

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

**May 15, 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 15, 2020, beginning at 9:05 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	
<b>Other Board Member</b>		
Sue Deigaard	Remote	

Staff: Vermeille Jones, Director, Board Services

Other: Lisa McBride, Attorney, Thompson & Horton  
Coach Marcia McMahon, NXT Board Coach

**DISCUSSION ITEMS**

- Discussion Of Board Operating Procedures

Committee Chair Trustee Vilaseca called the meeting to order at 9:05 a.m. and stated that the board members present, via Zoom, were Trustee Blueford-Daniels, Trustee Sung, Trustee Deigaard, and myself.

**APPROVAL OF MINUTES FROM MEETING HELD ON MAY 7, 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 May 7, 2020, were approved by a unanimous vote of 3 to 0.

**DISCUSSION**

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

Coach Marcia McMahon: Shared her screen displaying the work-in-progress and stated that committee members would only focus on the Superintendent Evaluation section at this meeting. The Lone Star Governance (LSG) instrument information was provided by Marcia McMahon and the current HISD policy and the previous instrument information was provided by Lisa McBride.

Lisa McBride: The HISD policy says that the superintendent and board shall come up with an evaluation process. That process can either be the recommended process by the commissioner (LSG is a recommended process) or a locally developed process developed in tandem with DAC.

Coach Marcia McMahon. The LSG is a commissioner-approved document [displayed document on the screen].

Lisa McBride: LSG is a document but it does not contain what goes with that document. In your policy it says that you could develop a schedule for a formative and a summative conference and ability for the superintendent to self-reflect. There is still the ability to add those things around the document.

Coach Marcia McMahon: The most important thing about the LSG document is that it is based upon the performance of the goals. A lot of school districts do it because of the superintendent's contract, some of their contracts were in August and the policy says that they have to have an annual evaluation with the timing of their contract.

Lisa McBride: Most policies say that at least one time during the contract term the superintendent has to be evaluated; some say every 12 months, state law says that an administrator must be evaluated every 15 months in order to continue to be paid. Most school districts do an evaluation cycle once annually.

Coach Marcia McMahon: LSG indicates that it can be 18 months if it is a new superintendent. What are the thoughts of the trustees on identifying a formative mid-year discussion and a summative mid-year discussion or only having a summative discussion?

Trustee Sung: Thought the monthly monitoring report discussions were formative.

Coach Marcia McMahon: They can be, and they should be [showed how data can be entered from each monthly monitoring session to develop cumulative data for the summative report]. Typically, in a normal school year, you would also be using the student outcome goals. She will complete an example report using the emergency constraints and progress measures.

Trustee Sung: Do we want to do an evaluation in August or September after STAAR data is back and we know our schools' ratings?

Coach Marcia McMahon: A lot of times, school districts will use June as a formative because raw data is available, and the summative is done in January after all of the data is made final.

Trustee Vilaseca: We have board elections in November every other year and the first meeting that they officially vote on is in January and we already experience a little hiccup with the Chief Audit Executive being four months in.

Trustee Sung: A formative is when the preliminary data is in; after STAAR and graduation rates, the summative is in August or September. If you wait until January or December, then you have an overlap between years. When do other districts tend to do this?

Lisa McBride: Some superintendent contracts indicate that by January 1 or by January 30 they will complete the evaluation; others do it in June (a typical one); and others do it depending on their budget cycle.

Coach Marcia McMahon: The month is whatever fits best for HISD.

Trustee Deigaard: The superintendent contract is an annual basis based on when they are hired, it is not always going to be in August.

Lisa McBride: When you develop a contract, sometimes that first year might be an off year but it will be stated in the contract when the evaluation will be completed.

Trustee Sung: [Pulled up the latest HISD TEA LSG Monitoring Calendar—June 2018–July 2020]. The calendar was last revised in September 2019.

Note: The committee members reviewed the goals and when the data was received monthly. They discussed monthly options for the formative and summative evaluations and decided that the formative evaluation should take place in March and the summative evaluation should take place in October.

Coach Marcia McMahon: Your plan of an October evaluation and a March evaluation meets the sequence of things you would need to do.

Lisa McBride: We need to think about how we want the contract year to run; do we want it to run in tandem, do we want some lead time in case we have to make appointment decisions. I do not think they should be two different decisions because if you adopt this then you might be limiting yourself in terms of how the contract runs.

Coach Marcia McMahon: If they are looking at an October summative, what would be a good example of a contract deadline?

Lisa McBride: Your administrators' contracts now run from August to July. You are having a summative conversation in October so the question is do you want to be having that

summative conversation at the same time as you are having a contract discussion, or do you want to have that summative conversation a month before a contract decision, or do you want to make a contract decision before you have that summative conversation. The reason why your administrators' contracts run the way they do is so that they can be completed within one budget year.

The committee then reviewed language included from the Evaluating the Supervisor section of the HEB School Board Procedures and adjusted that language to fit the needs of HISD. The revised language included that the board will review the superintendent's performance on a semi-annual basis using the LSG evaluation tool and that the evaluation review process will include a Superintendent Evaluation Pre-Conference in August, a Formative Evaluation in March, and a Summative Evaluation in October.

Next Meeting: Monday, May 18, 2020—3:00 p.m.— 5:00 p.m.

Discussion: Pre-Conference, Contract, and Board Operations (Board Member Officer Elections, Role and Authority of Officers, Board Member Replacement)

Adjourned: 10:50 a.m.