

## MEETING NOTES POSTED BEFORE APPROVAL

February 15, 2011 Herod PTO Meeting  
6:10 pm – Meeting called to order

Treasurer report / Update on Fundraising programs:

- Cookie Dough sold about \$16,000.
- Box tops are still bringing in money.
- Turn in any expenses to PTO as soon as possible.
- There will be a 3% convenience fee for debit and credit card payments to the PTO, there will be no extra fee for cash or checks. This will apply to payments made at the auction.

Other items:

1. Directories have not yet been delivered. We don't know anything, they are still in the works, many problems have been encountered. We are not sure when they will be here.
2. The minutes from the last PTO meeting were approved.
3. The school store is doing well. It is open almost everyday. Yo-Yo's are really selling.
4. Field day is postponed to May, so we can do it on our own property.
5. Auction is set for February 19, 2011 at Gatherings in Bellaire.
  - Please help with your class baskets. Many classes are having a hard time getting participation and donations.
  - Tickets are currently for sale.
  - Need help Friday morning (2/18/11) to wrap baskets at 8:00 am.
  - Need help Saturday morning (2/19/11) to move the items to Gatherings.
  - The auction starts at 6:30 pm.
6. Math and Science night (2/22/11) PTO will be selling Pizza and Water from 5:00 – 6:00 pm.

Principal Report:

HISD budget

HISD will cut funding for next year, but it has not been determined how the cuts will be allocated. There are lots of proposed ideas such as:

- The school gets \$3400/ average kid every year. This could be reduced to \$2400/ average kid. This funding is based on enrollment and attendance.
- Field trips will probably be reduced.
- Class sizes will probably increase.
- Possible HISD tax increase.
- Possible campus closings.
- Possible rezoning.

Other

Herod will have summer school this year. Hours will be 8:00 am – noon.

7:15 pm - Meeting called to an end

**Herod Elementary School  
PTO Meeting  
February 2011**

<b>Welcome</b>	<b>Kristin Reeves/Danna Garcia</b>
<b>Treasurer Report</b>	<b>Lisa Murray</b>
<b>Principal Report</b>	<b>Jerri Nixon</b>
<b>Announcements</b>	<b>Kristin Reeves</b>
<b>Present PTO minutes</b>	
<b>Auction</b>	
 <b>Budget Information</b>	 <b>Jerri Nixon</b>

**Important Dates to Remember:**

<b>Fri, Feb 19</b>	<b>Wrapping baskets for auction, 8:15am</b>
<b>Sat, Feb 19</b>	<b>Auction Night, Gatherings</b>
<b>Mon, Feb 21</b>	<b>Beck's Prime Night</b>
<b>Tues, Feb 22</b>	<b>Math/Science Night</b>
	<b>PTO selling pizza and water!</b>
<b>Wed, Feb 23</b>	<b>Chick-fil-a Night</b>
<b>Wed, Thur, Mar 2-3</b>	<b>Gugliani's Night</b>
<b>Tue- Fri, Mar 8-11</b>	<b>5<sup>th</sup> grade camping trip</b>
<b>Mon-Fri, Mar 14-18</b>	<b>Spring Break</b>
<b>Mon, Mar 21</b>	<b>Beck's Prime Night</b>
<b>Tues, Mar 22</b>	<b>PTO meeting, 6:00 library</b>
<b>Wed, Mar 23</b>	<b>Chick-fil-A night</b>
<b>Wed, Thurs, April 6,7</b>	<b>Gugliani's Night</b>
<b>Thurs, April 14</b>	<b>Cici's Pizza Night</b>
<b>Mon, April 18</b>	<b>Beck's Prime Night</b>
<b>Tues, April 19</b>	<b>PTO meeting and Ice Cream Social</b>
<b>Wed, April 27</b>	<b>Chick-fil-A Night</b>

**SAVE THE DATES:**

<b>Feb 22</b>	<b>Math/Science Night (Pizza/drinks for sale)</b>
<b>April 19</b>	<b>PTO meeting and ice cream social</b>
<b>May 2-6</b>	<b>Celebrity Readers week</b>
<b>May 20</b>	<b>Field Day</b>
<b>June 1</b>	<b>5<sup>th</sup> grade Graduation and Party</b>

**Please contact your PTO Board Members for any questions or Volunteer Opportunities**

Kristin Reeves	<a href="mailto:alvis3@earthlink.net">alvis3@earthlink.net</a> , Co-President
Danna Garcia	<a href="mailto:athdanna@gmail.com">athdanna@gmail.com</a> , Co-President
Lisa Murray	<a href="mailto:lisabmurray@gmail.com">lisabmurray@gmail.com</a> , Treasurer
Shannon Groenewold	<a href="mailto:shannon_groenewold@yahoo.com">shannon_groenewold@yahoo.com</a> , Secretary

## MEETING NOTES POSTED BEFORE APPROVAL

January 18, 2011 Herod PTO Meeting

6:15 pm – Meeting called to order

### Treasurer report / Update on Fundraising programs:

- Not much has changed since last meeting.
- Cookie Dough sales start Monday, January 24<sup>th</sup>. The school gets \$5.85 profit for each box sold. This is a big Spring fundraiser. Cookies will be delivered the Friday before Spring Break and will need to be picked up that day as the cookies are perishable.
- Starting in January, there will be a 3% convenience fee for debit and credit card payments to the PTO, there will be no extra fee for cash or checks.

### Other items:

1. Directories have not yet been delivered. They should have been here by now. Many problems have been encountered trying to get them completed. We are not sure when they will be here.
2. The minutes from the last PTO meeting were approved.
3. The school store is located next to the PTO room (near the front office desk). It will open this Friday (January 21<sup>st</sup>) and then be open most days after that. Items such as folders, erasers, school shirts, rulers and pencil are stocked in the school store.
4. Auction is set for February 19, 2011 at Gatherings in Bellaire. The theme is "Into the Future." This is our major Spring fundraiser. Room parents, please submit your class basket ideas. About 35 teacher dates have already been submitted.

### Principal Report:

Everyone has worked tirelessly the past few days to get things ready in the new building.

For the tours tonight, the teachers' rooms will be locked, but the specialist rooms will be open.

Work started right up this morning for teachers and students, no time was lost. Although there was a fire drill during car pool this morning, which was unexpected but did go very smooth. The car pool line went good. Thank you for not parking on Jason Street. Remember that there is no parking on Jason on school days from 7 am – 9 am and 2 pm – 4 pm. Also you cannot park within 30 feet of a corner. There will be signs posted and you will get a ticket.

### HISD Magnet Program

Herod had a very positive visit from the Magnet Schools of America (MSA) team. You can find the reviews on the HISD website.

MSA was hired to come in and look at the schools' programs. In current reports, it is suggested that a Vanguard Magnet does not meet the definition of a Magnet program. Herod received very positive reviews, but it is recommended that our school not receive any Magnet funding. Currently Herod receives about \$202,000 / year for magnet funding, which benefits all of the students in the school not just magnet students. Worst case scenario, it that this additional funding would no longer be received. We can live without this additional funding and things would not change too much. Our capital needs should be minimal for the next 5 -6 years because of our new building and new supplies.

Please see the flier with dates and locations of the upcoming Magnet Meetings and consider going to one. These meeting are not kid appropriate and will probably last about 2 – 2 ½ hours. You can also send any suggestions or comments that you may have to Mike Lunceford.

Is the Herod Dual Language program effected by all of this? No, because it is not a Magnet Program. It is our own bilingual program. Our Dual Language students do very well in Junior High and are very well prepared. The closest Dual Language Middle School is Johnston. The kids are doing very well on the AP tests and most of them test out of college classes.

The old furniture and equipment in our old school was donated. Some of the schools in our area were given a chance to come in our old building and take our old items.

There are still a few more things to be done to complete the construction and demolition. It is expected to take about 90 days to complete everything else that needs to be done.

- The playground should be back around Spring Break.
- The old building should be gone pretty quickly.
- The PTO paved entrance in front of the old school will stay in place.
- The school garden will be accessible again soon.

6:55 pm - Meeting called to an end





# How the education dollar relates to the student

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The typical student begins the school day long before the first bell with a <b>bus ride to school</b> —either because she lives too far to walk or because the district has determined that unsafe conditions warrant the provision of a safe ride. She will also ride the bus home.	\$0.02
She arrives to find a <b>building that is clean and well maintained</b> .	\$0.08
The building is also <b>heated</b> in the winter and <b>cooled</b> in the summer—and the <b>lights</b> work.	\$0.03
Her parents know her school is made safer through district supported <b>security staff</b> , and that if she is injured or becomes ill, she will be cared for by the <b>school nurse</b> .	\$0.02
She goes to class to find a <b>teacher</b> ready to begin instruction	\$0.48
While in class, she has access to an <b>instructional aide</b> who supports the teacher in delivering instruction and to district purchased <b>instructional supplies</b> .	\$0.11
The teacher uses a <b>curriculum</b> that is aligned with the state standards and that builds on information the student learned the year before. The teacher has been <b>trained</b> regarding Texas learning standards and effective instructional practices, and has access to instructional leadership staff who provide support.	\$0.05
Midway through the day, she goes to the cafeteria for <b>lunch</b> .	\$0.06
After lunch, she goes to the <b>library</b> to gather information for a research paper.	\$0.01
After school, she goes by the <b>guidance counselor's</b> office to talk about the process of applying for and paying for college. She is given information about student loan programs, how to prepare for the SAT, and what courses she will need to have taken in order to be prepared for post-secondary education.	\$0.04
Throughout the day, she benefits from the fact that <b>the school is well run</b> . Classes begin on time, disruptions are kept to a minimum, and staff members have access to the support they will need to be effective.	\$0.07
She also benefits from the fact that her school has access to <b>district level staff</b> who ensure that the checks to her teachers are written on time, that all of the schools are full staffed, and that campuses have access to the support structures they need.	\$0.02
At the end of the school day, she rides the bus back home...unless, of course, she stays to participate in an <b>extra curricular activity</b> .	\$0.01

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# HISD BUDGET BASICS

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*January 16, 2011*

## **CURRENT STATE FUNDING PROJECTIONS WILL SIGNIFICANTLY IMPACT HISD**

- Preliminary estimates indicate that Texas public education spending could be cut by roughly \$4 billion.
- That amount of money pays the salaries of roughly 80,000 teachers.

## **HISD TAXPAYERS PAY 2/3 COST OF FUNDING EDUCATION**

- Houston Independent School District taxpayers already pay two-thirds of the cost of funding Houston schools. The state hasn't paid its fair share of public education costs in many years.
- There is money available in the state's "rainy day" fund to offset some of the potential cuts. The rainy day fund exists for years such as this, when the state is in a financial crisis. Some lawmakers, however, remain reluctant to spend the "rainy day" money.
- When the state pays less for public schools, that shifts more of the burden onto the backs of property owners, who are forced to pay higher property taxes.
- Local school districts, such as HISD, may have to increase their tax rates to make up the cut in funds from the state in order to preserve educational programs, such as full-day prekindergarten.

## **HISD SCHOOLS ARE FUNDED BASED ON STUDENT ENROLLMENT**

- The amount of money each HISD school receives depends on the number of students enrolled.
- Schools get extra funds for students who are at-risk, intellectually gifted, non-native English speakers, students who receive career and technology services or students who receive special education services in order to cover the costs of their unique educational needs.
- Small schools receive an additional financial subsidy, as do magnet schools.

## **HISD HAS DECENTRALIZED BUDGETING AND STAFFING**

- HISD is one of only 3 or 4 school districts in the nation with a decentralized system for budgeting and staffing.
- In a decentralized system, there are no staffing formulas. e.g. For every xx students, a school will have xx counselors or xx assistant principals.
- In HISD, principals have broad discretion on how to spend the money allocated to their campuses, including the kind of staff they choose to hire or programs that they choose to buy.
- Some schools may choose to have higher class sizes rather than fund an additional teacher. Other schools may opt to reduce the number of students in their classes by funding more teachers. Some schools choose to fund counselor positions; others opt to fund no counselor positions, and instead target their funds on additional assistant principals. Some schools may direct their dollars to purchasing computer software, while other campuses target their funding to hire tutors.
- Schools use their allocations at the campus level based on the needs of the particular school community.



## **THERE ARE FOUR MAJOR SOURCES OF HISD'S GENERAL FUND BUDGET**

HISD's general fund budget is funded by four primary sources:

1. Local property taxes (65.15 percent)
2. State funding (32 percent)
3. Other local funding (2.3 percent)
4. Federal funding (0.56 percent)

## **MORE THAN 75% OF THE HISD BUDGET IS FOR EMPLOYEE SALARIES**

- HISD spends 76 percent of its budget on salaries. Contracted services represent 11 percent of the budget. Contracted services are those services we contract with third parties to perform such as swimming pool maintenance, legal services, audit services, property appraisal services and outside educational consultants.
- Employee benefits (retirement, health insurance, workers' compensation, etc.) cost \$185 million annually.

## **HISD CENTRAL ADMINISTRATION ACCOUNTS FOR 4% OF THE BUDGET**

HISD spends 4.6 percent of its budget on central administration. Other urban Texas school districts that spend a higher percentage of their money on central administration include:

- Austin ISD (6.84 percent)
- Dallas ISD (6.85 percent)
- San Antonio ISD (7.47 percent)

## **HISD PROPERTY TAX RATE AMONG THE LOWEST**

- HISD's property tax rate of \$1.1567 per \$100 assessed value is the lowest among Harris County school districts.
- HISD is one of the few school districts in Texas that offer an additional, optional, 20 percent homestead exemption. This means that the owner of a single family residence valued at \$100,000 pays taxes on only \$80,000 of that value.

## **THE DAY-TO-DAY COST OF RUNNING HISD HAS INCREASED**

- The costs associated with the daily operation of the school district (utilities, property insurance, health insurance, transportation, security, maintenance and payroll taxes) have increased by \$77.85 million since 2004.
- The City of Houston's proposed drainage fee, which was approved by voters in 2010, could cost HISD \$3 million to \$3.5 million per year. So far, city officials have declined to exempt school districts from the fee.

## **HISD'S EMPLOYEE-TO-STUDENT RATIO IS SECOND-HIGHEST IN HARRIS COUNTY**

- HISD has one employee for every 8.15 students.
- Only one school district in Harris County, Cy-Fair, has a higher employee-to-student ratio. Cy-Fair is the third-largest school district in Texas, behind only Houston and Dallas.



# Budget Update

Number 3, January 20, 2011

## **HISD 2011-2012 Budget**

*Before the start of the 82nd Texas legislative session on January 11, 2011, State Comptroller Susan Combs issued her revenue projection, which indicates a \$28.6 billion deficit for the state. A week later, the Texas House filed an initial budget bill addressing the budget shortfall. The bill proposes cutting \$10 billion to public education over the next two years, or \$5 billion per year. To prepare for the state budget shortfall and the inevitable cuts in state funding, HISD began its own budget review and planning process in October. However, the extent of the budget cuts called for in the House bill far exceeds HISD's initial projections. Although the House bill is just a starting point, HISD is preparing to make drastic cuts as it plans a lean 2011-12 school year budget, which by law must be filed by June 30, 2011.*

### **Why HISD must prepare to make drastic cuts to the 2011-12 budget**

- HISD's analysis of the House appropriations bill reveals that the proposed \$5 billion cut to public education would mean an annual loss of \$202 million to \$348 million per year for HISD. This represents 15 percent to 20 percent of HISD's budget. Theoretically speaking, HISD could wipe out all of central administration and would still have to severely cut school budgets to compensate for this large of a reduction in state funding. Put another way, \$202 million—the low-end projected revenue loss—is enough to pay the salaries of 3,825 teachers with an average salary of \$52,800.
- On top of general education cuts, the House bill proposes to eliminate \$26.5 million that HISD now receives in Texas Education Agency grants. These grants fund full-day pre-kindergarten, a large portion of HISD's ASPIRE awards for top teachers, and several other critical initiatives.
- The federal stimulus funds that support a portion of all Texas school district budgets will expire at the end of the current fiscal year.
- In addition to the anticipated decrease in state funding, the district also must budget for \$15 million to \$25 million in cost increases in 2011-12, which include healthcare, utilities, and the recently passed Renew Houston drainage ordinance.

### **What HISD is doing to prepare the 2011-12 budget**

- All districtwide activities are being reviewed for possible cuts and all educational program models are being reviewed for effectiveness and for alignment with the Strategic Direction.
- The district is reviewing all business operations including custodial, police, and transportation to look at how services are provided and if there are alternatives to current service models.
- The district is modeling cuts to school allocations and the impact on individual schools, as well as looking at the implications of cutting human resources on the central office level.
- The Superintendent's Budget Committee is currently reviewing all central office department budgets and organizational charts. All departments in December submitted "zero-based budgets" which required them to justify every expenditure and position. The district is currently holding a second round of meetings with central office department heads and is expected to make a preliminary recommendation on central office cuts to the board in February.
- The HISD Budget Advisory Committee, which includes principals, teachers, parents, and members of the community, is now meeting twice a month to provide input and feedback on possible cost saving reductions that can be made at the central level. The committee is also reviewing recommendations from "budget comment cards" that were distributed in November to all HISD campuses.

### **What you can do**

- Submit comments and suggestions via email to [CFOcomments@houstonisd.org](mailto:CFOcomments@houstonisd.org). Stay updated by visiting the HISD budget website at [www.houstonisd.org/budget](http://www.houstonisd.org/budget).
- Contact the office of the Governor, Lt. Governor, and legislators to let them know that funding for public education should be preserved and why it is important to your child's success. For a full list, visit [www.houstonisd.org/portal/site/governmentalrelations](http://www.houstonisd.org/portal/site/governmentalrelations).
- Sign up to receive Twitter message updates on the legislative session from HISD's Governmental Relations Department at [HoustonISDGov](http://HoustonISDGov).

February 1, 2011



**Where does HISD's money come from?**

HISD's budget is funded by four primary sources:

1. Local property taxes (65.15 percent)
2. State funding (32 percent)
3. Other local funding (2.3 percent)
4. Federal funding (0.56 percent)

**Why can't HISD use money set aside for building construction to pay teachers' salaries?**

Texas school district budgets by law are divided into two pieces: the capital budget and the operating budget. Bonds that are sold for the capital portion of the budget must be spent on infrastructure, such as buildings. The operating budget covers employee salaries and overall district operations. The district's tax rate is made up of two components – maintenance and operations, and debt service – which are capped by state law. Going above the state-imposed cap requires voter approval.

**How does HISD decide how much money each school gets?**

Houston schools are funded based on the number of students enrolled. Schools get extra funds for students who are at-risk, intellectually gifted, non-native English speakers, students who receive career and technology services or students who receive special education services to cover the costs of their unique educational needs. Small schools receive an additional financial subsidy, as do magnet schools.

**How much money does HISD stand to lose?**

The first budget bill proposed by the Texas House of Representatives cuts HISD's funding by an estimated \$202 million to \$348 million, which represents 15 percent to 20 percent of HISD's budget. The Senate budget bill would impose slightly lower cuts. On top of this, the Legislature is looking at cutting state education grants that currently fund \$26.5 million worth of HISD programs that provide full-day prekindergarten, financial performance incentives for top teachers, classroom technology, and tutoring for struggling students.



## **How would cuts such as this impact Houston schools?**

Texas schools haven't seen budget cuts this potentially deep since World War II. Cutting hundreds of millions of dollars from HISD's budget could not be accomplished without significant staff layoffs at the central administration and classroom level.

Here are some figures to put the proposed state funding cuts into perspective:

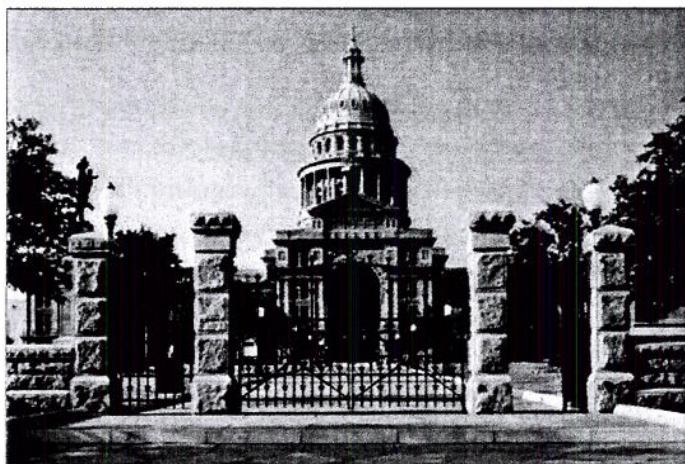
- The current low-end estimate of a \$202 million annual cut equals the cost of paying 3,825 teachers with an average salary of \$52,800, or roughly one-third of HISD's current teaching staff.
- The combined total budgets of HISD's custodial services (\$46.7 million), transportation (\$36.6 million) police department (\$13.7 million) equals less than \$100 million.

### **Key Facts**

- Texas is facing its worst funding crisis since World War II.
- Texas students are poorer than ever. In 2009-2010, the majority of Texas students were on the rolls to receive free or reduced-price lunches for the first time in history.
- Texas adds about 84,000 students to the total school enrollment each year and the budget proposals currently on the table do not account for enrollment growth.

## Parents and Community Members

Please join Houston ISD for a  
***Legislative 101 Training***  
Saturday, February 26, at 9:00 a.m.



DeBakey High School for Health Professions  
3100 Shenandoah  
Houston, TX 77021-1097

With a record-level budget shortfall, it is expected that the Legislature will cut education funding. Come hear a legislative update, discussion from top lobbyists on effective ways to communicate with elected officials, and how the Houston ISD community can work together on legislative issues impacting our students.

In order to plan accordingly, please RSVP to [events@houstonisd.org](mailto:events@houstonisd.org)

February 1, 2011



## **State Looks to Impose Largest Public Schools Budget Cut Since World War II Era**

### **Houston schools could lose \$348 million**

The first draft of a Texas budget for the next two years would slash public school funding by more than **\$9 billion**. This represents the worst budget crisis for Texas since World War II, and comes at a time when Texas schools are being asked to educate an **additional 84,000 students** each year. For the Houston Independent School District, such a deep cut would mean the loss of **\$202 million to \$348 million** in yearly funding, or a **15-20 percent budget cut**.

### **No HISD classroom would be immune from cuts this deep**

There is no way for HISD to cut hundreds of millions of dollars in spending without having major impact on schools. HISD officials are first looking to cut non-classroom expenditures, but those reductions could only bridge so much of the funding gap. If these deep cuts are imposed, teaching jobs will be eliminated and parents can expect to see more students in each teacher's classroom. Even if HISD were to reduce the deficit to \$100 million through central administration cuts, schools could still lose approximately \$500 per student.

### **Popular school programs are vulnerable**

If the present budget proposal becomes reality, HISD would lose state money that now pays for full-day prekindergarten classes, classroom technology and incentive pay that has helped Houston lure top teachers into our classrooms. Schools would face tough decisions when it comes to continuing popular programs that go beyond the basics. This means that fine arts programs, field trips, debate teams, sports teams and anything else that is not related to teaching core subjects such as reading, math, science and social studies could be on the chopping block as principals decide how to spend their limited funds. School closures and consolidations are distinct possibilities. Put bluntly, the school your child attends today may look very different next fall.

### **There is still time to share your opinion**

Texas lawmakers will be meeting in Austin through the spring hammering out a budget plan. Your state Representatives and Senators want to hear from people who care about Houston's children. On the back of this page is a list of the lawmakers who make up Houston's legislative delegation. Now is the time for parents and employees at every HISD school to speak out about their priorities.

# Texas Legislators Representing Houston Independent School District

## Texas Senate (P.O. Box 12068, Austin, TX 78711)

Name	District #	Address	Telephone	Fax
Rodney Ellis	District 13	440 Louisiana, #575 Houston, TX 77002	713-236-0306 512-463-0113	713-236-0604 512-463-0006
Mario V. Gallegos Jr.	District 6	2205 Clinton Drive Galena Park, TX 77547	713-678-8600 512-463-0106	713-678-7080 512-463-0346
Joan Huffman	District 17	6217 Edloe St. Houston, TX 77005	713-662-3821 512-463-0117	713-682-3842 512-463-0639
Dan Patrick	District 7	11451 Katy Frwy, #209 Houston, TX 77079	713-464-0282 512-463-0107	713-461-0108 512-463-8810
John Whitmire	District 15	803 Yale Houston, TX 77007	713-864-8701 512-463-0115	713-864-5287 512-475-3737

## Texas House of Representatives (P.O. Box 2910, Austin, TX 78768-2910)

Name	District #	Address	Telephone	Fax
Alma Allen	District 131	10101 Fondren Rd, Suite 500 Houston, TX 77096	713-776-0505 512-463-0744	713-776-1490 512-463-0761
Carol Alvarado	District 145	2900 Woodridge, Suite 305 Houston, Texas 77087	713-649-6563 512-463-0732	713-649-6454 512-463-4781
Dwayne Bohac	District 138	2600 Gessner, #212 Houston, TX 77080	713-460-2800 512-463-0727	713-460-2822 512-463-0681
Garnet Coleman	District 147	5445 Alameda Road, #501 Houston, TX 77004	713-520-5355 512-463-0524	713-520-1860 512-463-1260
Sarah Davis	District 134	P.O. Box 2910 Austin, Texas 78768-2910	512-463-0389	512-463-1374
Harold Dutton	District 142	8799 North Loop East, #305 Houston, TX 77029	713-692-9192 512-463-0510	713-692-6791 512-463-8333
Jessica C. Farrar	District 148	P.O. Box 30099 Houston, Texas 77249	713-691-6912 512-463-0620	713-691-3363 512-463-0894
Scott Hochberg	District 137	7011 Harwin, #230 Houston, TX 77036	832 252-7336 512-463-0492	832-201-9388 512-463-5896
Ana Hernandez Luna	District 143	1233 Mercury Drive Houston, TX 77029	713-675-8596 512-463-0614	713-675-8599 512-463-0612
Borris Miles	District 146	2626 South Loop West, Suite 610 Houston, Texas 77054	512-463-0518	512-463-0941
Jim Murphy	District 133	P.O. Box 2910 Austin, Texas 78768-2910	512-463-0514	512-463-8715
Senfronia Thompson	District 141	10527 Homestead Road Houston, TX 77016	713-633-3390 512-463-0720	713-633-7830 512-463-6306
Sylvester Turner	District 139	6915 Antoine Street, Suite E Houston, TX 77091	713-683-6363 512-463-0554	713-957-0718 512-463-8380
Hubert Vo	District 149	7474 S. Kirkwood, #106 Houston, TX 77072	281-988-0212 512-463-0568	281-498-6905 512-463-0548
Armando Walle	District 140	150 W. Parker Rd., Suite 700 Houston, Texas 77076	713-694-8620 512-463-0924	713-694-8613 512-463-1510
Beverly Woolley	District 136	2400 Augusta Drive, Suite 266 Houston, Texas 77057	713-629-6313 512-463-0696	713-629-7206 512-463-9333

February 1, 2011



## **Tips for Meeting with State Legislators and Their Staffs**

### **Advice from Houston Attorney Bill King at “Legislative 101” Training, January 27, 2011, Hattie Mae White Educational Support Center**

- Reach out to your own state legislators before reaching out to representatives and senators from other districts.
- Don't expect that you will be able to meet with a legislator directly. More than likely, you will be asked to meet with members of a legislator's staff. Lawmakers often rely on staff to help formulate positions on specific issues.
- Be prepared. Be knowledgeable about the issue and anticipate questions. It is not enough to simply know the talking points. You need to understand the subject matter if you are going to be persuasive.
- Be realistic in your message to lawmakers. Do not exaggerate.
- Let the legislator and his or her staff know if you are speaking on behalf of a group, such as a parent-teacher organization, union or homeowners' association.
- You can try to make an appointment at a legislator's district office. You don't need to travel to Austin to meet with legislators and/or their staffs. Lawmakers are often in their district offices on Friday through mid-day Monday. Note: After February, lawmakers will be spending more time in Austin and less time in their district offices.
- If you are visiting the State Capitol, be sure to wear comfortable clothing and shoes.
- Do a Google search and print out State Capitol floor plans so you will know where to go when you get to Austin.

Visit [www.houstonisd.org/Legislative101](http://www.houstonisd.org/Legislative101) to watch a video of the January 27 training.

# Sign In Sheet

1. Vivien Lim
2. Jenny Skjonsby
3. Jerri Nixon
4. ~~Justin Reeves~~
5. Lisa Murray
6. Danna Garcia
7. Julia Johnson
8. Stephanie Ward
9. Christian Haich
10. Celson Mue
11. Jamie Wilson