

**Windham School District
Board of Trustees
*277th Meeting***



Minutes

August 23, 2013

Austin, Texas

WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES

**Crowne Plaza Austin – Salons E-H
6121 North IH-35
Austin, Texas 78752**

**October 10, 2013
10:30 – 11:00 AM**

ORDER OF BUSINESS

Call to Order

Reconvene Windham School District (WSD) Board of Trustees (Board)

I. Regular Session

A. Recognitions

B. Consideration of Approval of Consent Items (*pages 1-2*)

1. Minutes of the August 23, 2013, WSD Board Meeting
2. Appraisers for the 2013-2014 School Year
3. Personal Property Donations
4. Excused Absences

C. Interim Superintendent's Report

D. Report from the Chairman, WSD Board

1. Public Awareness Corrections Today (PACT) Conference
2. State Employee Charitable Campaign (SECC)

E. Discussion, Consideration, and Possible Action Regarding Selection of Finalist(s) for the Position of Superintendent of the Windham School District

F. Discussion, Consideration, and Possible Action Regarding Approval of Chairman's Appointment of Interim Superintendent

G. Discussion, Consideration, and Possible Action Regarding Approval of Contract for Interim Superintendent

- H. Discussion, Consideration, and Possible Action Regarding Annual Review of WSD Board Policies
(pages 3-66)
1. WBP-07.05 (rev. 3), “Term Contract Employment”
 2. WBP-07.18 (rev. 4), “Performance Evaluations and Professional Development and Appraisal System”
 3. WBP-07.39 (rev. 2), “At Will Employment”
 4. WBP-07.44 (rev. 2), “Professional Standards of Conduct and Disciplinary Guidelines”
 5. WBP-11.12 (rev. 7), “Investment Policy” and Resolution Adopting the Investment Policy

Adjourn WSD Board

**MINUTES OF THE WINDHAM SCHOOL DISTRICT
BOARD OF TRUSTEES**

Meeting No. 277

The Windham School District Board of Trustees met in session on Friday, August 23, 2013, at the Wyndham Garden Hotel in Austin, Texas.

BOARD MEMBERS PRESENT:

Oliver Bell, Chairman
Tom Mechler, Vice Chairman
Leopoldo (Leo) Vasquez, III, Secretary
Eric Gambrell
Judge Larry Gist
Janice Harris Lord
Terrell McCombs
Carmen Villanueva-Hiles
Tom Wingate

WINDHAM STAFF MEMBERS PRESENT:

Veronica Casanova, Interim Superintendent
Kevin Ainsworth
Toni Beckett
Latreace Craig
Linda Goerdel
Connie Huddleston
Owen Kelly
Bambi Kiser
Karen Koenning
Jon Lilley
Donny Lowrance
Michael Mondville
Charlene Moriarty
Sandra Nash
Joe Pine
Karin Ruppelius
Dorothy Thomas
Mike Vickers

CONVENED

Oliver Bell, Chairman, reconvened the meeting of the 277th Windham School District (WSD) Board of Trustees (Board) to order on Friday, August 23, 2013, at 10:59 a.m. in accordance with Chapter 551 of the Texas Government Code, the *Open Meetings Act*. A quorum was present and the meeting was declared open. During the regular session, the board conducted business from the agenda posted in the Texas Register.

The Chairman reported the WSD Board was committed to providing the opportunity for public comments and public presentations on posted agenda topics as provided in Board Rule 300.1. As no speaker registration cards were received by the board staff no public presentations or comments would be heard.

RECOGNITIONS

Chairman Bell recognized Alma Johnson with Representative Toni Rose's office, John Newton from the Legislative Budget Board, Leslie French, representing Chairman Tan Parker of the House Committee on Corrections, and Kimberly Schmid from Lt. Governor David Dewhurst's Office.

CONSIDERATION OF APPROVAL OF CONSENT ITEMS

Mr. Bell called the Board's attention to the Consent Items on the agenda, which consisted of the minutes of the June 21, 2003, and August 1, 2013, meetings, appraisers for the 2013-14 school year and excused absences for David Nelson and Oliver Bell for the April 5, 2013, meeting, Janice Harris Lord and Judge Larry Gist from the June 21, 2013, meeting and Leo Vasquez, Terrell McCombs and Tom Wingate from the August 1, 2013 meeting. All absences were due to personal business.

There being no comments, objections or amendments, the Consent Items were approved as submitted.

LANE MURRAY EXCELLENCE IN TEACHING RECOGNITIONS

Veronica Casanova, Interim Superintendent, stated it was her pleasure to honor the Lane Murray Excellence in teaching winner and finalists for the Windham School District.

She said teaching behind bars can be a difficult task, but these teachers demonstrate tremendous skill and dedication to the offenders they serve. She welcomed the teachers, family members, and colleagues that had come to celebrate this achievement and thanked them for their support and encouragement.

She also thanked the wardens and regional directors from the Texas Department of Criminal Justice (TDCJ) that were in attendance for the event. They not only provide strong support for the schools but also serve as collaborative partners to ensure the district's success.

She introduced the Lane Murray Excellence in Teaching Award Winner Joe Pine, and two finalists for the honor: Dorothy Thomas and Donny Lowrance.

She said this was the sixth time WSD has celebrated the Excellence in Teaching initiative, named after Windham's first superintendent, Dr. Lane Murray. These teachers bring lessons alive for their students through activities, music and enthusiasm, and she challenged every teacher in Texas to teach WSD's population with as much success as these individuals. WSD students not only master academic and vocational objectives, but also learn responsibility and develop self-confidence so they can be contributing members of their family and our communities.

Ms. Casanova thanked the Excellence in Teaching Committee for their work in making the final selections of the winner and finalists: Kevin Ainsworth, Luann Pickett, Toni Beckett, and Bambi Kiser.

Bambi Kiser, Public Information Officer and Chairman of the Excellence in Teaching Committee, informed the Board that WSD principals are the academic leaders working every day to support and encourage amazing teachers. There is no one closer to the instructor, so they were asked to introduce the honorees, revealing why each one is special.

Connie Huddleston, Principal of the Wallace/Ware units, introduced Robert Eason, who was representing Region V Director Jason Heaton. She also introduced West Texas finalist Donny Lowrance, Automotive Engine Performance instructor at the Wallace Unit. He has worked in the automotive industry, in different capacities, since he was 15 years old. He has been ASE certified for 35 years and has served on the Adult Basic Education Advisory Board in Colorado City for two years, and he taught basic automotive maintenance and repairs for a Wallace Center Adult Education Program. He began his career with WSD at the Wallace Unit when the unit opened in 1994. He is a dynamic teacher and can motivate his students to reach a level of success that can only increase their chances for success in the workplace.

Jon Lilley, principal of the Telford Unit, introduced Warden Dawn Grounds and Region II Director Kelvin Scott. He also introduced finalist Dorothy Thomas, literacy teacher at the Telford Unit. Ms. Thomas spent 18 years teaching special needs children in public schools and 10 years as a non-profit director before coming to WSD. Mr. Lilley said he has seen firsthand the dedication and time she devotes to preparing her students to be successful on the GED test. In the last four years, she has been instrumental in helping more than 300 offenders at the Telford Unit obtain their GED.

Owen Kelly, Principal of the Dominguez State Jail, introduced Region IV Director Cody Ginsel and Dominguez State Jail Warden Samuel Seale. He also introduced the Lane Murray Excellence in Teaching Award winner Joe Pine, Computer Maintenance instructor at the Dominguez State Jail. Mr. Kelly gave a detailed description of a day in Mr. Pine's classroom. He said Mr. Pine personifies the mission and vision of the WSD and prepares students so they are ready to successfully reenter society.

Ms. Kiser read a message of congratulations from Mr. Pine's former principal, Joe Jones.

Mr. Pine addressed the board and thanked the board and staff of the WSD for their support. He asked the Board for their continued support of the WSD in efforts to help the district reduce recidivism.

She informed Ms. Thomas and Mr. Lowrance how difficult it was for the committee to select a winner because they are all outstanding.

Ms. Casanova said she was very proud to serve with these teachers. They represent hundreds of exceptional Windham educators in classrooms in every corner of Texas. She asked everyone to join her in congratulating them.

Chairman Bell congratulated Mr. Pine and the top finalists for the Lane Murray Excellence in Teaching Award. He stated it was obvious that their nomination by their peers and selection through the screening process says a lot about them and their devotion to teaching.

He added that as teachers, they are making a difference in the lives of those they serve and they also give the students a chance for the future. He presented each honoree with a framed certificate and personally congratulated them.

REPORT FROM THE CHAIRMAN, WSD BOARD

Chairman Bell said the ever changing landscape of education requires schools to have a budget with flexibility. For Windham, that flexibility can allow a focus on instructional innovation, technology and employment for former students while maintaining good stewardship of state funds. He said the budget that will be presented at this meeting links fiscal management with the educational goals of the district. The development of the budget considered the input of teachers, principals and administrators through the district improvement plan process. This creates a cohesive budget that can be supported by staff and allows for proactive management of taxpayer dollars in the year ahead. He thanked the WSD staff for their dedication and contributions in supporting the district in the area of financial resources and helping WSD be prominent in the country in terms of correctional education.

The chairman discussed the fitness challenge and stated that Windham has taken on a good role in the challenge. During the fourth quarter of the 2013 Chairman's Fitness Challenge, the district participants earned 1.5 million points. Within Division 7, which is dedicated to Windham, West Texas region placed first, North Texas placed second and South Texas region placed third. He thanked the challenge participants and appreciated their continued support in this fitness endeavor.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING BOARD RESOLUTION EXTENDING DEPOSITORY CONTRACT FOR 2013-2015 BIENNIUM

Linda Goerdel, WSD Chief Financial Officer, stated the current depository contract with First National Bank of Huntsville, Texas was awarded for the period 2009-2011 school years. With this contract comes the option of two additional extensions. Each extension is two years in length. This is the second and final extension of the 2009-2011 depository contract. This extension will begin September 1, 2013, and expire August 31, 2015. Board approval is requested.

Judge Gist moved that the WSD Board of Trustees approve the resolution extending the depository contract for the 2013-2015 biennium as presented.

Mr. McCombs seconded the motion, which prevailed unanimously when called to a vote.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE WSD BUDGET AND SALARY SCHEDULE FOR 2013-2014

Ms. Goerdel thanked the Board members for the opportunity to meet with each of them to discuss the WSD budget for the school year 2013-2014, the ideas they suggested and the questions that were raised. But most of all, for the Board's support of the District's mission and continued words of encouragement.

As a result of the 83rd Legislative Session, the District was appropriated the majority of the exceptional item request. WSD will use these funds to:

- Retain 59 teaching positions
- Reinstate literacy programs on four facilities
- Begin preparation for the GED 2014 as well as computer based testing on several locations

She reviewed the budget book with the Board and explained:

- The salaries and wages object of expense throughout the budget reflects an average annual salary adjustment of 2.5 percent, which primarily addresses the salary reductions in 2012, as well as other factors.
- The majority of the capital requested consists of vehicle replacement and IT hardware.
- Instructional materials allotment funds will be used primarily for upgrading thin client technology in the computer assisted instruction labs (CAI), instructional materials and instructional technology.
- As discussed, the software support for the financial and human resources information management systems will expire in June 2015. Even though that deadline is not within this upcoming school year, WSD will begin the process needed to upgrade in the most efficient and cost effective manner possible.

Ms. Goerdel explained that the U.S. Department of Education grants that the District receives from the Texas Education Agency were impacted by sequestration.

As a result of the 83rd Legislative Session, the post-secondary or college programs will be administered by the TDCJ Rehabilitation Program as of September 1, 2013. The District has been working with TDCJ staff to make this transition as smooth as possible.

The 2014 budgets for the Memorandums of Understanding (MOUs) with TDCJ for library and recreational services and the printing of the ECHO are basically the same as the 2013 budgets with the exception of a one-time purchase of computer hardware requested in the ECHO budget.

Ms. Goerdel explained the estimated income for the year. As mentioned, the appropriation through TEA of \$52.5 million reflects an increase of \$5 million from the previous year. This is due to funding of the exceptional item as previously mentioned.

The remaining pages of the budget book reflect personnel schedules and salary plans. She asked if there were any questions.

Chairman Bell stated during the budget briefing that sequestration affected the federal grants by approximately eight percent.

Mr. McCombs moved that the WSD Board of Trustees approve the WSD operating budget and salary schedule for 2013-2014 and authorize the superintendent of the WSD to make transfers as necessary as authorized by policy.

Janice Harris Lord seconded the motion, which prevailed unanimously when called to a vote.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING
GRANTING THE SUPERINTENDENT AUTHORITY TO AWARD ADMINISTRATIVE
LEAVE TO WSD EMPLOYEES FULFILLING REQUIREMENTS OF THE 2014
CHAIRMAN'S FITNESS CHALLENGE**

Latreace Craig, Director of Human Resources, informed the Board this will be the fifth year for WSD employees to participate in the Chairman's Fitness Challenge. There were more than 300 participants during this past school year. The superintendent requests board approval to grant administrative leave to WSD employees who complete the requirements of the 2014 Chairman's Fitness Challenge. This administrative leave would be granted in the same manner and in the same amount as granted to TDCJ employees.

Judge Tom Wingate moved that the WSD Board of Trustees grant the superintendent authority to award administrative leave to district employees fulfilling requirements for the 2014 Chairman's Fitness Challenge.

Judge Gist seconded the motion, which prevailed unanimously when called to a vote.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION
REGARDING SELECTION OF FINALIST(S) FOR THE POSITION OF
SUPERINTENDENT OF THE WINDHAM SCHOOL DISTRICT**

Chairman Bell stated that on May 20, 2013, the position for superintendent of the WSD was posted. On June 19-20, 2013, the education committee conducted the first set of interviews and on July 15, 2013, Brad Livingston joined the chairman and met with the top three candidates. The merits of the candidates were discussed in executive session. The chairman asked for a motion.

Tom Mechler moved that the Windham School District Board of Trustees approve the selection of John Clinton Carpenter as the finalist for the position of the superintendent with final approval to take place during a board meeting scheduled October 10-11, 2013.

Judge Gist seconded the motion. The motion received 3 ayes and 5 nays. The motion did not pass.

The chairman stated the motion did not pass. Therefore, a superintendent candidate was not selected at this time. The chairman stated the process will continue.

PUBLIC COMMENTS

There were no public comments.

Mr. Bell thanked everyone for attending the meeting and stated the next meeting of the WSD Board of Trustees would be October 10-11, 2013, at the Crowne Plaza Hotel in Austin.

ADJOURNMENT

There being no further business, the 277th meeting of the WSD Board of Trustees adjourned at 11:40 a.m.

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Chairman

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Secretary

*Signature on file

Note: Referenced attachments for draft minutes are available upon request. Following approval of the minutes, attachments will be maintained with the signed minutes in the Office of Record.