



Victoria Independent School District

Administration Report
September 2019

Purpose Statement:

- Keep the Board and stakeholders apprised and connected to the work of administration
- Radical Transparency
- From the Boardroom to the Classroom
- Keep us open and learning together
- Continuous Improvement

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CURRICULUM, INSTRUCTION AND ACCOUNTABILITY

Proclamation 2020 - TEA has issued Proclamation 2020 for the adoption of materials to be implemented in the classroom for the 2020-2021 school year. The materials to be adopted include the following Foundation and Enrichment Subjects:

- English Language Arts and Reading, English I-IV
- Reading I, II, III
- College Readiness and Study Skills
- Visual Media Analysis and Production
- Contemporary Media
- Literary Genres
- Creative Writing
- Research and technical writing
- Practical Writing Skills
- Humanities
- Public Speaking, I, II, III
- Communication Applications
- Oral Interpretation I, II, III
- Debate I, II, III
- Journalism
- Advanced Broadcast Journalism I, II, III
- Photojournalism
- Advanced Journalism: Yearbook I, II, III
- Advanced Journalism Newspaper, I, II, III
- Advanced Journalism: Literary Magazine
- English for Speakers of Other Language, English I, II, ELDA
- English Learners Language Arts, 7-8

Mrs. Sarah Bradley, Secondary ELAR Coordinator will be leading the review and adoption of the important materials related to ELAR. Other content-specific teachers are selected to serve in reviewing the textbooks and make a recommendation for Board approval in early spring. Often, there is only one teacher per campus and will represent the committee for the adoption of that content resource. It is necessary for the Board of Trustees to approve a Committee for the review and adoption process. Please see below the list of recommended committee members.

VISD ELAR HIGH SCHOOL TEXTBOOK ADOPTION COMMITTEE 2019-2020

East High School	West High School	Liberty
Jessica Briones- English 2	Eric Collyer-English 3	Esther Gutierrez-English 1 &2
Alicia Garcia-Inst. Coach	Stephanie Hodde-Inst. Coach	
David Leary- English 3	Dakota Pompa- English 2	
Arlene Perez-English 4	Diana Renz-English 4	
Jenness Pooley-English 1	Deena Sartor- English 1	
Jimmie Bellah - ELAR	Eric Collyer - ELAR	
Jessica Briones - ELAR	Catherine McKenzie- ELAR	
Troy Johnson - ELAR	Brooke Woods - ELAR	

East High School	West High School	Liberty
Davide Leary, ELAR	Jennilee Swanner - ELAR	
Courtney Stoltenberg- ELAR	Brook Villafranca - ELAR	

Alejandro Mojica will lead the adoption process for the ESL instructional materials.

VISD ENGLISH AS A SECOND LANGUAGE 2019-2020

Elizabeth Ramirez
Michelle Flores
Esther Hernandez
Alejandro Mojica
Maria Rico

Timeline for Adoption Process:

- September 2019- Needs Assessment Survey sent to teachers
- October 2019- Coordinator to compile and share findings with committee
- January 2020-
 - meet to preview sample materials; use lesson planning process with samples, use rubric to evaluate and decide which publishers to invite to present more information
- February 2020- attend publisher presentations, ask questions and add to existing notes
 - Committee members to share information from publishers, samples etc. (Samples to be displayed/shared on campus for evaluation purposes.)
 - Survey sent to all ELAR HS teachers to vote on selected resource.
 - Optional Region 3 Vendor Fair?
- March 2020- Submit selected resource to Trustees for approval

Extra-Curricular Request: Victoria Ballet Theatre-Victoria ISD has historically allowed students to participate in the Victoria Ballet Theatre performances presented during school hours. Many students in the VISD perform and many more students are treated to an opportunity to view first-rate performances of a classical ballet organization. Victoria ISD has students involved in the Victoria Ballet’s Educational Performances for each of the following performances with additional students to be chosen to perform in the Nutcracker event:

- Inspired - Thursday, September 26 and Friday, September 27, 2019
- Spooktacular – Thursday, October 24, 2019
- Nutcracker – Thursday, December 12, and Friday, December 13, 2019
- Peter & the Wolf – Thursday, February 27, 2020

The administration is requesting participants in the Victoria Ballet Theatre be allowed to attain extra-curricular status for the 2019-2020 performances. The State Board rule is as follows: Amendment to 19 TAC Section 129.21(j)(1).

Requirement for Student Accounting for State Funding Purposes:

(j) The student is participating in an activity which is approved by the local board of school trustees and is under the direction of a member of the professional staff of the school district or an adjunct staff member who:

(A) has a minimum of a bachelor's degree; and

(B) is eligible for participation in the Teacher Retirement System of Texas.

These students will be under the guidance and leadership of Brenda Talley, a former VISD teacher serving as the adjunct staff member.

ELEMENTARY CIA

The elementary CIA team is currently supporting campuses as we implement key initiatives for the 2019-2020 school year. Priority projects for this year include:

- Newly adopted ELAR instructional materials: All teachers have completed HMH training and are working to utilize new instructional resources for ELAR. Throughout the year, we will work to implement a Balanced Literacy approach to ELAR instruction and will focus on refinement of certain components. The current areas of focus include foundational skills, reading mini-lessons, writing mini-lessons and small group structures.
- Expansion of Imagine Learning instructional technology programs: Campuses have utilized the Imagine Learning Math program for several years. This year we are streamlining programs and implementing the entire suite of Imagine Learning products including Imagine Language & Literacy, Imagine Math and Imagine Math Facts. Some of the features available through these programs includes: at-home access (with a direct link from the VISD website), individualized pathways of instruction, assistance from live online teachers, customizable pathways focused on critical foundational skills and more. Initial professional development occurred prior to the beginning of school with support and PD continuing throughout the year. During the month of September, every campus will receive customized support from Imagine Learning and the VISD elementary CIA team.
- Integration of content areas: Ongoing support will be provided as we work to integrate instruction across content areas. Current focuses for integration include K-2 Social Studies into ELAR and ELAR/Math into Science. The curriculum team will work with teachers throughout the year to identify natural connections across contents and integrate instruction.
- Redefined intervention processes: Training has begun to move us from a RtI system focused on academic interventions to a MTSS (Multi-tiered System of Supports) system which focuses on intervention across multiple areas including academics, attendance and behavior. Additionally, we will utilize the AimswebPlus program for screening, goal setting and progress monitoring.
- Increased time completing labs in Science: Science support will focus on increasing time for hands-on science experiments and mastery of the science process standards.
- Focus on Professional Learning Community (PLC) culture: Teams will continue to work on building the PLC collaborative culture. Work will begin with the identification of essential standards in math and ELAR and the use of common formative assessments to track student progress and design next steps for instruction.

- Expansion of GT/Dyslexia services: Dedicated staff members are now assigned to each elementary campus to provide expanded GT and Dyslexia services. We are extremely excited to have the opportunity to better serve students in these programs.

GT SERVICES

Our gifted and talented services have changed drastically this school year. At all elementary campuses we have GT pullouts for 2 hours a week with a GT teacher. Our middle school campuses have either a class period where GT students are serviced through a new Advanced Academic Skills course, or they are serviced through their advisory. Our high school GT students are still serviced through Advanced Academic Skills or through Independent Study where TPSP is utilized.

SECONDARY CIA

To ensure that we meet our goal of having 81% of high school graduates have a successful launch as indicated by our CCMR data, we have provided expanded access for students to demonstrate college and career readiness through each of their mathematics courses. In a collaborative effort, our high school math instructional coaches and secondary math curriculum coordinator have developed pacing guides with scheduled review days to prepare students for the SAT and TSI. The following math courses all have adjusted pacing guides to accommodate SAT/TSI reviews: Advanced Quantitative Reasoning (AQR), College Prep VC 301/303, algebra 2 (regular and pre-AP), geometry (regular and pre-AP), and pre-calculus. Math teachers will be provided with mini- lessons developed around the most commonly assessed concepts and skills to use on these designated days.

Teachers are also attending additional professional development to increase their knowledge of the SAT and TSI. On August 12th, math and ELAR teachers attended a College Board training specific to *Connecting the SAT to Classroom Practice* and on October 11th, they will all take the TSI to better understand the content and format of the exam.

SPECIAL EDUCATION DEPARTMENT

Special Education in Texas was previously monitored under the PBMAS system, the state will transition to Results Driven Accountability (RDA) throughout this year. The new system includes the following:

- Local Policy and Procedure review: All special education policies and procedures are under review and in the process of being updated.
- Self-Assessment: Consists of 27 areas of self-assessment to be completed by a multi-disciplinary team. Initial self-assessment available Spring 2020.
- Desk Review: During this process TEA examines District practices by reviewing requested Special Education documents. This process is completed at TEA but requires in-depth communication with the District Special Education department. This is aligned to the self-assessment.
- On-site Review: The on-site review requires data collection and review prior to the visit, classroom and student specific observations, interviews with district, campus level staff as well as students and parents. Districts will receive on-site monitoring a minimum of once every six years on a scheduled cycle.
- Cyclical monitoring visit schedules will be published each 2 years by TEA.

- Interim support visits are also possible. If a LEA is identified as requiring an interim support and monitoring visit, the district will be notified a minimum of 2 months prior.
- Designed as a diagnostic framework to support the continuous improvement efforts specifically related to the Effective Schools Framework.

Special Education Professional Development: 6 Special Education staff are attending a weeklong Youth Mental Health First Aid (ToT) course September 30 – October 4, 2019. The five-day training program prepares individuals how to offer initial support until appropriate professional help is received or until the crisis is resolved. The program is not designed to treat or diagnose mental health or substance use conditions. Traditionally this program would cost the district \$2200 per person, our staff are attending through a grant program at Region 3 Education Service center, at no cost to the district

The Special Education and Dyslexia departments are working together to review, revise and in some cases develop procedures to ensure children are smoothly transitioned from the 504 process to the Special education process when determined necessary. TEA released a new guiding document recognizing and supporting the connection between the two programs. The goal is to ensure children receive the best quality services to meet their unique needs. Link to the new TEA guidance:

https://tea.texas.gov/sites/default/files/Dyslexia%20in%20the%20IEP%206.3_accessible%208.1.pdf

OFFICE OF ADMINISTRATION

Campuses have been busy with back to school procedures and activities. All campus principals have scheduled their Open House dates for the fall. Below are the dates/times:

Campus	Date	Time
Aloe Elem	September 10	5:45 - 6:45 PM
Chandler Elem	September 24	5:30 - 6:30 PM
Crain Elem	September 17	5:30 - 7:00 PM
DeLeon Elem	September 24	5:00 - 6:00 PM
Dudley Elem	September 24	5:30 - 6:30 PM
Hopkins Elem	September 3	4:30 - 5:30 PM
Mission Valley Elem	September 12	6:00 - 7:00 PM
O'Connor Elem	September 24	5:30 - 6:30 PM
Rowland Elem	September 24	5:30 - 6:30 PM
Schorlemmer Elem	September 24	5:00 - 6:30 PM
Shields Elem	September 10	6:00 - 7:00 PM
Smith Elem	September 24	5:30 - 6:30 PM
Torres Elem	September 24	5:00 - 6:00 PM
Vickers Elem	September 10	6:00 - 7:00 PM
Cade MS	September 5	6:00 - 7:30 PM
Howell MS	September 19	5:30 - 6:30 PM
Patti Welder MS	September 5	5:30 - 6:30 PM
Stroman MS	September 12	5:30 - 6:30 PM
CTI	September 30	5:30 - 6:30 PM
East HS	September 17	5:30 - 6:30 PM
Liberty	September 30	6:00 - 8:00 PM
West HS	September 9	6:30 - 7:30 PM

School Safety: ALICE Training is occurring for the second year at all campuses. Principals have identified staff members to participate in a two-day trainer of trainers' session to build on Safety and Security Training in the ALICE Model. ALICE is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The training will be held at the VISD Conference Center on October 22 and 23 from 8:00-5:00 p.m.

CENTRAL SUPPLY AND PURCHASING

- Textbook Department is gathering shortages and filling additional needs for campus textbooks.
- Completed the fiscal year close-out of Central Supply & Print Shop with a year-end total sales amount of \$928,083.99
- Continuing collaboration with Sherri Hathaway to create a bid for Project Based Learning for District use.
- Prepared and advertised 13 bids for the October Board meeting.
 - Structural Steel
 - Chain Link Fence
 - Plumbing Parts & Supplies

- Plumbing Service
- Electrical Parts & Supplies
- Electrical Service
- Bread Products
- Canned & Frozen Fruits and Vegetables
- Frozen Meats & Meat Products
- Staples & Misc. Frozen Foods
- Chemicals, Supplies & Paper Products
- Copy & Assorted Color Paper
- Office Supplies

CHILD NUTRITION

The Child Nutrition Department sent 7,444 letters to households to notify families regarding qualifications for free/reduced meals. During the month of September, the Nutrient Analysis Software will be modified. The Food Handler’s Class for new staff members will be completed in September as well. All VISD campus faculty will have meal accounts. In the past, accounts were created for campus faculty as requested. Campus faculty will receive their Universal PIN numbers via campus mail.

HEALTH SERVICES

Immunizations and Flu Shots: Passport Health/Staying Healthy Medical Services is again providing teachers and staff with insurance covered immunizations and flu shots starting October 1st. Staff can sign-up online starting September 3rd. The company will provide the shots at every campus at designated times for the convenience of staff.

Stop the Bleed: VISD will begin implementation of the Stop the Bleed program. Train the Trainer for Stop the Bleed is scheduled for October 14th from 9:00-10:00 a.m. in the East HS Cafeteria. The course is scheduled for the School Resource Officers, athletic trainers, school nurses and any others who may want a refresher or are interested in attending. Campus staff will receive training in the Spring through staff meetings. Students will receive the training through the Health and Foundations of Personal Fitness class.

MAINTENANCE

We are happy to report we have now received funds from the Rebuild Texas grant to assist in the cost of needed roof repairs resulting from damage sustained during Hurricane Harvey. The total grant amount is \$657,000, which includes \$366,000 for Vickers Elementary, \$206,000 for Crain Elementary and \$85,000 for Stroman Middle School. The Board has previously approved bids for the roof repairs for Vickers and Crain, and we are making plans to begin this work soon. Our Maintenance leadership team will be working in conjunction with Sledge Engineering to oversee the completion of the work.

STUDENT SERVICES

As of 9.9.19:

Student Enrollment= 13,851

Student Attendance Rate (cumulative since 8.15.19) = 96.4%

Request for Class-Size Waiver: The VISD Administration has worked to create the best possible plan for every child we are entrusted to serve. Adding additional students to a classroom beyond the 22 allowed by state law in grades Kinder-4th is never the first consideration, but by increasing the number of students per class to a maximum of 24 versus 22, the VISD has enabled 55 out of 4,976 Kinder-4th grade students to remain at their neighborhood campus this year. This is of tremendous benefit to these students because it means they can attend their designated home campus with their neighborhood friends as well as actively participate in before and after school activities (such as tutoring and extracurricular clubs) instead of spending countless hours riding on a bus. In short, the positives outweigh the negative of slightly increased class sizes.

According to the Texas Education Code 25.112 “except as otherwise authorized, a school district may not enroll more than 22 students in a kindergarten, first, second, third, or fourth grade class.” To check for compliance, each district is responsible for conducting a class-size enrollment survey. If this survey indicates that any classroom in grades Kinder-4th exceeds the allowable class size limit of 22:1, then the district must submit a request to the Texas Education Agency asking for an exception to the class-size mandate as well as notify parents of every child in a classroom over the 22:1 ratio.

This year as of Wednesday, September 11, 2019, the date on which VISD’s class-size enrollment survey was conducted, the number of Kinder-4th classrooms exceeding the 22:1 requirement was 36 classrooms at 6 campuses (see table #1 below). 17 of these 36 classrooms are over by one student; 19 are over by 2 students. Although we are experiencing a very slight increase in the number of classrooms over 22:1, the fact that it is by only 1 classroom and 1% is quite noteworthy as this is the first year after the elementary schools' merger (see table #2 below).

Table 1:

<i>Number of classrooms per grade level with more than 22 students</i>								
Campus	# of 3 HR TCHRS	KINDER	1st	2nd	3rd	4th	Total # classrooms over 22	# of students over 22:1
Aloe	2	3	2	1			6	11
Chandler	1		3	1			4	4
Deleon	3	3		3	2	4	12	20
Mission Valley	0			1			1	1
Torres	3	3		3	1	3	10	14
Vickers	1	1	2				3	5
Grade Level Total	10	10	7	9	3	7	36	55

Table 2:

	9/10/13	9/8/14	9/8/15	9/6/16	9/13/17	9/11/18	9/11/19
# campuses affected:	14	7	8	7	9	7	6
# of K-4 classrooms exceeding 22:1 state ratio:	65	31	50	54	54	35	36
% change in classrooms exceeding 22:1:	1% decrease	52% decrease	61% increase	8% increase	no change	35% decrease	1% increase
# students over 22:	103	50	69	85	77	53	55
# of locally funded 3 hr tchrs:	13	14	15	13	13	11	10

While other school districts may have opted to no longer provide additional instructional support in Kinder-4th grade classrooms exceeding the 22:1 requirement, in VISD we strongly believe the additional instructional support is extremely helpful to the classroom teacher and is an important investment in our students. The VISD is committed to providing additional instructional support to our students at these six elementary campuses listed in the table above that would be applying for class-size waivers. These six campuses will have a total of 19 three-hour teachers who are funded with a collaboration of local, State Comp Ed and Title One funds. Principals also provide additional instructional support to their students by using campus-allotted Title One funds to hire additional staff to further enhance learning. Title One rollover funds received in December can also be used, if needed, to provide additional support throughout the school year.

Furthermore, VISD has addressed the class-size challenge by: relocating teachers instead of moving students, employing additional full-time and part-time professional staff and paraprofessional staff who can assist with class size overages at these six campuses and by adding 10 locally-funded, three-hour teachers to support quality instruction where the 22:1 student ratio has been exceeded in more than one classroom.

VISD also continues to seek out additional highly qualified teachers and maintains a class size of 22 or less in grades Kinder-4th in all other classrooms and at all other campuses. 85% of our Kinder-4th classrooms (208 out of 244 classrooms) have 22 or fewer students in them.

Therefore, the VISD administration anticipates submitting a Class-Size Waiver Request to the Texas Education Agency’s State Waiver Unit contingent upon Board approval. Again, as previously stated, by seeking this waiver, 55 students at 6 VISD schools will be allowed to remain in their neighborhood school and with added instructional support.

Out-of-District Tuition: The state of Texas provides ADA funding for all students enrolled in and attending classes in the VISD regardless of their home address and our district has welcomed students who do not live within the VISD boundaries and without charging tuition to their families for several years (at least since 2007-08). This zero-tuition rate attracts students from neighboring districts whose parents want them to attend VISD schools to access the exceptional educational opportunities we offer

in our district AND/OR as a matter of convenience. As of September 11, 2019, 129 Out-of-District (OOD) student transfer requests have been approved for the 2019-20 school year. The Office of Student Services continues to receive and review out-of-district transfer requests as they are submitted. Keep in mind along with each approved OOD student who enrolls and attends school in our district, VISD is eligible to receive an additional \$6,560 which amounts to an estimated \$846,240 in non-resident ADA revenues over the course of this school year.

Each transfer request received in the Office of Student Services is carefully reviewed by a district committee who determines if the student meets the established transfer requirements set forth in district regulation FDB. Furthermore, this committee evaluates:

- student/teacher ratios,
- whether or not space exists at the requested campus or program,
- the growth rate of the requested campus AND
- whether adding students will require the employment of additional staff.

During the 2018-19 school year, the VISD approved 157 out-of-district student transfers resulting in \$964,765 state dollars. This is the highest number of OOD transfers approved into VISD ever! Great things are happening in the VISD and families everywhere realize it! VISD Administration is recommending the Board of Trustees continue this practice and set the out-of-district tuition rate for the upcoming 2019-20 school year at zero since doing so allows for VISD to not only welcome students from neighboring districts but to also receive an estimated \$846,240 in non-resident ADA revenues over the course of this school year.

TRANSPORTATION

The Transportation Department continues to improve route pick-up and delivery times. The Transportation Director and Supervisors are researching various resources to improve communication systems and GPS tracking of buses. The Director and Supervisors make daily modifications to the routes for capped elementary students, as well as students served by our Bilingual program and the McKinney-Vento Act. There are currently eight open bus routes, and we need to add at least three bus routes to meet our current demand for timely student transportation. There are seven potential new bus drivers in our training program. Field trip schedules are under way, and our mechanics are working diligently to keep our fleet repaired and on the road.

FINANCE

Gifts and Donations

The total gifts and donations for August 2019 is \$65,136.15. The total gifts and donations for fiscal year 2019 is \$482,978.30.

HUMAN RESOURCES

Professional: We are very excited to report we were 100% fully staffed with our professionals for a brief period. It didn't last, but is a good mark for us. As positions have been added to support the Effective Schools Network, and P-Tech initiatives, a few vacancies have been created. Schools and Principals affected are feeling positive and using the opportunity to solidify their teams by filling these positions. The raises for bus drivers are continuing to pay dividends as we are having several of our trainees complete and pass their certification and join the team.

Office Trainings: On 9/17, Clark Motley, Melissa Correll, Ann Avila and Dr. Carroll attended a "Best In Class" training in Dallas. This will support our work on System of Great School (SGS), School Action Fund grants, and Effective Schools Framework (ESF). A Human Resources representative was specifically invited to this training as it pertains to the creation of a district Theory of Change for teacher effectiveness and staffing, and project planning time for the year ahead. There will be another training later this month, hosted by TASBO and is entitled "Campus Secretary Boot Camp in Region 3" and will be held on September 24, 2019. Armando Villareal, along with Shawn Depine, will be hosting secretary meetings throughout the year and this training might give us some ideas on how to enhance our meetings. This training is offered regularly throughout the state and we may want to make a practice of having our campus secretaries attend in the future. The secretary meeting dates are October 11, 2019, January 6, 2020 and March 12, 2020.

Victoria Young Professionals: Tuesday, September 10th, Mr. Motley attended a meeting for a group Dr. Glenn from UHV is spearheading directed at young professionals. At the previous meeting, sub committees were formed. We specifically invited several teachers and aspiring administrators. Thanks to Trustee Keeling for attending and supporting the effort. In this month's meeting, a name for the group, and introductory by-laws were voted on and adopted. The group will be called 'Victoria Young Professionals' (VYP). Mr. Motley will be working with the Communications subcommittee and now that a name has been established, our work will begin at branding the group, and advertising for increased membership and involvement in events. The first event for the social committee was recently announced - "Mild and Wild". The event is scheduled for September 21st and will start at the Symphony where people affiliated with the VYP through a discount code will receive half price admission at the Fine Arts Center to the symphony, as well as a reception prior to the evenings performance (Mild). The event will conclude with "Brew at the Zoo". Those affiliated with VYP will also receive half price tickets to this event (Wild). We also invited the VYP to the kickoff meeting for the task forces which occurred the following day.

Benefits: On Wednesday, September 11th, our benefits partners visited to debrief after our enrollment season. We discussed new insurance options being explored in El Paso ISD through their District of Innovation designation that provides employees with an upfront premium savings of 10-15% and are comprehensively better in most areas than TRS-ActiveCare plans. The new plan options also provide a lower out-of-pocket cost to the employees of 20-40%. We are working with payroll to make sure all the insurance deductions are correct for the new plan year.

Salary Adjustments: In last month's report we shared the varied and complicated calculations involved in implementing raises throughout the district at all position levels. A request went out from our office to hold questions until after salary notifications come out on or around September 26. This is to prevent us from providing inaccurate information while we are still working at setting the raises in all areas. We know corrections will be needed and are looking for ways to limit them as it's difficult to give answers

when we are still making adjustments. When salary notifications go out, more communication will follow asking for the questions/concerns so we can then make any adjustments necessary for the various discrepancies that occur. We include this in case questions come to Cabinet, or the Board, as to why we have asked for some time prior to fielding questions.

OFFICE OF THE SUPERINTENDENT

HB 2840: Sec. 551.007 PUBLIC TESTIMONY. The bill states, "... A governmental body shall allow each member of the public who desires to address the body regarding an item on the agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item. A governmental body may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item."

Two important changes for us:

1. We are to "limit the total amount of time" per speaker
2. The bill calls for "testimony" on "item[s] on the agenda". This is not a public hearing. I will plan to bring this up during the administration report to get direction from the board moving forward in preparation of our agendas.

Task Force Updates:

VISD School Board Resolution

At the August VISD School Board Meeting, Board Members signed a resolution agreeing to the continued support of the Task Forces this coming year.

- [VISD School Board's Resolution Supporting the 2018-2019 Task Force Recommendations](#)

Accompanying the Resolution is a Workflow map that describes in more detailed the work processes that each of the three Task Forces will be focused. <https://4.files.edl.io/05dc/08/27/19/133641-9a211c76-269b-43e7-878e-389d948643aa.pdf>

Task Force Application

VISD is now accepting applications for parents, students, and community members to serve on task forces that will help shape the future of the district.

VISD is working collaboratively with the community in designing the future of our schools through several task forces. In the next phase of the task force work, task force members will research, analyze, and make recommendations to the Board of Trustees to meet the current and future needs of our students and community.

Parents, students, community members, and teachers can serve on the following Task Forces:

- Innovation & Student Learning Pathways
- Efficiency & Resource Management
- Communication Systems

Designing Our Future Task Force Kick-Off

The task force work kicked-off on Wednesday, September 11, 2019 at 3:00 p.m., in Room D of the VISD Conference Center. This event was open to anyone who would like more information about the task force work and to the general public. A summary from the 2018-19 work was provided as a lead to the new work that will take place. The Task Force Flow Chart was shared, sub-committee chairs were announced and a brief overview of the work of each committee was provided.

The Efficiency and Resource Management Task Force held its first meeting Monday, September 23, 2019, from 3-5 p.m. at the VISD Conference Center with a focus on providing task force members with a broad overview of our most recent campus enrollment data and enrollment trends per campus over the past five years. Additionally, the group was provided with information obtained from the most recent District facilities study conducted in 2015.

P-TECH: The VISD P-TECH Healthcare Advisory will meet on 10/2/2019. The goal is for the advisory committee to review draft versions of the student recruitment plan including some marketing materials. Additionally, draft versions of the P-TECH Interest Commitment form will be shared. The P-TECH Interest Commitment form will be used in lieu of an application to identify interested students. We also hope to share the P-TECH Communication Plan and get input.

A webpage has also been developed that houses our deliverables for TEA. We hope to make this page live soon.

System of Great Schools: VISD has applied to take part in the development of a Local Accountability System through TEA. This local accountability will align with the School Performance Framework required as part of the Roadmap for our SGS work. Dr. Susanne Carroll, Melissa Correll, and Carla Schaefer will attend training on September 30 and October 1st to enhance skills to lead this charge.

School Action Fund Grants: Dr. Shepherd, Dr. Carroll, Tammy Sestak, Melissa Correll and Ann Avila met with our technical consultants on 9/5/2019-- Best in Class for O'Connor and Maya Consulting for F.W. Gross—to kick-off our school action fund work. We set up a weekly phone call as well as reviewed the Fidelity of Implementation Tool (FIT) that we will submit every month to monitor our progress toward achieving the goals of the School Action Fund grants. The consultants also toured the campuses.

Effective Schools Framework (ESF): The Effective School Framework was presented to the District Education Committee as a framework for the District Improvement Plan Goals. The committee reviewed the recommended goals and voted to send forward to the Board of Trustees as the 2019-2020 District Improvement Plan Goals for adoption. These goals will be presented to the Board of Trustees at the October Board meeting. In addition, Administration will share the 2019-2020 Campus Improvement Plan Goals and the Goals for Targeted Improvement as required by the Texas Education Agency for Board approval in the October meeting. All campuses, except for Aloe, Mission Valley and Vickers, are required to develop Targeted Improvement Plans based on state ratings. These separate plans must be complete by September 27. Because of the additional planning requirement, the deadline for the Campus Improvement Plan approval of the Board was extended to the October Board meeting.

Facilities Needs Study: Our most recent facilities needs study was completed in 2015. Many of the needs identified by the study four years ago remain unaddressed today due to the associated costs of performing the work to address the identified needs. Furthermore, we anticipate an updated facilities

needs study may identify additional needs as a result of the continued aging of our facilities since the last study was conducted. Over the past several months, we have conducted meetings with six architectural firms to learn more about the services these firms are able to provide should we enter into an agreement with one or more firms to assist our District. At the September Board meeting, we intend to request the Board authorize Superintendent Shepherd to enter into a contract with an architectural firm or firms for the procurement of architectural services and we will quickly commence a district-wide facilities needs study.

Demographic Study: In support of the resolution adopted by our Board of Trustees in August, we are in the process of vetting companies specializing in school district demographic studies in Texas. We expect to select a company to conduct this work in October. The data obtained from the demographic study will be vital to the work of our leadership team and our Efficiency and Resource Management Task Force over the course of this school year as we focus on the need for potential changes to our enrollment boundaries.

COMMUNICATIONS

P-TECH Communications Plan: Melanie and I have started working with Melissa Correll, Martin Sanchez, Ann Avila, and Natalie Abrameit on the Communications Plan for P-TECH. Martin held a focus group with 8th grade students to better understand what aspects of the program would pique their interest. This will allow us to create marketing material targeting students and material aimed at educating parents about the P-TECH opportunity. We are also coordinating photo and video shoots over the next several weeks with the current CNA and Health Science students. We have set a timeline to launch the local media campaign at the start of 2020.

Open Records Requests: New laws went into effect on September 1st regarding public information requests. School districts have the option to designate a single electronic mail address and a single mailing address for receiving written requests for public information. This is meant to help ensure that PIA timelines are met, and records requests are not lost when they are sent to individual District employees. If a District does designate single e-mail and mailing addresses, they will only be required to respond to requests for information sent to those designated emails and mailing addresses. Currently Victoria ISD has not made this change.

Another provision of the bill relates to the retention of public information that was created, received, and/or maintained on private devices. This pertains to District information that is stored on personal electronic devices, such as cell phones and laptops. The amendment now specifies that a “temporary custodian” - an officer or employee of the District who, in the transaction of official business, created or received public information that had not been provided to the public information officer – must forward or transfer such information to the District so it can be preserved or must preserve the information in its original form on the privately-owned device, in accordance with the District’s records retention policies. This means that employees and District officials cannot destroy texts or emails stored only on their phone, if they contain information related to official business of the District, until the information is transferred to District files. For example, this would include text messages with parents and students related to classwork or extracurricular activities and emails between co-workers and District officials related to District business.

Victoria Community Calendar: Headed up by University of Houston – Victoria President Bob Glenn, representatives from several organizations are coming together to create a single point of access to find

out what events are taking place in the community. Organizations represented include UHV, Victoria College, Victoria Advocate, Victoria Television Group, City of Victoria, Victoria Connection Magazine, Victoria In Motion Magazine, and the Young Professionals Network. The group is looking at ways to provide a clearinghouse of information for the community on upcoming events, volunteer opportunities, and other items of interest. The next meeting is scheduled for October 1st.

TECHNOLOGY

The Cyber Security Committee continues to meet this month to work on the Cyber Security plan. Senate Bill 820 requires school districts to “adopt a cybersecurity policy to secure infrastructure against cyber-attacks and other cybersecurity incidents and determine cybersecurity risk and implement mitigation planning.” It also requires school districts to “designate a cyber security coordinator to serve as a liaison between the district and the Texas Education Agency (TEA) “ for reporting of cyber attacks or cyber security incidents. Samantha Schulte will be the district cybersecurity coordinator. We are waiting for policy guidance to come out from TASB so we can adopt our cybersecurity policy and be in compliance for Senate Bill 820. This guidance should be received in October.

(<https://hro.house.texas.gov/pdf/ba86r/sb0820.pdf#navpanes=0>)

More information on Senate Bill 820 can be found here:

<https://capitol.texas.gov/BillLookup/Text.aspx?LegSess=86R&Bill=SB820#>

The Raptor Visitor Management System has been implemented for visitor check in at every campus.

More information about Raptor can be found here: <https://raptortech.com/protect-your-school/raptor-visitor-management-system/>

We have deployed over 200 new desktops and laptops since August and continue to work on set up and delivery for many other new devices that will replace outdated devices or add devices to campus’ digital environment.

We received confirmation for e-Rate funding approval for a networking switch project that will save the district \$89,548.67 on new networking switches for various campuses.

Feedback: We want your feedback. [Please use this link](#) to share your thoughts, comments, questions or kudos! This is your report and we want to make it relevant for you. Your feedback will help us on our path of *Continuous Improvement!*