

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

May 18, 2020

The Board of Education of the Houston Independent School District (HISD) held a Board Operating Procedures Ad Hoc Committee Meeting remotely, via Zoom, on May 18, 2020, beginning at 3:07 p.m.

Committee Members Present	Status	Arrived
Holly Maria Flynn Vilaseca, Chair	Remote	
Anne Sung	Remote	
Kathy Blueford-Daniels	Remote	3:41 p.m.

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

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

DISCUSSION ITEMS

- Discussion Of Board Operating Procedures

Committee Chair Trustee Vilaseca called the meeting to order at 3:07 p.m. and stated that the board members present, via Zoom, were Trustee Sung and Trustee Vilaseca.

APPROVAL OF MINUTES FROM MEETING HELD ON MAY 15, 2020

On motion by Trustee Sung, with a second by Trustee Vilaseca, the minutes of the Board Operations Procedures Ad Hoc Committee Meeting held on May 15, 2020, were approved by a unanimous vote of 2 to 0.

DISCUSSION

Trustee Vilaseca stated that the committee members would continue their discussion of Board Operating Procedures.

Coach Marcia McMahon: Our last discussion was around the Superintendent Evaluation section. The goal today is to move forward from the Pre-Conference and formal evaluations using the LSG model. We will review section by section.

Approving the District Budget

- Noted the June 30 date
- Section looks good

Board's Responsibility Regarding Policy Review

- Coach Marcia McMahon: We have already talked about this section. Replaced entire section with information provided by Lisa McBride.
- Lisa McBride: This area lays out, particularly for new trustees, how policies are organized, the differences of Legal, Local and Regulation and includes regular policy review.

Goals and Constraints

- Coach Marcia McMahon: Added LSG language regarding superintendent goals and constraints.
- Requested committee members to review the section and provide feedback.

Emergency Priorities

- Added this section the last time

Training

- Lisa McBride: Provided revised language. Also added "Team of Ten" Training.

Community Representative

- Coach Marcia McMahon: Reaching out to the Community Engagement Ad Hoc Committee for feedback.

Board Member Officer Elections

- Added information provided by Lisa McBride
- Consensus of Trustees:
 - Notification should be provided by email to the board legal counsel.
 - Seated trustees: Notification should be made to the board counsel by Monday, 5:00 p.m., prior to the first Regular Board Meeting in January when officers are elected.
 - Newly sworn-in trustees: May submit nominations during Executive/Closed Session.

Role and Authority Of Officers

- Lisa McBride: This is from board policy; the language cannot be changed; however, things can be added.
- Trustee Blueford-Daniels: The board president and superintendent decide on agenda items. Suggested adding that the board president should reach out to board members in case there are district concerns that may be considered for the agenda.

- Trustees Sung & Blueford: Can flag for discussion in the Policy Committee.
- Lisa McBride: In our agenda process, we need to be careful that we reflect the division of responsibilities. It needs to be a “B” item, i.e., attending a workshop, your election, a policy, board monitoring report or updates from the committee. If it is something that the board is putting on the agenda, it has to reflect an area that is under your authority.
- Coach Marcia McMahon: If it is something that you are required to do in stature (tax rates, pass the budget, and work aligned to student outcome goals and constraints), that is board work. Anything beyond that is superintendent work (i.e., facilities, contracts, curriculum).
- Trustee Blueford-Daniels: When you have concerns with student outcome goals, the student outcome goals could be affected by community constraints.
- Coach Marcia McMahon: Trustees should communicate the concern to the superintendent.
- Trustee Vilaseca: Is there a way that we can have that discussion that is not a one-on-one conversation?
- Lisa McBride: Other school districts have handled issues like that through board community engagement meetings.
- Coach Marcia McMahon: Once a concern is brought up to the superintendent, how is that shared with the rest of the board members?
- Silvia Trinh: It becomes a board referral if the expectation is that it is to be shared with all the trustees as far as how it was handled.
- Coach Marcia McMahon: That would be a conversation with all trustees to ensure that they understand the referral process.

Discussion for Next Meeting: Review Goals, Board Operations (Roles/Authority and Board Budget), and New Board Member Orientation.

Next Meeting: Thursday, May 28, 2020—10:30 a.m.-12:30 p.m.

Adjourned: 4:22 p.m.