

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

June 5, 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 June 5, 2020, beginning at 1:03 p.m.

Committee Members Present	Status	Arrived
Holly Maria Flynn Vilaseca	Remote	
Anne Sung	Remote	
Kathy Blueford-Daniels	Remote	

Staff: Silvia Trinh, Chief of 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

Trustee Vilaseca called the meeting to order at 1:03 p.m. and stated that the board members present, via Zoom, were Trustee Blueford-Daniels, Trustee Sung, and myself.

APPROVAL OF MINUTES FROM MEETING HELD ON MAY 28, 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 28, 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. We will start off by reviewing the project work plan to determine what has been accomplished and what are next steps. The information sent by Lisa McBride will be incorporated in the appendix.

Coach Marcia McMahon: Document was updated this morning with information provided by Silvia Trinh and Trustee Blueford-Daniels. Suggested that she sends the workplan and the document as it is currently written (ignore the appendix), to the committee members. The members would then compare the workplan with relevant sections of the

manual, make notes of additional information required; and send those notes back to her for inclusion. The last items that are outstanding are the referral workflow chart and the list of community activities. A discussion then occurred on the workplan.

Training

- Added information today from Lisa McBride
- Moved and included the chart from the budget section

Board Hearings

- Lisa McBride: The addendum on hearings is my memo to the board about the standards that the board should use in different types of hearings that come before the board. Will check to see if that information is referenced in the body of the document.

Committees

- Lisa McBride: Unsure if there is a section on committees in the body of the manual. There is a board policy on committees about what your standing committees are and the ability of the board president to name ad hoc committees that have a defined purpose and a defined timeline.
- Marcia McMahon: Can add board self-evaluation if it is not already in the LSG section.
- Trustee Vilaseca: Make a note to ensure that we are not missing any of these areas (board hearings, committees, etc.) in the body of the manual.
- Trustee Sung: There are policies on committees, the election process for committees, and the board appointment process.
- Trustee Blueford-Daniels: We need to have a basic reference as to what we do. People should be able to volunteer, rather than be appointed.
- Lisa McBride: Can share a chart on internal committees that a trustee could be appointed to or external committees or things that a trustee could appoint a representative to, and it can be updated.

Board Services

- Trustee Sung: A policy exists regarding the role of Board Services' staff members
- Trustee Blueford-Daniels: Could we make a note that trustees, when making requests, be cognizant of the amount of the time that may be required.
- Lisa McBride: Include language about being considerate of staff time in the Referral section.
- Marcia McMahon: Will work on adding information in the Referral section.

Board Calendar

- Marcia McMahon: Will add section regarding monthly information on when final draft is, when Q&As are due; deadlines, etc. Will get information from Trustee Deigaard.

Board Ethics

- Marcia McMahon: Do we have a section on ethics rules for vendors, code of silence?
- Lisa McBride: We can attach the ethics PowerPoint as an appendix, and include a footnote that laws are subject to change.

- Marcia McMahon: Requested Trustee Vilaseca to provide an introductory paragraph (reference addendum and training) for the School Board Ethics section.
- Trustee Vilaseca: Okay. I will send as an email.

Other

- Trustee Sung: Suggested #44 and #46 as homework assignments.
- Marcia McMahon: Requested everyone to look at the LBB report on governance, and make sure that it is included in the manual.
- Lisa McBride: With respect to #45, I would like to reference the legal and local policy for each section that the manual is expanding upon (at the end, as clean-up).
- Marcia McMahon: I think that is a great idea.
- Trustee Sung: Can Board Services help us with editing?
- Silvia Trinh: Our Communications Department is ready to help with this project; yes, can change Board Services to the Communications Department.

Next Meeting: Thursday, June 18, 2020—2:00 p.m.- 4:00 p.m.

Adjourned: 1:55 p.m.