

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

**April 30, 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 30, 2020, beginning at 10:33 a.m.

<b>Committee Member Present</b>	<b>Status</b>	<b>Arrived</b>
Holly Maria Flynn Vilaseca, Chair	Remote	
Kathy Blueford-Daniels	Remote	
Anne Sung	Remote	

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 10:33 a.m. and stated that the trustees present, via Zoom, were Trustee Sung, Trustee Blueford-Daniels, and herself.

**APPROVAL OF MINUTES FROM MEETING HELD ON APRIL 23, 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 23, 2020, were approved by a vote of 3 to 0.

**DISCUSSION**

Trustee Vilaseca: We will continue our discussion of Board Operating Procedures.

Coach Marcia McMahon: The committee is making a lot of progress. Asked Trustee Sung to discuss the draft workplan/project management document that she created.

Trustee Sung: The document captures the work that has been done to date. It displays the actions (complete or partial), time estimate, and notes for each section.

Coach Marcia McMahon: On the section regarding community meetings, Coach Laurie and Trustee Cruz will meet tomorrow to discuss and provide feedback for community activities. Lisa McBride also sent a document regarding records retention.

Lisa McBride: The Board Member Record Retention Requirements document was submitted to help trustees understand the importance of retaining emails and text messages and the difference between them being on a district device versus a personal device.

Coach Marcia McMahon: We have two options for the Board Member Record Retention Requirements document: (1) reference and embed in the manual or (2) make a reference in the manual and add to the appendix.

Trustees Vilaseca and Blueford-Daniels: Put in appendix.

Trustees Sung and Blueford-Daniels: Reference the Board Member Record Retention Requirements in the Board Relationships/Board Members section.

Trustee Sung: When we get to the appendix board training, it should be referenced there as well.

Coach Marcia McMahon: A quick review of where we are to date:

#### Chief Audit Executive

- Added narrative on the chief audit executive
- Trustee Vilaseca: Read language to Chief Audit Executive Garland and he agrees.

#### District Staff

- Clarified requirements
- Reviewed communicating with staff

#### Community

- Added information about Board Referrals and Superintendent Referrals. Waiting for updated chart which will display cross-lateral arrows.
- Expecting information from Community Engagement Ad Hoc Committee tomorrow. Asking them to generate a list of community engagement meetings.
- Added Communication Scripts to Appendix D

#### Board Sanctions

Coach Marcia McMahon: We have two versions of the Board Sanctions section. Version A, HISD and Version B, HEB. Need to decide how this should be merged together. Also, Lisa pointed out that if language that a board member believes ethics were violated will be added, ethics must be defined.

- Trustee Blueford-Daniels: In the HISD version, ...If a board member believes..., the word “believes” is subjective. We should reconsider using the word “believes”. Add sentence that board members will treat all parties with dignity and respect.
- Trustee Vilaseca: Perhaps say Board members are expected to conduct themselves in a professional manner when representing the district, treating all parties with dignity and respect.
- Coach Marcia McMahan: Which sanctions do you want to list? The First Amendment Rights language, submitted by Lisa McBride, has been added.
- Trustee Sung: Whatever we choose, we should incorporate current board policy, BBF(LOCAL).
- Trustee Blueford-Daniels: Should be basic training for new board members at the very beginning.
- Trustee Sung: Perhaps board policy BBE(LOCAL). My concern about Version A, is that the steps do not appear to be protected by privilege.
- Lisa McBride: The two versions come into the process at different points. Version B comes into the process where the board has already determined that the behavior was inappropriate. Version A is more of the first couple of steps of how we get to a point of determining that there has been a violation.
- Trustee Sung: What’s our current process for instigating an investigation of a trustee?
- Lisa McBride: There is policy that is in draft form. It is about different types of investigations and who would be responsible for investigating. The practice has been, if chief level or above, that the general counsel’s office refers to an external law firm.

Coach Marcia McMahan: Will merge the HISD and HEB versions based on the committee’s in-depth discussion. The discussed order of sanctions (Steps 1-3 based on Version A and Steps 4-7 based on Version B) are summarized below:

- Step 1: One-on-One Meeting: Board member discusses concern with other involved board member.
- Step 2: Discussion with board president. Board members discuss with board president. If the board president is involved in the allegation, conference will be requested with the first vice president.

- Step 3: Executive Session. Board president will allow time for discussion at the executive session of the next scheduled meeting. After the executive session discussion if the board determines that additional consideration of the alleged violation is warranted, the board president may request a board counsel or external legal advisor investigation. Results of findings will be presented during a future closed session of the board.
- Step 4: Censure or Sanction. The board may choose to censure or sanction the board member. [Note: Added First Amendment Rights language provided and edited by Lisa McBride].
- Step 5: Public Sanction. The board may also choose to issue a public sanction.
- Step 6: Limit Use of Annual Travel Allocation. The board may choose to limit opportunities for the offending board member to use their annual travel allocation.
- Step 7: Request Resignation.

Coach Marcia McMahan: Can anything in the steps result in action against the board?

Lisa McBride: Must be careful to say that the sanction doesn't interfere with the board member's inherited rights of being an elected official.

Coach Marcia McMahan: The last thing in this section is the definition of member ethics. Is there a document that covers school board ethics?

Trustee Sung and Lisa McBride: Use HISD Board Policy BBF(LOCAL): Board Member Ethics.

#### Social Media

- No changes

#### Meetings

- Added the definition of meetings submitted by Trustee Sung – please review
- Added: Question & Answer Discussion

Coach Marcia McMahan: At the next meeting, will start with Hiring the Superintendent and Evaluating the Superintendent; want to wrap up the first 17 lines of the project management chart. Will send document tomorrow; will clean up the appendix.

Vermeille Jones: Will send Marcia McMahan on-boarding and board travel procedures information.

Next Meeting: Thursday, May 7, 2020, 10:30 a.m.– 12:30 p.m.  
Adjourned: 12:34 p.m.