

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

April 16, 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 16, 2020, beginning at 1:05 p.m.

Committee Member	Status	Arrived	Departed
Holly Maria Flynn Vilaseca, Chair	Remote		
Kathy Blueford-Daniels	Remote	1:25 p.m.	
Anne Sung	Remote		
Other Trustees			
Sue Deigaard	Remote	1:49 p.m.	

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

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

DISCUSSION ITEMS

- Discussion Of Board Operating Procedures

Committee Chair Trustee Vilaseca called the meeting to order at 1:05 p.m. and stated that the trustees present, via Zoom, were Trustee Sung, Board President Deigaard, and herself, Trustee Vilaseca.

APPROVAL OF MINUTES FROM MEETING HELD ON MARCH 12, 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 March 12, 2020, were approved by a vote of 2 to 0.

DISCUSSION

Trustee Vilaseca: Today's meeting will be a working session again. We will look at what Marcia has pulled together for the first time since our last meeting on March 12. To get this onto the next board meeting calendar, we need to have this ready to go by April 27.

Coach Marcia McMahon: Took everyone's comments and suggestions and compiled them into one document. Sharing her screen, she indicated that her role was as a facilitator; namely, that she made no additional comments or suggestions.

The trustees reviewed the working document and the coach made real-time edits reflecting their comments/suggestions. Highlights of those comments/edits, are noted below:

Overview

- Add a footer for the word “adopted” to indicate when the manual was adopted.
- Add that the board shall hire the superintendent and chief audit executive and evaluate their performance using instruments adopted by the board. Reference in the appendix the evaluation instruments that were last approved.

Board Members

- Lisa McBride to send a revised document
- Regarding an official meeting--change “four (4) or more” to “five (5) or more”.

Superintendent

- Change first sentence to read: Board members will keep the superintendent informed of critical or urgent concerns ideally within 72 hours.
- In third sentence, place “(go to page _____)” behind “chain of command”. Deadline for flowchart is April 27.

Chief Executive Officer

- Changed title to Chief Audit Executive
- Trustee Vilaseca and Trustee Deigaard will provide information on the audit executive's responsibilities.

District Staff

- Added: As a courtesy to the Administration, board members should notify the superintendent, Board Services and the principal at least 48 hours in advance when accepting an invitation from the principal.
- Added: Board members should notify the superintendent and work with his/her designee to schedule a visit within 5 school days of the requested visit.

Community

- Sylvia Trinh will prepare a flowchart for this section.
- Annual Community Activities – Referred this information to Coach Laurie to present to the Community Engagement Ad Hoc Committee for their comments. Hold off until their input is received.

Other Elected Officials

- Adding information on Legislative Committee and City of Houston, Director of Education

- Move scripts from the main document to the appendix.

Board Sanctions

- Marcia Mahan indicated that she will send information received from Legal and from A.J. to board members who are on this committee; they should read to expedite next steps, but not respond back.

Work of the Board - Board Meetings

- Inserted Trustee Vilaseca's comments.
- Trustee Sung will provide information on Q&A process. Marcia will collaborate with her on how that rolls into consents.
- The following areas were added to the document:
 - Purpose of Agenda Review
 - Effective Use of Q&A to facilitate the streamlining of the Consent Agenda
- Trustee Sung will provide a summary on the Agenda Review process
 - Trustee Deigaard suggested including a template for agenda items
 - Trustee Blueford-Daniels suggested that language be added that trustees need to be prepared.
- Calendar
 - Vermeille Jones to send Marcia a link to the board calendar to place in document.
 - Ms. Jones will check to determine if there is capability to put a date-stamp on the board portal.
- Comment that the president will canvass members for suggestions one week prior to setting the agenda.
 - Trustee Deigaard: Most of the items on the agenda are administrative.
 - Marcia McMahon: There is a place in here that says the president shall ensure that if at least three board members request to have something placed on the agenda and they follow the guidelines, it must be on the agenda.
 - Trustee Deigaard: One of the struggles that we have had is that things get added to the agenda after Agenda Review. This would allow three board members to add something to the agenda after Agenda Review. It is problematic.
 - Lisa McBride: That would require a change to board policy as board policy treats the Agenda Review and the Regular Board Meeting as two separate meetings. A change would have to be made to connect those meetings together.
 - Trustee Blueford-Daniels: Was trying to create an opportunity in this document to have a discussion to find out what kind of constraints students have relative to learning abilities. Now understands that the board meeting and Agenda Review are not places to discuss student/community constraints.
 - Marcia McMahon: Will refer this suggestion to the Community Engagement Ad Hoc Committee for their consideration.
 - Trustee Sung: This is board work, we need to understand the entire Houston community. To create a theory of action, we must know the challenges faced by our families.

Coach Marcia McMahon: My take-aways:

- Add a footnote to the document to identify revisions,
- Work on the referral process and how to filter it into the Consent Agenda,
- Send proposed sanctions to committee for review, and
- Send this document to everybody so long as nobody responds to it or make comments.

Lisa McBride: If they want to make comments to it, they can, but they would be displayed at the next committee meeting.

Trustee Blueford-Daniels: Regarding my comment about canvassing board members, it can be resolved.

Coach Marcia McMahon: Send your comments by Tuesday afternoon and I will update the document again. Need to add a section on operations during an emergency.

Next Meeting: Thursday, April 23, 2020, 10:30–12:30 p.m.

Meeting Adjourned: 3:06 p.m.