable. There are also two additional stalls in the bus wash area.

He said the portables at Alamo Stadium parking lot will not be removed at this time because once they are removed they cannot be put back due to that being an historic site. While the portables will no longer be used for the Transportation Dept., they may be used for some other district needs.

Contract with Munoz/Jacobs ending

ElHabr stated that the bond construction is going through a transition stage with Munoz/Jacobs whose base contract comes to an end on January 15, 2016. There have been some amendments that will result in Munoz/Jacobs continuing to manage some projects (for example, Highlands HS). The district has taken six projects from Munoz/Jacobs to manage (Burbank, Tech, Jeff, Lanier, Bonham, Longfellow). There is a standard one-year warranty for the work done under the bond program. If there is something that fails under warranty, the campus submits that to the Construction Management Department to be addressed.

Student Behavior and Discipline, PBIS

cont. from p. 2

Our Alliance Team noted that when the district started PBIS, schools were able to go at their own pace. It now appears that PBIS has become more of a compliance piece than about helping students. Some PBIS teams are reporting that they spend all of their meeting time going over the Tiered Fidelity Inventory (TFI). Beth Jones said that doing the TFI data at every PBIS team meeting is too often. PBIS team meeting time should be spent primarily on addressing individual student behavioral issues and/or campus-wide common area issues.

Dress Code Violations:

In many schools, the current dress code is not being enforced. As with cell phones, if we have a policy and do not enforce it, we are teaching students that they do not have to follow rules.

The group discussed various reasons students do not follow the dress code (desire to express individuality, defiance, which styles are readily available in stores, untucked shirts due to body consciousness, obesity, and clothes that have been outgrown or have broken zippers).

The decision was made to revisit the dress code since that has not been done for a while. A dress code needs to be reasonable and enforceable.

Next Steps:

The district administration and our union agreed to look further at inappropriate language, dress code, and cell phone use, and develop specific plans for moving forward on these issues. **Watch for a survey soon from our Alliance team on inappropriate language and cell phone usage.** Your feedback on the survey will be extremely helpful.

Curriculum Management System

Administration introduced the Texas Curriculum Management Program Cooperative (TCMPC), which is used by more than 800 districts in the state and which the district has purchased for the spring. **Use by teachers will be optional this year with the intent of moving to the TCMPC as the curriculum management system for next school year.** Usernames and passwords will be provided along with training in the spring semester.

The presenters said that TCMPC focuses on the “what” and allows teacher to focus on the “how.” There are no lesson plans as such. Presenters stated that TCMPC starts with state standards, defines the specifics of the standard, and groups standards.

Our Alliance Team submitted questions and received the following responses from administration:

- **During the second semester of this school year, will all curriculum guides continue to be printed and distributed to teachers?**
No, they will be available online.
- **Will the curriculum guides be printed and distributed to teachers next school year?**
No, they will be available online.
- **As we transition into using the new curriculum management system, will all the district departments continue to provide the pacing guide and list of TEKS by subject for each nine-week period?** Pacing Guides and TEKS by subject are available on the Texas Curriculum Resource System.
- **Will all resources that are currently in place continue to be available, or will resources be removed?** Current and additional supplemental resources will continue to be available.

***Stand up. Stand TOGETHER. Make a Difference.
REAL Results for Students and the Community***

Semester exams

The semester exams have been an ongoing item of discussion since last February when the administration team reported that they were considering end-of-semester exams for core subjects as a replacement for two or three CBAs (Curriculum-Based Assessments). Administration recommended a 90-minute exam to count for 15% of the student’s semester grade. Our Alliance leaders held a forum and surveyed secondary teachers to get widespread feedback regarding specific aspects of the administration’s proposal. The focus of our Alliance team in Consultation has been on real results for students and on support for teachers as they work with students toward that end.

On the Alliance survey, 68% of teachers who responded agreed that CBAs should be replaced by semester exams for all middle and high school courses. 67% of respondents wanted the exams to be available for teachers to view prior to the start of the semester so that they could teach with the end in mind. On the question of whether exams should count for 15% of the student’s grade, 45% said yes while 35% thought the weight should be less and 10% thought the weight should be greater. There were varied opinions from teachers as to who should create the exams.

At the December Consultation meeting, the administration’s team reported that the District would post all of the exams on Dec. 16th so that teachers could view the exams and the blueprints.

Please contact Andraya Young (ayoung2@saisd.net) or Gracie Oviedo (gracieo@sanantonioalliance.org) if you have recommendations for the next round of semester exams. Also, our Alliance team plans to survey teachers again for feedback with the goal of proposing any changes that need to be made for the next round of exams..

Compass Math

At the November Consultation meeting, our Alliance team reported that, from the teacher perspective, there is still confusion regarding Compass Math.

Monica Garza from the Math Department said that customized half-day training is being provided to the campuses. The principal defines how the half day is configured (entire staff w/ overview, grade level team rotations, coaching, etc.). Until the PD comes to the campus, there is an online library of virtual learning. Teachers have to log in and sign up. Information about the online training has been shared with principals and department chairs who have been asked to forward the information to teachers.

Alliance team members asked whether teachers can print out individualized student data for RtI purposes. Ms. Garza said that they can. Unfortunately teachers do not know about this if they have not had training. Our team also asked whether there are district-level staff who are experts. Ms. Garza stated that the Math Department staff is still learning the system. She said that the district will look at offering other training opportunities in addition to the campus-level training.

Our Alliance leaders stressed that for future implementation of new programs the district needs to plan more effectively so that teachers are not well into November and still in need of the training to implement the new program. Proactive planning at the central office level is needed in order to support the teachers and ultimately the students, especially when new programs are implemented.

Alliance Consultation Update
<p>is a publication of the San Antonio Alliance of Teachers and Support Personnel 120 Adams St. San Antonio, TX 78210 (210) 225-7174/FAX (210) 226-4400</p>

Alliance’s 2014-15 Teacher/Prof. Consultation Team
<p>Shelley Potter -- President Gracie Oviedo -- Highland Park ES Susan Castro – Hawthorne Academy Andraya Young – Burbank HS Ernest Gonzales – Whittier MS Yvonne Clemons – Bowden ES</p>