

Campus Advisory Council

March Agenda

School Name: Harris Elementary

Date/Time: 3/5/2020

Location: Library

Meeting Type (Regular, Work Session, Dialogue Meeting, Committee Meeting):

Agenda Items	Action Items	Presenter/ Resource Person
Welcome, Call to Order	Amna Syed adjourns at 3:33 Romero seconds	Amna Syed
Introduce New Members		
Citizens Communications	<ul style="list-style-type: none"> - Harris Flyer <ul style="list-style-type: none"> - We got a list of families of listed to Harris who are zoned to Harris <ul style="list-style-type: none"> - Add Other Programs <ul style="list-style-type: none"> - Community in Schools - VIDA Clinic - Pre K 3 (half day) Prek 4- full days - UT Neighborhood Longhorn Program with opportunity for scholarship - GT - Free Breakfast and Lunch - NeighborHood Association is having a block party - April 18 block party across the library in that grass area - We want to have a booth and want people from Harris to come to represent the school to talk about Harris. 	Neunaber Syed
Approval of Last Meeting Minutes	<ul style="list-style-type: none"> - How the Principal Selection Process Works - Creating a Principal Interview Committee 	Amna Syed
Suggested Activities/ Agenda		

<ul style="list-style-type: none"> ● CAC Membership qualifications 	<ul style="list-style-type: none"> - To follow with CAC Guidelines, each CAC must have an equal percentage of Staff to NonStaff on the CAC (50:50). The minimum of 6 members from both staff and non staff. - We have hit our min of 6 for both staff & non staff, but we actually have 1 more staff than non staff. <ul style="list-style-type: none"> - The school at the beginning of the year decided that grade level teams would be representatives for the council, so as of now those members will be our staff representatives. - Staff Member who would like to be on the CAC- there will be a sign up paper at the end of the meeting for you to sign up on. If we have more parent / community members sign up or open staff spots available, then you will be notified about open spots for staff representation. - Even if you are not a member, everyone is welcome to voice their ideas at all our CAC meetings still as they are open to the public. - We really would like to push for more parents, especially ones here today to be a part of the council and be an active voice in your child(ren)'s campus. - As a CAC Member you are required to attend all monthly meetings for the rest of the year. - You can meet Ms. Syed or Brandi to get an application or they are in the front office. 	<p>Syed</p>
<p>Upcoming Events</p>	<ul style="list-style-type: none"> - March 12- Math & Science Night & Science Fair - March 16-20- Spring Break No School - March 24- Profile Development of Principal (3:30 pm- STAFF ONLY; 6-7:30 pm- Parent/ Community) <ul style="list-style-type: none"> - Question: Will we be providing Child Care? - March 26- Profile Development of Principal (@ 8 AM) - Next CAC Meeting April 2, 2020 	<p>Syed</p>
<p>Principal Interview Committee Selection</p>	<ul style="list-style-type: none"> - For the Principal Interview Committee we must have 6 representatives who will interview the top 6 candidates and will select the top 3 principal candidates. - The PIC is made up of the 2 CAC CoChairs (Syed & Brandi) as well as 2 parents and 2 staff) - Today we will review all applications and then select our top 2 candidates for both parents and staff and have a final decision on the committee - We had 12 parents apply (1 disqualified because of conflict with the date requirement) and 9 staff - How the selection will work: 	

	<ul style="list-style-type: none"> - Around the room are the applications for Staff/ Parents. Everyone will have 10 minutes (each round) to look through and read all the applications and then decide on 2 candidates on their ballots. - We will collect and then announce the top 2 candidates. - In case of a tie or if there is 2 CAC member selected as the top 2 we will have a run off between those candidates. Then, we will have a final decision. - We will do this first for staff rep then for parent reps. <p>Results:</p> <ul style="list-style-type: none"> - Santana Juarex - Yudith Bruhier - Jessica Cordova - Michael Rowland 	
<p>Principal Profile and Screening Committee</p>	<ul style="list-style-type: none"> - Principal Profile <ul style="list-style-type: none"> - Understanding the 4 leadership aspects that a principal is appraised - We will have interpreters there. - We will create a profile on what the characteristics we are looking for in our next principal - All the input from staff and parents will be created into 1 profile used by screening committee and PIC - Childcare would be provided by school potentially- Syed will check with PSS to see if we can coordinate it and will be informed in our flyer for the event. - Interview committee members do not need to be at all events - CAC CoChairs would be recommended to be at both events, just to hear both sides and get a holistic view on the profile side. <p>Screening Committee</p> <ul style="list-style-type: none"> - Which Principals would be on this committee. CAC had concerns at the last meeting about who will be on the committee - Selected by the Associated Super Intendent and came from our nearest vertical team: Reagan HS 	<p>Betty Jenkins</p>

	<ul style="list-style-type: none"> - Principals who accepted to be on the screening committee: Bertha Sadler Means, TA BROWN, JORDAN, OVERTON, NORMAN SIMS, NorthEast High School, Blanton <ul style="list-style-type: none"> - They are all permanent principals, but they are not all from your vertical team. <p>The PIC needs to be available on April 2 in the evening AND April 14 from 7:45AM -4:00 PM- PIC Schedule</p> <p>May 19 reception- needs to be a reception, but is hosted by the CAC and PTA</p> <ul style="list-style-type: none"> - It is an opportunity to socialize and get to know our new principal 	
<p>Other CAC Business:</p> <ul style="list-style-type: none"> ● Clerk for the front office ● Ways to Publicize Harris 	<ul style="list-style-type: none"> - Neunaber Concerns about Budget for Monitors & Clerk were brought up to Jenkins <ul style="list-style-type: none"> - District no longer provides cafeteria monitors to any schools - Usually volunteers or staff monitor or PTA/ school finds separate funding to pay for those monitors. - We have requested support and it is looking positive- we will have a half time clerk <ul style="list-style-type: none"> - We were supposed to have news by tonight, so hopefully it is coming in the next few days - Cordova: Was Title 1 funding received back? Diggins should have the information so the CAC can ask her to relay that information. - Looking at the budget, the CAC can recommend to the principal, but it is the principal's final say 	Jenkins Neunaber
Adjourn	<p>Syed adjourns 4:45 pm</p> <p>Cordova adjourns seconds</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 and update of discussion).

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 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



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