

Campus Advisory Council  
February Agenda

**School Name:** Thomas G. Harris ECP Elementary

**Location:** Library

**Date 2/13/2020**

**Meeting Type** (Special Meeting- Principal Selection process)

Agenda Items	Action Items	Presiding Co-Chair	Presenter/ Resource Person
Welcome Call to Order	Syed Rowland seconds		
Approval of Last CAC minutes	<p>MOY Data Review Principal Selection Process review and what is expected of our CAC.</p> <p><b>Betty Jenkins- Principal Selection Process - see dates picture of timeline below</b></p> <ul style="list-style-type: none"> <li>- Ana Dwiggin- Interim Principal currently and will be until the end of the school year</li> <li>- “We want staff members and community members to be in the process as we select the principal for Harris” - Jenkins</li> <li>- Dwiggin will still have to apply for the full time position</li> </ul> <p><b>Timeline:</b> <b>Step 1: Principal Position was posted</b> on Jan 6 and letter was sent out to families on Jan 8</p> <p>Once applicants apply they go into their first screening with Screening Committee</p> <p><b>Step 2: Screening Committee</b></p> <ul style="list-style-type: none"> <li>- LBJ vertical team principals will screen the applications (elementary, middle, and high school)</li> <li>- Applicants will answer questions online by video Application and screening committee will review and pick 6 applicants for School Interview committee to interview.</li> <li>- Concerns from everyone brought up about the amount of interim principals that will be on the committee</li> </ul>		

- Betty Jenkins said she will look into pulling other principals from other vertical teams that have full principal positions
- Committee will use the Principal Profile we create to screen applicants for the top 6.

**Step 3: CAC role in the process**

Jenkins asked who the Co-Chairs were for our CAC

- Syed & Brandi Juarez raised their hands as teacher Chair and parent chair

CAC will create a process on how we select the who will be on the interview committee

- 2 CAC co-chair
- 1 parent who is not a CAC member
- 1 teacher who is not a CAC member
- 1 parent and 1 teacher

- Committee will interview 6 individual, 40 minute/ person on April 14, 2020 at the Southfield building - All Day
  - Substitute will be provided by HR
- The Interview Committee will meet on April 2nd as well to develop interview questions for the principal interview.

**Process for Interview Committee Selection-**

Betty Jenkins suggested multiple ways to select the other 4 members of the interview committee.

- Create a Ballot box and pick randomly?
- Create an application and interview ?
- Wyatt said that we need to have a lot of time to allow all parents/ staff to participate
- Deadline to have an interview committee selected is by March 4, 2020
  - Betty Jenkin suggested we could move the deadline date a few days if we want to have our March CAC meeting to finalize who we select.

**Thoughts on how we can interview**

- Most committee members were thinking of an application process
- Wyatt and Trevino brought up the idea that maybe just have an interest form or nomination form for parents who may not be as literate or intimidated by a full applications
- We want parents to want to apply and feel included. We want to reach out to all parents

(working parents)

- Maybe have an application for staff and interest forms for parents that is not long (also in multiple languages) and staff or CAC can vote on parent nominations based on how many apply?

**Profile Development for Principal - March 24**

- We look at the data and learn about the background of our school
- Suggestion that we have multiple profile meetings
  - 1 with staff afterschool
  - 2 with parents and community
    - 1 in the morning -principal coffee chats
    - 1 in evening- for other parents
  - Some debate on times, but overall consensus we want as much input as possible so ALL parents can be a part of the experience.
- Look at the principal rating process that AISD uses to appraise principals as our template.
- We will create a profile of quality and skills we would like in a principal

=Briscoe brought up why we would use last year TEL Survey

- Jenkins said it takes a few months to process and we may not get the results by March 24.
- Briscoe and others brought up concerns that the culture, leadership, and results will be very different from last year to this year.
- More questions on using TEL survey for current year vs. last year
- Council asked Jenkins if we can expedite the process of the Harris survey so we have it before our profile meeting.
- Jenkins will go back and see if we can get our current TEL survey data before March 24 or if we can move date

**Step 4: Superintendent interview**

- Interview committee will get 6 people to interview and pick their Top 3
- Superintendent will interview 3 and select

	<p style="text-align: center;">one</p> <p><b>Step 5: Board will decide to approve principal by May 18 and will be announced that night.</b></p> <p>May 19- Introduce new principal</p>		
<p>Citizens Communications (communication from parents or outside programs)</p>	<p style="text-align: center;">-</p>		
<p>Suggested Activities: Data Available for Review:</p> <ul style="list-style-type: none"> <li>● <b>Suggestions for how we select CAC interview committee member</b></li> <li>● <b>What kind of questions would we have on an application for staff/ parents</b></li> <li>● <b>Decisions on who will be in the process to decide for committee members</b></li> <li>● <b>If you apply would you also be a part of the decision process?</b></li> <li>● <b>Timeline on when we want deadlines for applications, interviewing, process, etc.</b></li> </ul>	<p>Communication- we can record it.</p> <p><b>Decisions on who will be in the process to decide for committee members</b></p> <ul style="list-style-type: none"> <li>- All agree Selection of interview process- CAC + anyone present at that meeting will get to vote.</li> <li>- People who applied will still get to vote</li> </ul> <p><b><u>How are we going to select the CAC interview members</u></b></p> <ul style="list-style-type: none"> <li>- Interview</li> <li>- Nomination ballot</li> <li>- Application Form</li> <li>- Draw Random</li> </ul> <p><b>For Staff:</b></p> <ul style="list-style-type: none"> <li>- Coach Dominguez: Google Application</li> <li>- Trevino- electronic application</li> <li>- Romero- Application online is good</li> </ul> <p>Syed: Is everyone in agreement with us choosing just an application to review- all agree</p> <p><b>For Parent:</b></p> <ul style="list-style-type: none"> <li>- Trevino and Romero: Paper Application</li> <li>- Make copies in the front office</li> <li>- Do both in person and online</li> <li>- Parent asked if we will have a way to help parents with completing applications</li> <li>- Staff decided that we can cohost events already happening and provide parents support filling out applications. <ul style="list-style-type: none"> <li>- All agree that at Literacy Night &amp; Registration events we can have a table to help support parents.</li> </ul> </li> </ul>		

**What kind of questions would we have on an application for staff/ parents**

- Council showed everyone the Kiker Elementary PIC application and discussed the questions they had.
- Staff:
  - Keep the same questions
  - Add will you be teaching next year at Harris Elementary

**QUESTIONS STAFF**

- I will be available April 2, 2020 in the afternoon/ evening for the Development Interview Question Meeting.
- I will be available April 14, 2020 all day (7:45am-5pm) for the interview day.
- Are you a CAC representative/ member?
- Are you planning on returning to Harris Elementary next year (2020-2021 school year)?
- Why are you interested in this role and what makes you a good candidate? \*
- How would you represent the Harris community well during the interview process?
- What are you looking for in Harris' new principal? \*
- Committee Requirements (2 dates + confidentiality)

**For Parents:**

- More of a checklist on what we are involved in, in grades of students, and events they have attended. More about how they are involved vs. why they think they are qualified.
- Keep what you are looking for in a leader question.

**Questions for Parents**

- Will your family be remaining at Harris after this year? Please explain your response
- I will be available April 2, 2020 in the afternoon/ evening for the Development Interview Question Meeting.
- I will be available April 14, 2020 all day (7:45am-5pm) for the interview day.
- Children & grade level at Harris (plus any Harris graduates):
- What are you looking for in Harris' new

principal

- Involvement Have the rest Checklist ( have a disclaimer about how checklist will not disqualify you and check all that apply)
  - Attend PTA meetings/ events
  - Attend Coffee Chats
  - Attend Family Night
  - Attend CAC Meeting
  - Attend Awards Ceremony
  - Have a child in after school/ CIS/ ARF programs
  - Volunteering on campus
  - Registered on Class Dojo
  - PTA Members
  - Attend Parent Conference Meetings
  - Other

What programs are important to you?

- Dual Language Program
  - CIS (Community in Schools) (Ms. Reyes)
  - Afterschool Clubs
  - ARF
  - Tutoring
  - Neighborhood Longhorn Program
  - UT College of Education Program
  - Brighter Bites
  - GT
  - ESL Classes (Adult)
  - VIDA
  - Seedlings/ Mentorship
  - Literacy First
  - Other
- Any other information about you?

Translate into: Arabic, Congolese, Swahili, Dari/ Farsi, Spanish, (Ask Rodriguez for languages)

**Clarification on Dates**

- **March 24-** is a full community event to develop the kind of qualities of we want in a leader and create a profile for our principal
  - There will be 3 meetings in the morning (parents and community) , afterschool (staff only), and evening (parents and community)
- **April 2/ 14-** required dates for committee to meet and interview/ develop questions for

interview process

- **At our next CAC meeting we will brainstorm ideas of questions on interviewing**
- Will can have stations to help apply for parents and staff at:
  - Literacy Night, Registration Day- Have
  - Syed said she still has to ask Lisa, and Literacy Committee if they approve
  - All Council members agreed

**All of the council agree to do a paper and online application for parents.**

**All Agree the timeline due date is February 28, 2020.**

**We agree that we will redact personal information but post all responses in the front office and online (website and class dojo)**

**We will post online & in the front of the school to show between March 1-5**

**Application Selection/ Decision Process:**

All people present will get two votes per category, 2 for parents and 2 for teachers.

We will pick the top 2 from each category

What if we have a tie, then we can do a run vote once at that meeting

All agree to this voting strategy

**Can we allow community members who are future parents to be a part of the interview committee or do they need to be current parents?**

No - current parents only

**Change parent qualification to legal guardian ?  
Is CIS/ outside programs qualify as a CAC member**

**Yes - see below**

	<p style="text-align: center;"><b>INTERVIEW COMMITTEE MEMBER* SELECTION CHART</b></p> <table border="1" style="margin: auto;"> <tr> <td style="text-align: center;">CAC Co-Chair (Parent)</td> <td style="text-align: center;">CAC Co-Chair (Teacher)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Required Principal Selection Process Guidelines</td> </tr> <tr> <td style="text-align: center;">Non-CAC Parent</td> <td style="text-align: center;">Non-CAC Teacher or Non-Teaching Staff</td> </tr> <tr> <td colspan="2" style="text-align: center;">Selection Process determined by Campus Advisory Council</td> </tr> <tr> <td style="text-align: center;">Parent/Guardian At-Large (May or may not be CAC Member)</td> <td style="text-align: center;">Teacher At-Large (May or may not be a CAC Member)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Selection Process determined by Campus Advisory Council</td> </tr> </table> <p><i>*The CAC co-chairs (one teacher and one parent) must serve on the interview committee. If the staff member who serves as co-chair is not a teacher, the CAC must elect a member who is a teacher to serve on the interview committee. If a parent does not serve as co-chair, the CAC must elect a member who is a parent to serve on the interview committee. The CAC will develop a process and select the following interview committee members: Non-CAC Parent, Non-CAC Teacher or Non-Teaching Staff, Parent/Guardian At-Large and Teacher At-Large (see above chart). The District applies the standard in BQB (Legal) in the selection of the second parent representative for the interview committee. Policy BQB (Legal) states, "A parent who is an employee of the District is not considered a parent representative on the committee."</i></p> <p><i>Interview committees for Kealing Middle School and Fulmore Middle School must be comprised of one parent and one teacher from the magnet program and one parent and one teacher from the comprehensive program.</i></p> <p><i>The interview committee to select a principal for a new school will include parent and teacher representation from the majority feeder schools. The Chief Officer for Teaching and Learning will determine the appropriate number of teachers and parents to serve on the committee.</i></p>	CAC Co-Chair (Parent)	CAC Co-Chair (Teacher)	Required Principal Selection Process Guidelines		Non-CAC Parent	Non-CAC Teacher or Non-Teaching Staff	Selection Process determined by Campus Advisory Council		Parent/Guardian At-Large (May or may not be CAC Member)	Teacher At-Large (May or may not be a CAC Member)	Selection Process determined by Campus Advisory Council			
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<p>Other CAC Business</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Next Meeting is March 5</p> <ul style="list-style-type: none"> <li>- 1 task on the docket is Making decision on PIC representatives</li> </ul>														
<p>Adjourn</p>	<p>Syed First Cordova Second It adjourned at 5:12pm</p>														

Action Items indicate there is an expected action to be taken. However members may make motions at any time during the meeting (for example, in relation to an update of discussion)



**INTERVIEW COMMITTEE MEMBER\*  
SELECTION CHART**

CAC Co-Chair (Parent)	CAC Co-Chair (Teacher)
Required Principal Selection Process Guidelines	
Non-CAC Parent	Non-CAC Teacher or Non-Teaching Staff
Selection Process determined by Campus Advisory Council	
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**AUSTIN**  
Independent School District

**Talent Acquisition  
and Development**

**Communication Timeline for Harris Elementary School**

Action	Timeline	By Whom
Posting Date for 2020-21 Principal Position	Monday, January 6, 2020	Associate Superintendent
Inform Staff	Monday, January 6, 2020	Executive Director
Letter to Parents	Monday, January 6, 2020	Executive Director
Meeting with CAC to Review Principal Selection Process	Wednesday February 5, 2020	Executive Director
Identify Screening Committee	Monday, January 6, 2020	Executive Director
Identify Interview Committee	Wednesday, March 4, 2020	Campus CAC and Executive Director
Profile Development for Principal with Parent/Staff	Tuesday, March 24, 2020	Associate Superintendent/Executive Director
Application Screening for Principal	Tuesday, March 31, 2020	Associate Superintendent/ Executive Director with support from Human Capital
Develop interview questions	Thursday, April 2, 2020	Campus interview committee, Executive Director, and Human Capital
Committee Interview for Principal	Tuesday, April 14, 2020	Associate Superintendent/Executive Director with support from Human Capital
Superintendent Interview	Wednesday, May 6, 2020	Scheduled by Human Capital
Board Packets	Wednesday, April 15, 2020	Executive Director and Human Capital
Board Approval	Monday, May 18, 2020	Board of Trustees
Parent letters announcing new principal	Tuesday, May 19, 2020	Associate Superintendent
Introduction of New Principal to staff	Tuesday, May 19, 2020	Associate Superintendent

February 14, 2019

Distrito Escolar Independiente de Austin  
Oficina de Escuelas Primarias  
Betty Jenkins



8 de enero de 2020

Estimados padres de familia y personal de la Escuela Primaria Harris:

Seleccionar el próximo director permanente de su escuela es una tarea sumamente importante. Por lo tanto, el proceso para determinar quién será el director incluirá reuniones con los padres de familia y el personal escolar para identificar las características que consideran importantes en el próximo director permanente de Harris. Generalmente, estas juntas del perfil del director se realizan para identificar características con un enfoque en cuatro áreas basadas en el marco de liderazgo del Austin ISD: líder didáctico, desarrollador de talento, líder ejecutivo y formador de cultura.

El Consejo Asesor Escolar (CAC, por sus siglas en inglés) será responsable de determinar un proceso para seleccionar a los miembros del comité entrevistador y de aportar sugerencias para la formulación de las preguntas de entrevista. Habrá seis miembros de la escuela en el comité:

- Copresidente del CAC (padre de familia)
- Copresidente del CAC (maestro)
- Padre de familia que no esté en el CAC
- Maestro o miembro del personal no docente que no esté en el CAC
- Padre de familia o tutor legal en general (puede o no ser miembro del CAC)
- Maestro en general (puede o no ser miembro del CAC)

Este comité, que también incluirá al superintendente adjunto y al director ejecutivo, recomendará tres finalistas para que sean considerados por el superintendente. El superintendente le hará la recomendación final a la Mesa Directiva.

El cronograma para el proceso de selección es el siguiente:

24 de marzo de 2020	Junta con los maestros (3:15 p.m.-4:45 p.m.) y padres de familia (6:00 p.m.-7:30 p.m.) para crear el perfil del director; la junta será en la escuela
14 de abril de 2020	El comité realiza entrevistas para determinar 3 finalistas.
6 de mayo de 2020	El superintendente entrevista a los 3 finalistas.
18 de mayo de 2020	Se presenta el candidato seleccionado a la Mesa Directiva para su aprobación.

Valoramos y apreciamos su apoyo a la Escuela Primaria Harris. Espero recibir sus aportes en las juntas. Si no pueden asistir, pueden enviarle su opinión a Becky Phillips por correo electrónico a [Rebecca.Phillips@austinisd.org](mailto:Rebecca.Phillips@austinisd.org) o dejarle un correo de voz en el 512-414-5143.

Atentamente,

*Betty Jenkins*

Betty Jenkins, Directora ejecutiva de Escuelas Primarias

Austin Independent School District  
Office of Elementary Schools  
Betty Jenkins



January 8, 2020

Dear Harris Elementary School Staff and Parents:

Selecting the permanent principal for your school is an extremely important task. Therefore, the process for determining the principal will include meeting with parents and school staff to identify characteristics deemed important for the permanent Harris principal. Generally, this principal profile meeting is to identify characteristics with a focus on four areas, based on the Austin ISD Leadership Framework: instructional leader; talent developer; executive leader; and culture builder.

The Campus Advisory Council (CAC) will be responsible for determining a process to select the members of the interview committee, as well as providing input in developing the interview questions. From the school, there will be six members of the committee:

- CAC co-chair (parent)
- CAC co-chair (teacher)
- Non-CAC parent
- Non-CAC teacher or non-teaching staff
- Parent/guardian at-large (may or may not be a CAC member)
- Teacher at-large (may or may not be a CAC member)

This committee, which will also include the Associate Superintendent and Executive Director, will recommend three finalists to the Superintendent for consideration. The Superintendent will make the final recommendation to the Board of Trustees.

The timeline for the selection process is as follows:

March 24, 2020	Meeting with faculty (3:15pm-4:45pm) and parents (6:00pm-7:30pm) to develop principal profile; meeting held at school
April 14, 2020	Committee interviews candidates to identify 3 finalists
May 6, 2020	Superintendent interviews the 3 finalists
May 18, 2020	Selected candidate presented to Board for approval

Your support of Harris Elementary School is valued and appreciated. I look forward to your input at the meetings. If you are not able to attend, you may submit your input to Becky Phillips via e-mail at [Rebecca.Phillips@austinisd.org](mailto:Rebecca.Phillips@austinisd.org) or voicemail at 512-414-5143.

Sincerely,

*Betty Jenkins*

Betty Jenkins  
Executive Director of Elementary Schools

4000 S. IH-35, Austin, Texas 78704-7420, (512) 414-0038