

Campus Advisory Council
February Agenda

School Name: Thomas G. Harris ECP Elementary

Location: Library

Date 2/5/2020

Meeting Type (Regular Meeting)

Agenda Items	Action Items	Presiding Co-Chair	Presenter/ Resource Person
Welcome Call to Order	Syed calls to order at 3:29pm Dominguez/ Brsicoe seconded it		
Introduce New Members	<i>Illeana Napoles- Music Teacher</i> <i>G. Neubaber- community</i> <i>Librada Dominguez- PE teacher</i> <i>Jennie Nelson- ARF/ community member</i> <i>Brandi Juarez- Parent</i> <i>Alio Vilorio- 5th grade teacher</i> <i>Ragnar Rowland- kindergarteb</i> <i>Lisa Trevino- dyslexia specialist/ parent</i> <i>Ana Marie Dwiggins- principal</i> <i>Betty Jenkins- executive director of elementary schools</i> <i>Jennifer Yom- 1st teacher</i> <i>Ana Juarez- parent</i> <i>Whitney Briscoe - 2nd</i> <i>David Carter- PreK teacher</i> <i>Ted Anderson- parent/ community member</i> <i>Alice & Lyon Graulty- parent/ community member</i> <i>Laura Tomlinoson- Librarian</i> <i>S. Foxx- parent/ community member</i> <i>S. Romero - Prek teacher/ parent</i> <i>Dottie Hall- community member</i> <i>S. Wyatt- AP</i>		
Approval of Last CAC minutes	<ol style="list-style-type: none"> 1) Windsor Park Meeting about Equity and how the neighborhood association is standing for equity in AISD 2) 2nd 9 week assessment review 3) Plan for MOY testing (which already occurred) 4) Plan for Principal Selection Process will be discussed at the following meeting (this 		

- “We want staff members and community members to be in the process as we select the principal for Harris” - Jenkins
- Dwiggins will still have to apply for the full time position

Timeline:

Step 1: Principal Position was posted on Jan 6 and letter was sent out to families on Jan 8

Once applicants apply they go into their first screening with Screening Committee

Step 2: Screening Committee

- LBJ vertical team principals will screen the applications (elementary, middle, and high school)
- Applicants will answer questions online by video Application and screening committee will review and pick 6 applicants for School Interview committee to interview.
- Concerns from everyone brought up about the amount of interim principals that will be on the committee
 - 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 (aso 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 one

Step 5: Board will decide to approve principal by May 18 and will be announced that night.

May 19- Introduce new principal

- CAC + PTA should have a reception to welcome and introduce principal
- Typically it happens in the evening
- Meet the new principal 3 times
 - Morning- meet the students
 - Afternoon- meet the teachers
 - Evening- meet the parents

Foxx asked if it would be weird if Dwiggin is not selected and if that is confusing for students and parents?

- Jenkins couldn't remember a time when interim was not selected but if it did happen we could adjust our plan to be more sensitive to the conflict.
- When the letter in January came out, parents had a lot of confusion about what was happening, but when call came in, Dwiggin clarified with parents that she is an interim and she still has to apply to become

	permanent.		
Other CAC Business •	Climate Surveys - TEL surveys- annually - Results won't be available until March - Family survey- annually		
Adjourn	Syed Adjourn at 426 Rowland Adjourn second		

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).



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

18 HARRIS ELEMENTARY CAMPUS GRAND TOTAL

		Body Composition: Body Mass Index												
		Total	Number in	Percent in	Number in	Percent in	Number in	Percent in	Number in	Percent in	Number in	Percent in	Number in	Percent in
Gender	Ethnicity	Tested	Underweight (NI-SR)	Underweight (NI-SR)	Healthy Weight (HPZ)	Healthy Weight (HPZ)	Overweight (NI-SR)	Overweight (NI-SR)	Obese (NI-HR)	Obese (NI-HR)	Severely Obese (NI-VHR)	Severely Obese (NI-VHR)	Severely Obese (NI-VHR)	Severely Obese (NI-VHR)
Campus Total Girls	Black	10	0	0%	1	10%	5	50%	2	20%		2	20%	
Campus Total Girls	Hispanic	70	2	3%	29	41%	19	27%	17	24%	3	4%		
Campus Total Girls	White	3	0	0%	2	67%	0	0%	1	33%	0	0%		
Campus Total Girls	Other	4	0	0%	2	50%	1	25%	1	25%	0	0%		
Total Girls		87	2	2%	34	39%	25	29%	21	24%	5	6%		
Campus Total Boys	Black	12	0	0%	4	33%	3	25%	5	42%	0	0%		
Campus Total Boys	Hispanic	72	0	0%	20	28%	16	22%	23	32%	13	18%		
Campus Total Boys	White	2	0	0%	0	0%	0	0%	1	50%	1	50%		
Campus Total Boys	Other	1	0	0%	1	100%	0	0%	0	0%	0	0%		
Total Boys		87	0	0%	25	29%	19	22%	29	33%	14	16%		
Campus Grand Total		174	2	1%	59	34%	44	25%	50	29%	19	11%		

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 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 or voicemail at 512-414-5143.

Sincerely,

Betty Jenkins

Betty Jenkins
Executive Director of Elementary Schools

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