

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

**May 28, 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 28, 2020, beginning at 10:34 a.m.

<b>Committee Members Present</b>	<b>Status</b>	<b>Arrived</b>
Holly Maria Flynn Vilaseca, Chair	Remote	11:31 a.m.
Anne Sung	Remote	
Kathy Blueford-Daniels	Remote	

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

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

**DISCUSSION ITEMS**

- Discussion Of Board Operating Procedures

Trustee Sung called the meeting to order at 10:34 a.m. and stated that the board members present, via Zoom, were Trustee Blueford-Daniels and herself.

**APPROVAL OF MINUTES FROM MEETING HELD ON MAY 18, 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 18, 2020, were approved by a unanimous vote of 2 to 0.

**DISCUSSION**

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

Coach Marcia McMahon: Started the discussion by requesting comments on the Board Budget section of manual.

## **Board Budget**

Trustee Sung: This section should be addressed by Silvia Trinh and Vermeille Jones.

Trustee Blueford-Daniels: Perhaps it is unnecessary to include the board budget section in the operations manual.

Silvia Trinh: There is a budget of \$5,000 for training/continuing education—travel, registration for professional development and conferences, and hotel accommodations; and \$1,000 for food (i.e., light snacks and refreshments for community meetings). Membership is covered in another budget.

Trustee Sung: It would be helpful to spell out the budget in the manual so that trustees will know how to get the necessary training.

Trustee Blueford-Daniels: Should say cover trustee travel (not spouse) for professional development.

Lisa McBride: Board Policy BBG and Regulation BBG indicates that annually a travel budget will be established; travel and participation in specific conferences and organizations are covered through that budget. The Administrative Regulation states that the budget is for board member expenses; family expenses are borne by the board member and not by the district. We may just reference the policy and the regulation or borrow that language; no new work appears to be required.

Trustee Sung: Apparently our board president can authorize an additional budget for travel that is not for individual trustees but is on behalf of the board. I do not understand how that works, need clarification.

Lisa McBride: The policy says that the following travel costs shall be budgeted separately and shall not be allocated against the board member's annual travel allocation. Travel costs incurred on trips for state or federal legislative matters, meetings with TEA, travel costs incurred in representing the district as the board-appointed representative to TASB and other designated representation approved by the board president.

Trustee Sung: The statement "approved by the board president" means we need two things: (1) it needs to be listed under the board president's authority, and (2) there needs to be a process for a trustee to request for travel on behalf of the board.

Trustee Blueford-Daniels: We want to ensure that the travel is trustee and board-related and necessary. So there needs to be a process.

Trustee Sung: Will work with Lisa McBride to develop a statement regarding a process for requesting travel on behalf of the board.

Lisa McBride: Recommended not putting the statement in the section on the role and authority of the board president.

Marcia McMahon: Regarding associated costs of trainings, do you want a chart displaying dates when specific organizations meet?

Trustee Blueford-Daniels: Will work with Marcia McMahon to develop a chart displaying monthly professional development meetings.

Trustee Sung: In addition to the organizations displayed on the HEB chart, other organizations to include are the Council of Great City Schools and Texas Association of Black School Educators.

Marcia McMahon: Requested Silvia Trinh to review the section on associated costs (travel, hotel accommodations, etc.). If we are going to keep this section, we should indicate “trustee travel”. Asked Vermeille Jones if the guidelines reflect HISD.

Note: Vermeille Jones and Silvia Trinh reviewed the HEB guidelines and made adjustments, as needed, to fit HISD.

Lisa McBride: Suggested using language from the BBG Regulation for the board budget guidelines (will discuss any needed updates with Silvia Trinh and Vermeille Jones).

Trustee Blueford-Daniels/Trustee Sung: For personal costs, stipulate that non-trustee’ expenses will not be reimbursable.

Marcia McMahon: Regarding Board Travel Procedures. Vermeille, do you have a travel process, like certain forms, deadlines, etc.?

Vermeille Jones: Yes, we have a travel process. Most of our information will be in the BBG regulations.

Marcia McMahon: Will attach the BBG Regulations into the appendix and reference in the body of the manual.

### **New Board Member Orientation**

Marcia McMahon: Added “and Onboarding” to the title. Requested Silvia Trinh to review and update this section (pages 17 & 18) and appendix (page 41) and send information to her to insert in the manual.

Trustee Sung: The information provided by Mrs. Trinh will be a great start, however, there are things we need to add, i.e., responsibilities of trustees and ethics training. Provide an on-boarding checklist.

### **Appendix**

- Board Activity Chart (working with Community Engagement Ad Hoc Committee on this chart). Will work with Silvia Trinh regarding district events.
- Ambassador Academy – will delete from manual but hold for possible future use

- Board Travel Procedure – replace with BBG Policy and Regulation
- Convention/Event Information – will work on with Trustee Blueford-Daniels
- Request to Attend a Conference Form -- delete; not used by HISD

**Other**

Trustee Sung: What are the annual training requirements for trustees?

Lisa McBride: TASB has a chart regarding those trainings. Will obtain the chart.

Marcia McMahon: Will put the TASB chart under the Training section.

Trustee Sung/Trustee Vilaseca: Move the chart from the Board Budget section to the Training section.

Next Meeting: Friday, June 5, 2020—1:00 p.m.- 3:00 p.m.

Adjourned: 11:51 a.m.