

***Northside Educational Improvement Council***

**Members Present:** Danika Angel, Susan Allain, Timothy Driggers, Christi Evans, Isabel Fears, Nancy Fox, Matt Foxhall, Dave Gannon, Herschel Giroux, Bill Hill, Robert LeBlanc, Belinda Lerma, Beverly McCarthy, Erin McDonald, Nancy Medrano, Lori Montelongo, Jill Palmer, Rosemary Perez, Monica Pohovich, Marivel Rodriguez, Linda Taylor, Danny Varella, Donna Smith, Jodie Willeford

**Staff Present:** Dr. Linda Mora, Danny DeGuire, Lisa Moczygamba

**Guests Present:** Anita Macaya

**I. 6:00 General Meeting Called to Order**

The February 2, 2010 meeting was called to order by President Jill Palmer at 6:04 pm.

**II. Approval of Minutes from Dec. 1, 2009**

The minutes from the previous meeting did not list the members and guests correctly. This needs to be corrected. Susan Allain needs to have her school affiliation changed to Zachry Middle School. Rosemary Perez made the motion to accept the minutes with the necessary corrections, and it was seconded by Belinda Lerma.

**III. Process for Selecting and Hiring Subs.**

NEIC parent/community member, Dave Gannon, requested information about the number of days children were taught by a sub in their classrooms. This was based on a statistical finding that children will spend up to 1 year with a substitute teacher during their public school career. Dr. Mora invited Dr. Danny Deguire to present information to the NEIC about the process of hiring, utilizing, and evaluating substitute teachers.

Dr. Deguire expanded on the handout he provided outlining the substitute requirements. He stated that the process includes training, supporting, and evaluating substitute teachers. In order for substitutes to be effective in the classroom, these people need training and support. The regulation outlines the minimum qualifications and expectations for the substitute and for the campus staff. The sub finder system and increased recruiting for substitute teachers have helped relieve the shortage of subs that existed in the past. Previously, there was a requirement that subs have a college degree, but that requirement was lowered to the completion of 60 semester hours of college. The preferred sub is a certified teacher, followed by a college graduate, followed by people with 60 or more hours but no degree. Training was increased at that time to help the subs survive in the classroom. For a time there was

training after school on weekday afternoons for subs who had never taught children before. The training has improved both in content and scheduling. Now, materials provided by The Substitute Teaching Institute at Utah State University are used to train substitute teachers. Every substitute is provided with one copy of the book which addresses the issues that subs face. An evaluation component was also added to the substitute process so that the teachers and the school administration could get feedback on the performance of substitutes. In fact, these forms have been found to be more valuable than the references submitted by the prospective substitute at the time of their application. Three evaluations are required at the beginning of the year for every sub. These evaluations are now on-line and more than three evaluations of a substitute can be utilized. This process has been effective in improving the substitute cadre. The Northside website has quite a bit of material that subs can use to help them become more effective. There are also maps and directories. Classes through the community education department are available for substitutes at a minimal charge.

For the last five years the district has stopped taking substitute applications around the end of September. There are approximately 2500 substitutes on the list. Part of the sub application includes building a profile that lists schools at which the substitutes want to teach and what subjects or grade levels they are willing to teach. Any Northside student teacher who finishes college and is interested in substituting can enter the system later than September, if the administrator for whom they worked requests that their application be accepted. Special requests from the principals are also honored year round.

#### IV. Discussion of Summer School Programs.

Dr. Linda Mora and Lisa Moczygamba informed the committee about the summer school programs throughout the district. The summer school programs for the entire district are summarized on a single handout with dates and locations included. This list is still a work in progress, and programs are still being added.

#### V. Hanover Research Project

Dr. Mora explained that the Hanover Research Council provides research and evaluation services for schools. During a calendar year, this organization can do six to eight research projects for Northside for \$34,500. Because the district had stimulus funds available, the decision was made to look into this further. The board approved the Hanover Research council to provide professional services. The following three programs are being evaluated: the Read 180 Program, Student Achievement in Dual Language, Transitional programs and Program Declines, and the Gifted and Talented Program.

Other programs are being considered for evaluation including the use of the High School Allotment. There are also four special studies including special education staffing, bilingual program staffing at campuses and central office, the roles and responsibilities of instructional specialists in supporting campuses and individual

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teachers, and effectiveness of induction and mentoring programs on teacher performance that are being considered as well.

The contract with Hanover Research was approved in December, providing a full year to utilize their services. For the time being, just the three original studies are being conducted.

### VI. Approval of 2011-2012 School Calendar.

Three proposed calendars were presented. Dave Gannon moved that we recommend version 1 which was seconded by Susan Allain. The motion passed. The recommendation of the NEIC will be presented to the Board which will make the final decision.

### VII. Adjourn

The meeting was adjourned at 7:30. The motion to adjourn was made by Susan Allain and seconded by Beverly McCarthy.

The Northside Educational Improvement Council (NEIC) is the district decision-making committee established in accordance with Texas Education Code Sec. 11.251, and 11.252. NEIC has 39 members, including staff, parents, business, and community members. The purpose of NEIC is to involve professional staff, parents, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. Staff are elected for a two-year term by their staff peers; parents, business, and community members are appointed by the Board for a two-year term. NEIC meets at 6:00 p.m. on the 1<sup>st</sup> Tuesday of each month, in the Northside Board Room at 5900 Evers Road, unless otherwise posted. Meetings are open to the public. Items to be considered for the agenda may be submitted to either Jill Palmer, NEIC President, at Helotes Elementary School, (397-3800) or Linda Mora, Deputy Superintendent for Curriculum & Instruction, at Central Office, 5900 Evers Road, 78238 (397-8635). Agendas of all meetings are posted at Central Office and at each school; minutes of all meetings are posted at each school.

#### **NEIC MEMBERS:**

#### **STAFF REPRESENTATIVES:**

Primary: Danika Angel, Wanke.; Belinda Lerma, Krueger. Intermediate: Jill Palmer, Helotes; Marivel Rodriguez, Ed Cody. Elementary Specialist: Linda Taylor, Krueger Elementary. Middle School (Academic Core): Timothy Driggers, Jordan M.S.; Anne Best, Jefferson M.S. (Other): Monica Pohovich, Jordan M.S. High School (Academic Core): Beverly McCarthy, Health Careers; Lori Montelongo, Brandeis H.S. (Business): Danny Varella, Business Careers H.S. High School (Other) Jodie Willeford, Warren H.S.: Special Campuses: Ronald Hyde, Excel Academy: Counselors: Bill Hill, Brandeis H.S. Librarians: Janis Lappeus, Stinson M.S., Nurse: Nancy Fox, Kuentz Elementary. Elementary Administration: Erin McDonald, Burke Elem. Secondary Administration: Susan M. Allain, Zachry M.S., District-Level Prof. Staff: Rosemary Perez, Dir., Compensatory; Paraprofessionals: Robbie Bland, Holmgreen Center

**PARENT REPRESENTATIVES:** Herschel Giroux, Ché White

**PTA COUNCIL REPRESENTATIVES:** Donna Smith

**COMMUNITY REPRESENTATIVES:** Christi Evans, Dave Gannon, Isabel Fears, Alex Travieso, Nancy Medrano

**BUSINESS REPRESENTATIVES:** Matt Foxhall, Robert LeBlanc

**President – Jill Palmer; Vice President – Timothy Driggers; Secretary – Beverly McCarthy**