

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

May 7, 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 May 7, 2020, beginning at 10:33 a.m.

Committee Member Present	Status	Arrived
Holly Maria Flynn Vilaseca, Chair	Remote	10:30 a.m.
Kathy Blueford-Daniels	Remote	10:30 a.m.
Anne Sung	Remote	10:30 a.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 10:33 a.m. and stated that the board members present, via Zoom, were Trustee Blueford-Daniels, Trustee Sung and Trustee Vilaseca.

APPROVAL OF MINUTES FROM MEETING HELD ON APRIL 30, 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 30, 2020, were approved by a unanimous vote of 3 to 0.

DISCUSSION

Trustee Vilaseca: Today's meeting will be about board operating procedures.

Coach Maria McMahon: [Shared updated document on screen]. We left off with the Board Sanctions section, which is now complete. There were no changes for Social Media.

Meetings

Coach Maria McMahon: Trustee Sung sent in definitions for Regular Meetings, Agenda Reviews, Special Meetings, Emergency Meetings, Hearings and Lisa sent definitions and they are included.

- Regular Board Meetings – clarified definition
- Developing Board Meeting Agenda - Committee members the first two bullets; the first bullet was fine. Thoughts regarding the second bullet:
 - Trustee Sung: Asked Mrs. Trinh to advise if any of the information has changed.
 - Silvia Trinh: Vermeille and I can double-check dates and timelines.
 - Trustee Vilaseca: Would it be easier to have a table/chart that goes through the timeline leading up to the board meeting?
 - Blueford-Daniels: Add the chart to the guidelines/checklist for new board members.
 - Coach Marcia McMahon: We need to replace the written information in this section with a chart. Trustee Blueford-Daniels will work with Vermeille to create chart.

Hiring of the Superintendent

Okay, as is. It is based on a previous conversation that the criteria for hiring the superintendent varies depending on what the needs are when you hire a superintendent.

Evaluating the Superintendent

Will be discussed after committee members have had time to review data and are able to make suggestions.

Approving the Budget

- First Paragraph: Revised to ensure the inclusion of approval of the budget by June 30, the trustees' responsibility for adopting goals and constraints, and the superintendent's illustration of alignment of resources to achieve goals and constraints. Added, as last sentence: This can occur through budget workshops, board meeting presentations or budget memos.
- Trustee Vilaseca: Shall we include budget training provided by the district and TASB workshops?
- Silvia Trinh: It is best to capture how the trustees will go about adopting the budget, the actions that they will take and the information they will need, rather than on the procedures and protocols that the administration has in place.

- Second Paragraph: Revised to include trustees attending budget trainings provided by HISD and external resources (such as TASB), and review policies related to school budgets.
- Trustee Vilaseca: Can we include the timeline for budget hearings, when it has to be posted in the newspaper, etc.
- Lisa McBride: It has to be posted in the newspaper 10 or 14 days before the hearing. You could include that but there are a lot of legal requirements; I don't typically see that in an operations manual.

Board's Responsibility Regarding Policy Review

Coach Marcia McMahon: The Legislative Budget Board (LBB) addressed policy review. Whatever the LBB report says, should be addressed in the operations manual.

Trustee Sung: What are other ways that districts handle this? I know that we have to keep our policies up-to-date.

Lisa McBride: TASB normally sends out an update after every legislative session that identifies every legal policy and every local policy that has to change as a result of the law. It can take school districts (depending on size) up to a year to adopt that update.

Silvia Trinh: We have already reached out to TASB to have someone from their organization come out and help us with our review process.

Trustee Sung: This is primarily driven by the administration versus the trustees, even though it is voted on by the board.

Lisa McBride: Provided by state law. Changes are from TASB.

Coach Marcia McMahon: This is an operations manual for the board. Think of this paragraph in terms of a new board member—what is it that you want them to know in terms of a trustee's role in policy review?

Trustee Vilaseca: Suggestion: Indicate that there are different types of policies and the district reviews them on an ongoing basis; make a reference to the LBB recommendation; and indicate where HISD policies can be found. Based on best practice, it is important to do a thorough review every five years.

Lisa McBride: LBB Recommendation 6 defines the difference between legal policy, local policy, exhibits and regulations. One thing that it doesn't do, that we can add is "the key", i.e., 'A' policies are legal foundations, etc. The recommendation provides a good onboarding for a new board member.

Coach Marcia McMahon: Trustee Vilaseca will work with Lisa McBride to develop this section.

Education Board Goals

- No changes. Contains usual LSG information. Coach Marcia McMahon will send to committee members for feedback.

Emergency or Crisis

- New section. Created with assistance of Trustee Sung.
- Trustee Vilaseca: Do we need to make a reference about meeting virtually?
- Coach Marcia McMahon: That would have to come through the attorney general's direction.
- Lisa McBride: Might be different with every emergency.
- Trustee Sung: Does every emergency necessitate the same response; there might be an option.
- Coach Marcia McMahon: Changed "will" to "may".

School Board Training

- Coach Marcia McMahon requested Lisa McBride to review this section.
- Changed #2 to "Team of 10"
- Trustee Vilaseca: Regarding #5, first sentence, change to "attend as many sessions as possible"
- Trustee Blueford-Daniels: Regarding #5, first sentence, insert "HISD-reimbursed" conference or training session.
- Add: Refer to Board Policy BBD

Board Member Representation in Community Functions

Coach Marcia McMahon: Laurie and Trustee Cruz are working on outlining these committees, as well as others.

Next Meeting: May 15, 2020; 9:00 a.m.-10:00 a.m.

Adjourned: 12:39 p.m.