



Harlandale Independent School District Goals Achieved 1st Quarter - July - September 2017

The following is a list of accomplishments the Superintendent and staff have achieved at mid-term during the 2017-2018 school year. The Superintendent's evaluation is based on these five goals.

1 - Provide staff development programs that prepare employees to provide an exemplary teaching and learning environment.

- TEA Reading and Math Academies provided to elementary staff. HISD staff selected to be state trainers.
- Technology Academies offered to all HISD staff, multiple times throughout summer months.
- Pre-K 4 SA & HISD collaborated to provide professional learning opportunities to 50 Prek-K through 3rd grade teachers for a total of 354 hours of service.
- Forty-seven paraprofessionals from throughout the District attended Region 20's Exceptional Employee conference.
- Transportation Director and two Transportation Supervisors received TAPT certification.
- District Police officers training all satellite office staff on emergency safety procedures.
- Established year long calendar for substitute training to keep pool as large as possible.
- Expanded New Teacher Orientation to four days. 100% of teachers meet Highly Effective.
- Second cohort of Harlandale Leadership Academy begins.
- Developed consultation schedule to provide monthly opportunities to meet with employee groups
- All HR coordinators attended Teacher Certification update training to insure staff continues to meet new state and ESSA requirements.
- HR presented at Texas School Based Law Enforcement Conference at invitation of TEA.
- Provided TASB Session training on Supervisor's Guide to Managing Employees for Classified supervisors and directors.
- Provided a two day training for all campus administrators, coordinators, directors and supervisors, and Chief of Police on Crucial Conversations.
- Provided session to all campus administrators and directors on confidentiality, truth in evaluations, & family protective services best practices when working with students.
- Cabinet staff participate in workshops and webinar training for District Leadership That Works.
- Cabinet, administrators, and campus principals conduct a monthly book study on *Heart: Forming Your Professional Life as a Teacher and Leader*, by Timothy D. Kanold.
- Participate in Trinity University's Center for Educational Leadership to strengthen the skills of our administrators with a focus on servant leadership, communication, culture, professional ethics and collaboration.



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- New Teacher Orientation - IS provided hands on training to 60 elementary and 72 secondary teachers on the following topics: The Network, Email Communications, Grade Reporting and Attendance, Hardware and Software availability and request, Instant Messaging, District Internet and Intranet Sites, Helpdesk and Workshop - Eduphoria.
- Completed Phase 2 of the Kronos Initiative - IS upgraded all users to the most current operating system and trained 90 time editors on the most current version. Phase 3 - is to integrate Kronos w/AESOP so that users have better control of their attendance. Phase 4 - is to activate and train users on the Biometric component of each clock. Users will be able to clock in/out by using their fingerprint.
- Refreshed and remodeled Tech Labs 1, 2, and 3 thus providing a comfortable, clean, and welcoming learning environment for our staff and students.

2 - Foster a culture that prepares students for higher education and workforce readiness.

- Served over 500 students in our ACE Summer Program to include Fine Arts, Recreation, Robotics, Academics.
- Superintendent's Student Advisory meetings are held with secondary student representatives.
- Partner with South San Antonio Aggies Committee and alumni, promoting commitment to attend Texas A&M University-College Station.
- In an effort to ensure that our students and campus staff continue to have access to the most current and innovative technology equipment, we placed equipment replacement orders exceeding \$352,200.
- In support of the CTE program, we placed equipment orders for all secondary schools totaling over \$330,160. This included the purchase of 300 laptops.
- In support of the CTE program, in partnership with our building trades department, we designed and built a brand new AutoCad lab in the HHS Woodshop building. Installation to be completed prior to the first day of school.
- Worked with Deborah Hernandez in getting the Grad Plans set up in iTCCS for Counselors to use. Converted back from Career Cruising. The Counselors now have to have 4 year plans in place for all high school students.
- Provided HOPS students job training and shadowing in District Custodial and Child Nutrition Departments.



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3 - Effectively and efficiently use all district resources to maintain sound fiscal policies and practices.

- Received \$500,000 grant funding from Pre-K 4 SA.
- Completed mold remediation of the affected PACT areas.
- Bus drivers given annual physicals.
- Maintained TASB pay system allowing for 2% midpoint average increase for all employees.
- Increased district insurance contribution to \$300 per month per participating employee.
- Attended TASP HR Law Conference to keep abreast of issues facing districts that increase risk exposure.
- Maintained electronic employee handbook which reduced printing cost.
- Continue Safety & Attendance to reduce accident claims/injuries.
- Maintained Employee Enrollment protocols 100% new employees enrolled.
- Use non-traditional recruitment tools to search for & publicize vacancies in difficult to fill positions.
- Provided three wellness programs to employees 1) Real Appeal 2) Rally and added 3) a personalized Health Coach.
- Completed the Leal Middle School parking lot.
- Preventative maintenance on all patrol vehicles.
- Transportation staff received CPI Training, Child Abuse Training, Special Needs Training.
- A physical inventory of all District technology equipment was conducted and information entered into our new asset tracking and management program - TipWeb IT. We counted, tagged, and assigned to room locations 24,720 unique items. We are able to generate reports based on item type, funding source, campus/department/room location, and age of equipment.
- Applied for and received approval from the State to help fund our WAN upgrade. The State approved matching funds will save the District \$94,500 plus an additional annual savings of \$70,000.
- Completed Phase 1 of the Kronos Initiative - Purchased, programmed, and installed 53 new Kronos time clocks throughout the District. Phase 2 will follow - our plan is to upgrade all users and to train all time editors on the most current version. Phase 3 - is to integrate Kronos w/AESOP so that users have better control of their attendance. Phase 4 - is to activate and train users on the Biometric component of each clock. Users will be able to clock in/out by using their fingerprint.



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- On June 14, 2017, a Seamless Summer Administrative Review was conducted by TDA. During the review the following documentation was requested:
 - Meal counts for the lunch meal service for the five operating days prior to the day of the AR
 - Food production records (completed and planned) for the site selected for the lunch meal service for the week of the AR
 - Child Nutrition (CN) Labels
 - Recipes
 - Product formulation statements
 - Nutrition fact labels and any other supporting documentation
 - Copies of all SSO advertising materials
 - CE on- site reviews conducted for all participating sites before auditor arrived
 - The District met all requirements of the review
- Purchasing began implementation of the on-line Bonfire Procurement Portal:
 - Effective immediately, RFPs, RFQs, RFSBs, etc. will be posted, evaluated and awarded in a completely paperless environment
 - Purchasing staff training has begun earnest and Evaluator training will begin once the first RFP/RFQ has closed after August 9th
 - As of August 8, 2017, (951) vendors have registered with HISD's Vendor Portal
- Created a database of campus floorplans (suitable for printing up to blueprint size) to assist with expanding and maintaining the District's digital infrastructure. We shared this database with the District Police Department for their use in the development of the District's Emergency Response Plan.
- The print shop receives orders from outside parties for print shop services. The Business Office has enabled those parties to pay for the services with their credit cards/debit cards instead of only accepting cash or check. This will facilitate less transporting of cash, minimize returned checks and broaden the capacity for orders.
- Applied for and obtained approval from TEA for the payment of 98% of the new Library Management System. The original cost was \$35,200. Upon TEA approval, the cost to the District was reduced to \$704. This cost savings will continue with annual renewals. The renewal cost will be reduced from \$16,000 to \$320 annually.



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4 - Create innovative instructional facilities that engage the evolving needs of students.

- Completed exterior painting in the McCollum 800 building and Wright Elementary. Beautified the exterior elevation of both campuses.
- Created six (6) computer labs throughout the District
- Assisted in the evaluation, purchase, implementation, and rollout of Follett Destiny, a new Library Management System.

5 - Embrace community involvement and effectively promote the Harlandale ISD.

- Awarded another year of the 21st Century Grant to support our current ACE grants (\$1.7 million)
- Partnership with Wesley Community Center to offer our students summer paid internships.
- Partnership with Pre-K 4 SA provides family engagement for 13 HISD campuses.
- Designed District T-Shirts.
- Produced promotional video on STREAM Summer Camp.
- Submit bi-weekly Southside Reporter Articles.
- Submit bi-weekly Superintendent's Message on the web.
- Published stories on the district website.
- Held Bond Oversight Committee and Board Building Committee Meetings in July.
- Held three alumni tournaments (Harlandale Basketball, McCollum Basketball, and Harlandale Volleyball) benefiting scholarships to the high schools.
- Served on UTSA Student Teacher Panel-only one of three districts invited.
- Member of UTSA Education Advisory Board.
- Bond Oversight Meeting held August 28, 2017. Covered all Bond projects and gave updates.
- Building Committee Meeting held August 31, 2017.
- Superintendent's Parent Advisory meetings are held with campus representatives.
- Grandparents Day recognition events throughout the District.
- Partner with businesses and churches to develop a network of support and services.
- Member of the South Bexar Superintendents' Co-Op
- During summer school 2017 the CN Supervisor along with the summer school staff created videos of some of our menu items that are prepared from scratch. The videos were created to show the community that meals are still prepared from scratch and reverse the misconception



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that all cafeteria foods are heat and serve items. The videos are posted on our website for the community to see.