

EPAC Meeting Minutes

Thursday, March 26, 2015
DSC Conference Rooms C&D
4:30 p.m.

The meeting was called to order at approximately 4:35 p.m.

Members Present:

Elizabeth Ponce Lugo	Lee Ann Troncoso	Jackie Beltran	Sandra Burton
Dianna Rios	Maria Belinda Arnold	Mayte Marquez	Gina Panfile
Edgar Rincon	Christine Llewelyn	Angelica Soto	Annie Gibson
Luis Miranda	Lorena Martinez	Sonia Schulte	Cynthia Reyes
Kelley Akins	Elena Burdan	Maria Washington	Sylvia Gomez
Emily Cancellare	Johanna Jauregui	Dulce Aleman	Patricia Ochoa
Kentyl Byrne	Jennifer De La Riva	Gabriela Iglesias	Dr. Magdalena Aguilar
Ruth Harris	Martha Ortega	Olga Terrazas	Angelica Herrera
Ryan Trujillo	Gerardo Morales	Lizette Castro	Earl Sanchez
Sherry Lewis	Julietta Arredondo	Herlinda Johnston	Lorena Cartagena
Luz I. Apodaca	Vanessa Parra	Gloria Morales	Torita Hansby
			Tiffany Heras

Cabinet/Staff: Dr. José Espinoza, *Superintendent of Schools*; Marivel Macias, *Assistant Superintendent - Administrative Services*; Tom Eyeington, *Chief Operations Officer - District Operations*; Tony Reza, *Chief Financial Officer - Financial Services*; Jennifer Avila, *Director - Bilingual / ESL Education*; Kelly McBain, *Director - Research and Evaluation*; Lisa Noe, *Director - Special Education*; George Thomas, *Director - Career and Technical Education*; Jeanette Williams, *Director - State and Federal Programs*; Joyce Zarowski, *Director of Elementary Staffing - Human Resources*; Fernie Vasquez, *Assistant Director - State and Federal Programs*; Miguel Moreno, *Coordinator - Instructional Technology*; Rosario Rojas, *Coordinator - Advanced Academics*; Sergio Jaurieta, *Title I Specialist - State and Federal Programs*; Oscar Leza, *Title I Specialist - State and Federal Programs*; Desiree Valdivia, *State Compensatory Education Specialist - State and Federal Programs*

I. Welcome - Mr. Earl Sanchez

Mr. Sanchez welcomed members, thanked them for attending, and introduced Dr. Espinoza. Dr. Espinoza spoke about various events in the District. He spoke about the success of the James Butler Games and described it as a priceless and humbling experience. Ms. Noe stated that things went well and that it was a great turnout at the games. Dr. Espinoza discussed about the importance of the climate survey and to please remind campuses to complete it. He reassured members about the anonymous nature of the survey and that it is about improving things and being transparent for the benefit of all.

II. Consider Approval of EPAC Minutes for February 19, 2015 - Mr. Earl Sanchez

Mr. Sanchez opened the floor to approve the EPAC minutes for the meeting held on February 19, 2015. The minutes were approved without opposition.

III. Staffing – Ms. Joyce Zarowski

Ms. Zarowski spoke about staffing procedures and went over Administrative Regulation EEB, illustrating how it is used for different types of schools (elementary, middle school, K-8, high school). She utilized a PowerPoint presentation to present to members how formulas are used to properly and



appropriately staff schools. Her presentation included information about additional support staff positions at the secondary level. She stated that projections about the future growth of schools are made using historical data and added that the deadline for transfers is the 1st Monday in March. A question was posed by a member regarding basal assignments of staff at campuses utilizing a feasible threshold, and Ms. Zarowski responded that balance for all campuses is always sought. She explained that staffing committees and meetings, convened at the DSC, are used to achieve this, even accounting for special populations. With regard to Special Education staffing, Ms. Noe spoke about how the District follows teacher/student ratios advised by Stetson & Associates, keeping in mind the needs of the campus. On a final note, a member asked about the notion of "last one in, first one out" as related to staffing at campuses. Ms. Zarowski negated the idea of "seniority" and stated that volunteers for movement are requested first, but that the principal makes the final decision with regard to staffing movements.

IV. Instructional Aides – Ms. Desiree Valdivia

Ms. Valdivia spoke to members about Instructional Aides at campuses, the various types, and how they are used to improve student academic achievement. Using a PowerPoint presentation, she outlined the finer points of the topic, discussing Title I Aides, State Compensatory Education (SCE) Aides, and Library Aides. Ms. Valdivia stated that aides complete online documentation to demonstrate time and effort, and that their activities may also be demonstrated via schedules, student rosters, and other auditable documentation. Responding to a member question about whether aides are offered training, Ms. Valdivia shared that DSC level training is indeed offered to them and that the sessions they can attend are posted online. Members asked about the activities that aides participate in and were told that, with regard to teaching, they may work one-on-one with students or in small groups, but always under the guidance and supervision of a teacher. The models used depend on the needs of the campus and the decisions of the administrative team.

V. School Improvement Team Issues – Mr. Earl Sanchez

Mr. Sanchez opened the floor for members to discuss issues raised at their respective SIT committee meetings.

The EPAC member from Ensor Middle School shared that the campus is still having difficulty with how its outdoor facilities, open to community use, are being vandalized. The vandalism includes ATV damage to landscaping, abuse/destruction of basketball facilities, and drug and alcohol paraphernalia strewn on the premises. She stated that students are exposed to the aftermath of such occurrences, and that the campus needs more support with this. Ms. Macias stated that she would work with SISD Police Services Chief Luis Vega and Mr. Eyeington on this, but that part of the problem is that it is mandated that the campus outdoor facilities be shared with the community.

The EPAC member from Montwood High School asked if there was some way possible for the District to complete a buyout of days for teachers that are getting ready to retire. She stated that the lack of a District buyout process forces retiring teachers to take their days, resulting in high employee absences that directly affect instruction. Ms. Macias stated that cost analysis data is being examined regarding this. Ms. Rojas added that under the Texas Teacher Retirement System, there is a way for teachers to buy a year of service credit towards their retirement, depending on the number of state days accumulated (more info at <http://bit.ly/1zkZX1k>). Ms. Macias reiterated that, for a District buyout process, this will still be in question until a later date.

VI. Closing – Mr. Earl Sanchez

Mr. Sanchez thanked members and closed the meeting at 5:34 p.m.

