

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

**March 5, 2020**

**MEETING HELD – MEMBERS PRESENT**

The Board of Education of the Houston Independent School District (HISD) held a Special Meeting/Board Operating Procedures Ad Hoc Committee Meeting on March 5, 2020, beginning at 2:47 PM in the Board Services Conference Room of the Hattie Mae White Educational Support Center, 4400 West 18th St., Houston, TX 77092.

Attendee Name	Title	Status	Arrived	Departed
Sue Deigaard	District V Trustee, President	Present	2:47 PM	
Wanda Adams	District IX Trustee, First Vice-President	Absent		
Judith Cruz	District VIII Trustee, Second Vice- President	Present	3:32 PM	
Patricia Allen	District IV Trustee, Secretary	Present	3:32 PM	
Dani Hernandez	District III Trustee, Assistant Secretary	Absent		
Elizabeth Santos	District I Trustee	Absent		
Kathy Blueford-Daniels	District II Trustee	Present	2:47 PM	
Holly Flynn Vilaseca	District VI Trustee	Present	2:47 PM	
Anne Sung	District VII Trustee	Present	2:47 PM	

Staff: Silvia Trinh, Chief of Staff  
Elneita Hutchins Taylor, General Counsel  
Vermeille Jones, Director, Board Services

Other: Lisa McBride, Attorney, Thompson & Horton  
Dr. Doris Delaney, Conservator  
Marcia McMahon, NXTBoard Coach

**DISCUSSION ITEMS FOR MARCH 5, 2020**

- Discussion Of Board Operating Procedures
- Determination Of Committee Chair

HISD Special Board Meeting/Board Operating Procedures  
Ad Hoc Committee Meeting Board of Education – March 5, 2020

Board President Deigaard called the meeting to order and provided an agenda which listed the discussion topics as: purpose, committee members, deliverable, deadline, choose committee chair, and process.

**Purpose:** To establish a clear set of board operating procedures that give direction, for the board and the board-superintendent processes around a variety of things. Earlier this year, Marcia sent the draft to all board members. Everyone should have it, but we will resend it.

**Committee Members:** The committee members are Trustee Blueford-Daniels, Trustee Vilaseca, and Trustee Sung. I think there needs to be clarity around who from administration is appropriate as a member of this committee; this should be a collaborative effort.

**Deliverable:** Having Board Operating Procedures

**Deadline:** March 23, 2020 for final print (to be included for vote on the April agenda). Once we have board operating procedures finalized and voted, this committee would cease to exist until the next year.

### **DETERMINATION OF COMMITTEE CHAIR**

A motion was made by Trustee Blueford-Daniels, with a second by Trustee Sung that Trustee Vilaseca serve as the Board Operating Procedures Ad Hoc Committee Chair. The motion carried with a 3-0 vote.

**Process:** This should be whole-board work and the process should be within legal boundaries of getting input and feedback from every single board member.

### **DISCUSSION/PROCESSES**

Trustee Vilaseca: This is something that is important. What we need to do is to make sure that we get all of the work that has been done before.

Trustee Blueford-Daniels: Even though we are starting from this ground level, let's work under the assumption that no one knows what we are talking about, so that I can feel inclusive with the decision-making process by having all of the information.

Trustee Vilaseca: So, that's the first step, the work that was conducted historically, some of the work that Trustee Deigaard was researching, i.e. other board policies and procedures manuals, and policies from districts across the state. If we want this to go to April meeting, it needs to go to final print March 23, 2020. The majority of the work needs

HISD Special Board Meeting/Board Operating Procedures  
Ad Hoc Committee Meeting Board of Education – March 5, 2020

to be done by Friday of next week – eight days to get into this and pull something together and make recommendations to the board.

Trustee Blueford-Daniels: Recommended that all documents be sent to everyone again.

Trustee Vilaseca: Agreed that all documents should be sent again. At this point in time we are still seeking feedback on format, content, and other ideas to contribute. We are going to use the same instructions.

Trustee Vilaseca: To make sure that the meeting is purposeful and that we have something to work with, we should allow enough time for people to review, weigh-in, research and add input, and then come back together and consolidate and work through that, and then we would make our recommendation to the full board for approval. We would talk about where we landed, review that, and make recommendation so this could be finalized by March 23. With an opportunity to have a conversation with the full board as early as next Thursday for the board meeting, or should we figure out a different way to have that conversation?

Lisa McBride: What about the next Agenda Review Meeting in April?

Trustee Vilaseca: That sounds good. We just have to have everything compiled by March 23. So, we need to meet before Spring Break. So, we should send out material today, meet Thursday (online account if needed), and Agenda Review. April is good; latest is May board meeting

Lisa McBride: Look at policy/proposed operating procedures and divide them into manageable chunks so that what you send out to the board could be divided into fourths. Indicate that this is what we are going to be considering at our next meeting. So, if you have any comments, send them to Marcia. And, that's the only thing that you work on at your next meeting of the committee. And then you send out the next one, etc. Then, the whole thing goes out for a final review and comment. You may not be writing for April, maybe you'll be writing for May. But at least it is a way that you can feel you are checking things off and it is a logical progression.

Trustee Blueford-Daniels: Can we go ahead and get this printed (information from Trustee Deigaard and Trustee Sung) and start reviewing it so we will have a general idea of what the timelines could be. And we could just read through the documents right now, and from there we would be able to solicit any other ideas and suggestions from anybody else.

Trustee Vilaseca: Silvia, who do you think needs to be involved from the administration's side?

HISD Special Board Meeting/Board Operating Procedures  
Ad Hoc Committee Meeting Board of Education – March 5, 2020

Silvia Trinh: We need to take a look as to who should be involved from the administration's side. A lot of it involves Board Services, so I would be part of them. If you decide to chunk it, we would be flexible as to who to add.

Trustee Vilaseca: Next Meeting: March 12, 2020

Trustee Sung: Marcia could you talk to us about what should be included?

Trustee Deigaard: We liked Spring Branch's format because it was more concise.

Coach Marcia McMahon: The first section is Mission, Vision, Core Beliefs – that piece is easy. The other pieces include looking at a lot of your processes...Q&As, deadlines, oversight, and statute. Will review all of the comments, i.e., board member protocol, conflict of interests, board conduct (will send to Lisa McBride then to the board chairman).

Trustee Deigaard: Marcia sent a draft. I was looking at this process in 2018. It is similar to Dallas's, inside Texas there were helpful formats and approaches. We will make no policy change yet but may note it.

Trustee Vilaseca: Requested Trustee Sung to find any work already done.

Elneita Hutchins: There was a previous email requesting feedback.

Trustee Blueford-Daniels: Asked Trustee Sung to send all documents to everyone again.

Coach Marcia McMahon: Will send all Trustee Sung's comments to Trustee Blueford-Daniels.

Lisa McBride: Should cover board policies, media, travel, reimbursements, RSVP (printing protocol).

Silvia Trinh: You should decide what should definitely get in there, and include boards that are highly effective, i.e., HEB, to get you started.

Lisa McBride: A lot of the language is the same.

Trustee Vilaseca: Include essentials, lessons learned, and standardized legal information as a starting point.

Coach Marcia McMahon: I have a process question. Vermeille -- Is there a process to have this document placed in a shared folder?

Vermeille Jones: A google doc?

HISD Special Board Meeting/Board Operating Procedures  
Ad Hoc Committee Meeting Board of Education – March 5, 2020

Lisa McBride: It's starting to feel like more of having a conversation outside of a board meeting. If you are getting input, the input from the full board really should come at key periods of time; it should not be on-going where you bring that input back to a meeting and the committee discusses that input. Going back and forth is problematic.

Lisa McBride: There are now five trustees, so let's open it up as a regular meeting.

**SPECIAL MEETING CONVENED AT 3:32PM**

Trustee Deigaard: With the arrival of Trustee Allen, a quorum of the board is present, and the meeting is now convened as a Special Meeting of the Board of Education at 3:32 p.m.

Coach Marcia McMahon: There are five major sections, and the fifth section (protocols) is the largest. I will handle the Board Guiding Principles and be the keeper of the document.

Trustee Vilaseca: Based on what we have here, what seems like a realistic timeline and how do we want to break it up?

Section 1: Board Guiding Principles – Marcia controls and complies – light lift (comments by Monday)

Section 2: Board Organization – Long Star Governance for Self-Evaluation – light lift

Section 3: Board Oversight – statutory information - light lift

Section 4: Board Meetings – heavy

Section 5: Board Member Protocols – heavy

Trustee Blueford-Daniels: We should all do it together.

Trustee Vilaseca: Agreed with Trustee Blueford-Daniels. Work on everything collaboratively--will take on all sections Thursday. Marcia to send electronically to obtain comments from board members. Send her notes and she will post them into the document. Use Trustee Deigaard's instructions. We would like everyone to get HEB, Spring Branch, and HISD. I will check with Marcia by 3:00 p.m. on Tuesday to determine what she has received. All sections due from everyone by noon on Thursday.

**ACTION ITEMS:**

- Next Meeting is Thursday, March 12, 2020, at 12 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 3:48 p.m.

**MINUTES APPROVED**

HISD Special Board Meeting/Board Operating Procedures  
Ad Hoc Committee Meeting Board of Education – March 5, 2020

The foregoing minutes of the Regular Meeting of the Board of Education of the Houston Independent School District held on March 5, 2020 in the Board Services Conference Room of the Hattie Mae White Educational Support Center of the Houston Independent School District, 4400 West 18th Street, Houston, Texas, were duly approved at a Board Meeting held on March 12, 2020.

**ATTEST**



---

Sue Deigaard  
Board of Education, President  
Houston Independent School District



---

Dr. Patricia K. Allen  
Board of Education, Secretary  
Houston Independent School District