

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

**March 12, 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 on March 12, 2020, beginning at 12:03 PM in the Board Services Conference Room of the Hattie Mae White Educational Support Center, 4400 West 18th St., Houston, TX 77092.

Attendee Name	Status	Arrived	Departed
Kathy Blueford-Daniels	Present		
Holly Maria Flynn Vilaseca	Present		
Anne Sung	Present		
Other Trustees			
Sue Deigaard	Present	1:02 PM	

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

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

Meeting Called To Order: 12:03 P.M.

**DISCUSSION ITEMS:**

- Discussion Of Board Operating Procedures

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

The minutes from our March 5, 2020 committee meeting (ultimately becoming a Special Meeting with a quorum of six trustees) was presented for approval at the March 12, 2020 Regular Board of Education Meeting.

## **DISCUSSION**

Committee Chair Trustee Vilaseca opened the meeting and indicated that board members present were Trustee Blueford-Daniels, Trustee Sung, and herself. She stated that they would start not where they left off because lots of progress had been made. Board members provided feedback on the draft that was shared last week as well as on the HEB Board Operating Procedures Manual and the Spring Branch Operating Procedures Manual. She then asked Coach Marcia McMahon, who helped collect all the information, to speak.

Coach Marcia McMahon: The original document was updated with all comments added/color coded. She stated that Trustee Vilaseca went through the document and made comments (looking at the HEB) regarding possible things to transfer into the document and maybe replace some things in the document and Trustee Sung, in this operations process, provided comments on how we can update this to make it more HISD and maybe merge it with some of the things that we already have in on-boarding to create a complete on-boarding document.

Trustee Vilaseca: Let's review the comments together, page by page.

Coach Marcia McMahon: On Page 5, Trustee Cruz mentioned something about a recall election and wanted to know if it was in the document or if it was in a separate policy.

Trustee Sung: Our lawyers said that we could not do that.

Coach Marcia McMahon: I will respond to her email and let her know that information.

Trustee Vilaseca: There was a policy or something that HEB School District referred to on this front (alluding to what Trustee Cruz mentioned) about if there was an ethics or questionable behavior of board members.

Lisa McBride: There was a hierarchy about something about when something would be done in closed session, in open session, and when board members would simply ask the offending board member of repeated misbehavior to resign. You can't have a recall.

Trustee Vilaseca: So, there cannot be a recall. But there can be a discussion internally in closed session about that, and then there can be, based on discretion, escalation from there.

Lisa McBride: Look on page 4 of the HEB document, Section F.

Coach Marcia McMahon: Board Sanctions? Also, we provided to Trustee Deigaard, some documents from TEA that I can also share with you regarding that, it was suggested that they be in an operations manual. I will send that document to everybody and make a note of this.

Trustee Vilaseca: I just really like the format of this HEB one, because it's a whole section on board relationships. It's board members, superintendent, district staff, community, other elected officials, board sanctions.

Coach Marcia McMahon: So, do you want to merge ours into the HEB document?

Trustee Blueford-Daniels: Merge ours in HEB's because there are a lot of redundancies.

Coach Marcia McMahon: Look at page 1 of HEB and page 4 of our document, that's sort of the introductory page. I liked HISD's because it references policy throughout.

Trustee Vilaseca: The tone in HEB's is more friendly and positive, and more collegial. Like a training program, easy to read, basics, how we interact, what the relationships are like, etc.

Coach Marcia McMahon: HEB presented at the LSG summit last summer and this was a part of the presentation and the board president sent us this.

Trustee Sung: Has the 2019 HEB version and forward to the group.

Trustee Vilaseca: We don't have a continuous improvement model, that I am aware of, that the district has adopted.

Silvia Trinh: We have one for schools and instruction, Effective Schools Framework Model, that our F-rated schools and comprehensive schools must follow, and it is a pretty good model.

Trustee Vilaseca: But it is not districtwide.

Silvia Trinh: Not yet.

Coach Marcia McMahon: You do have a continuous improvement model for the board, it's called LSG.

Trustee Blueford-Daniels: It seemed that a lot of the comments from the original HISD one was getting into a lot of what the superintendent should be doing.

Trustee Vilaseca: HEB vs. HISD: You have the Preface, but I like Overview rather than Preface. Relationship vs. Policy. I like starting with relationships first.

Coach Marcia McMahon: Do you want to look at Page 1 of the HEB and see what's applicable?

Trustee Vilaseca: Again, it is broken into the four sections: Board Relationships, Work of the Board, Board Operations, and New Board Member Orientation. I started looking through the Spring Branch ISD one, but it was longer (like 60 pages). I think there some

good points to it, but I really liked this format better, that's why I focused my efforts on the HEB policy and what we had drafted up.

Coach Marcia McMahon: You all adopted LSG in 2017; did you officially adopt, or did you say participating? You can change the word adopts to HISD "implements".

Trustee Vilaseca: Should we mention HEB in here? Mention but not detail?

Trustee Blueford-Daniels: How often is this document reviewed? Mention now; maybe remove later.

Trustee Vilaseca: Do you agree to keep HEB Overview – the first two paragraphs.

Trustee Sung: This document will be adopted.

Coach Marcia McMahon: The 1-11 on the bottom can be replaced with the five tenets of LSG (Marcia will update).

Trustee Vilaseca: Should we include the audit executive?

Trustee Blueford-Daniels: Should include right behind the superintendent.

Lisa McBride: Should we add evaluation for the audit executive as well.

Trustee Vilaseca: Page 2 of the HEB policy – thoughts?

Trustee Blueford-Daniels: "Never" is a strong word

Lisa McBride: Yes, if you are discussing school business.

Coach Marcia McMahon: The HISD document, Page 41, on how board members communicate with each other. In HISD, it is more legal/formal

Trustee Vilaseca: Have in policy.

Lisa McBride: In statute; not sure about code. Referenced open meetings act.

Coach Marcia McMahon: Want to do an appendix?

Lisa McBride: Put in appendix and just reference here. (Marcia to send to Lisa. Lisa to provide more verbiage).

Trustee Sung: Do we need to talk about document retention?

Trustee Blueford-Daniels: Where will it go, under board members?

Trustee Vilaseca: Put in appendix.

Trustee Blueford-Daniels: What is retention period?

Lisa McBride: Retain according to subject matter.

Trustee Blueford-Daniels: Would two years be a safeguard for retention?

Lisa McBride: Retain until no longer a board member.

Coach Marcia McMahon: The next section is Communication with the Superintendent. Anything that needs to be revised/changed? Want to reference referral piece?

Silvia Trinh: We take our lead from board members. If you say you want it as a board referral, it becomes a trustee referral. Otherwise, it becomes a superintendent referral (i.e., specific to a school).

Coach Marcia McMahon: What is an example of a trustee referral?

Trustees Sung/Silvia Trinh: Request for information that a trustee needs for decision-making.

Trustee Blueford-Daniels: We need something to identify a trustee referral vs. board referral.

Trustee Sung: Don't we have some language defining a referral?

Silvia Trinh: That's the flowchart that we are considering putting in here.

Trustee Vilaseca: There needs to be clarity on referrals and the rules on tracking.

Coach Marcia McMahon: Sections 1, 2, & 3 (School Campus Visits) require updating. Note: A discussion followed on how to revise those areas. Regarding lead time to visit a campus, a decision was made to take that consideration back to Dr. Lathan.

Coach Marcia McMahon: The next section is D. Community. Silvia, you are going to send me a revised chart, are you also going to revise A, B, C, D? No. 2, is unique to HEB; they have a board activity chart that outlines board activity in the community with a work flow document for each month; is that something you want to develop? Maybe eliminate this in the Operations Manual.

Trustee Sung: Let's share this with the Community Engagement Ad Hoc Committee.

Coach Marcia McMahon: Take off the addendum part and send this to Laurie Elliott.

Coach Marcia McMahon: Do you want to reference the protocol document?

Lisa McBride: If engaging with the media, make sure that you are speaking in your individual capacity.

Trustee Blueford-Daniels: Add bullet point that we will be consistent with the superintendent.

Coach Marcia McMahon: Requested Lisa to write a bullet point regarding communicating with the media

Trustee Vilaseca. Add bullet point (h) regarding social media guidelines. Should we just reference the TASB and put in the appendix?

Coach Marcia McMahon: Make the bullets an appendix. Are there any new ones that need to be added? Instagram. Add Section for Chief Audit Executive (who will send information)?

Trustee Vilaseca: Put in that the Chief Audit Executive also reports to the Board of Education.

Coach Marcia McMahon: Will put in that the Chief Audit Executive section “needs development”.

Trustee Vilaseca: Other Elected Officials. I like the last sentence.

Coach Marcia McMahon: Silvia please get back to me regarding Elected Officials.

Trustee Vilaseca: The next section is Work of the Board.

Coach Marcia McMahon: Replace HEB section with HISD’s section regarding board meetings. Sylvia, please send me that process and include the Questions & Answers. Lisa to send explanation for the purpose and rationale for agenda review.

Trustee Vilaseca: Strike recognitions; they are done at the schools. The Accommodations section?

Coach Marcia McMahon: I’ll work on the Accommodations section and get some feedback from some other people.

Trustee Vilaseca: Would Accommodations go under the Meeting section or Protocol section? Maybe should go under Protocol.

Coach Marcia McMahon: Will develop a master document and will send the merged document to everyone to read.

Trustee Vilaseca: Needs to be finalized by April 27, 2020 for the May board meeting.

Next Meeting: April 3, 2020 – 11:00 a.m. to 1:00 p.m. (Changed from 3/26/20 at 3:00 p.m. – 5:00 p.m.).

Meeting Adjourned: 2:01 p.m.