

**BOARD OPERATING PROCEDURES AD HOC COMMITTEE MEETING
BOARD OF EDUCATION
HOUSTON INDEPENDENT SCHOOL DISTRICT**

April 23, 2020

MEETING HELD – MEMBERS PRESENT

The Board of Education of the Houston Independent School District (HISD) held a Board Operating Procedures Ad Hoc Committee Meeting remotely, via Zoom, on April 23, 2020, beginning at 10:59 a.m.

Committee Member	Status	Arrived	Departed
Holly Maria Flynn Vilaseca, Chair	Remote		
Kathy Blueford-Daniels	Remote		
Anne Sung	Remote		

Staff: Silvia Trinh, Chief of Staff
Vermeille Jones, Director, Board Services

Other: Lisa McBride, Attorney, Thompson & Horton
Dr. Doris Delaney, Conservator
Marcia McMahon, NXT Board Coach

DISCUSSION ITEMS

- Discussion Of Board Operating Procedures

Committee Chair Trustee Vilaseca called the meeting to order at 10:59 a.m. She stated that the board members present, via zoom, were Trustee Blueford-Daniels, Trustee Sung and herself.

APPROVAL OF MINUTES FROM MEETING HELD ON APRIL 16, 2020

On motion by Trustee Blueford-Daniels, with a second by Trustee Sung, the minutes of the Board Operations Procedures Ad Hoc Committee Meeting held on April 16, 2020, were approved by a vote of 3 to 0.

DISCUSSION

Trustee Vilaseca: Asked Dr. Marcia McMahon to review the committee's work stating that Dr. McMahon had been gathering input from trustees, HISD administration and Lisa McBride, our legal expert.

Coach Marcia McMahon: Indicated that the team is about one-third way through. She shared her screen, which reflected the committee's comments from their last working session on April 16, 2020, and made real-time edits. Below are highlights of those comments and accompanying edits:

Overview

- Updated with information on hiring the superintendent and on the superintendent's job performance and evaluation.
- Put placeholder in a footer as to when the document was adopted.
- Trustees Sung and Blueford-Daniels recommended adding a line/section on document retention.

Board Members

- Placed information submitted by Lisa McBride in this section.
- Updated to "5" board members to make a quorum.
- Added graphic and chain of command information submitted by Silvia Trinh. The first paragraph defines the differences between Superintendent Referrals and Board Referrals and outlines the process. A superintendent referral can be changed to a board referral if the chain of command has been exhausted and there has been no resolution.
 - Trustee Blueford-Daniels: Add a connection arrow between the Superintendent Referrals and Board Referrals.
 - Silvia Trinh: Will update flowchart and send to Marcia.

Chief Audit Executive

- Inserted paragraph submitted by Trustee Vilaseca into the document.

Community Activities

- Contacted Laurie and she is talking to the Community Engagement Ad Hoc Committee. Will contact her to get feedback.

Other Elected Officials

- Trustee Sung: Delete HISD Legislative Committee from the title.
- Moving script to the appendix.

Board Sanctions

- Added information sent by Lisa McBride
- Added line: Board Member Concerns About Board Member Performance
- Trustee Blueford-Daniels: Add an introductory sentence: Board members will always conduct themselves in a professional manner and treat each other with dignity and respect.
- Marcia McMahon: Replace HEB language and add a page in appendix with a list of ethics policies.
- Lisa McBride: Will provide Marcia a list of those policies. She indicated there may be other behaviors (i.e., procurement, board referrals) that need to be on list.

- Marcia McMahon: If there is a need to sanction a board member, there needs to be clear; step-by-step directions.
- Lisa McBride: Seems like folks like a combination of the two (HEB and HISD languages).
- Marcia McMahon: Will combine, wordsmith, and email to the committee; each member should respond back with their individual comments.
- Trustee Sung: Need to reference our actual board policy on this, will help Marcia find language. Recommended adding a sentence at the beginning regarding the importance of building a positive culture where aspirations are clear.
- Trustee Vilaseca: The culture/tone should be collaborative, respectful, and professional.
- Marcia: Will make introduction softer.

Meetings

Coach Marcia McMahon: Inserted Trustee Sung's submission. It outlines the Regular Board Meeting, Agenda Review, Board Retreats, Audit Committee, Special Meetings, and Emergency Meetings. Need the Audit Committee's charter.

Lisa McBride: Board policy BE(LOCAL) discusses meetings and agenda preparation. Need to track language or make a change to current policy.

Coach Marcia McMahon: Requested Trustee Sung to review submitted language with the board policy, checking for inconsistencies; make any needed updates and resend to her. Inserted a link to the calendar into the document. Asked if there was an outline of Roberts Rules of Order.

Trustee Blueford-Daniels: Recommended that board member training include Roberts Rules of Order.

Lisa McBride: Recommended that Roberts Rules of Order not be included in the manual, just reference that it is being followed. Possibly include a cheat sheet in the appendix.

Hiring the Superintendent

Lisa McBride: Recommended not to include a section on hiring a superintendent.

Marcia McMahon: She will create a statement that hiring of the superintendent is the responsibility of the board.

Evaluate the Superintendent

Marcia McMahon: Lisa sent information on the tool used for the 2018-19 school year. There is no formal process. She will merge Lisa's information and forward to the committee members. Members should send any comments to Marcia, not reply to all.

Trustee Blueford-Daniels: Include a bullet on emergency situations.

Approving and Monitoring Progress on the District's Strategic Plan

Marcia McMahon: Doesn't recommend that the board approves the district's strategic plan (five years); ownership should remain with the superintendent.

Trustee Sung: In HISD, it is the DIP; it's one year and by law, we must approve it. How about taking this section out as it does not apply to us?

Coach Marcia McMahon: Will make adjustments to pages 1-15. Provide your comments to me on the last 15 pages and I will put together. Lisa, does there need to be something on the bond program?

Lisa McBride: Take out.

Trustee Sung: J.1 should read HISD Education Foundation Board.

Coach Marcia McMahon: Might want to consider the June meeting.

Trustee Vilaseca: The board president was pushing for us to have ready for May. Need one more meeting and maybe a workshop.

Next Meeting: Thursday, April 30, 2020, 10:30 a.m.-12:30 p.m.

Meeting Adjourned: 1:20 p.m.