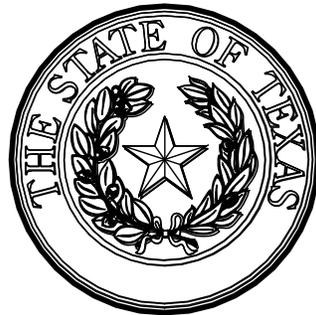


**Windham School District  
Board of Trustees  
*281st Meeting***



**Minutes**

**April 17, 2014**

**Austin, Texas**

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**WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES**

**Radisson Hotel & Suites Austin – Riverside South  
111 Cesar Chavez  
Austin, Texas 78701**

**April 17, 2014  
1:30 – 2:00 PM**

**ORDER OF BUSINESS**

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*Call to Order*

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

I. Regular Session

A. Recognitions

B. Consideration of Approval of Consent Items

1. Minutes of the February 21, 2014, WSD Board Meeting
2. Appraiser(s) for the 2013-2014 School Year
3. Excused Absences

C. Report from the Superintendent

D. Report from the Chairman, WSD Board

E. Administrative and Business Services Division Update

F. Discussion, Consideration, and Possible Action Regarding Granting the Superintendent Authority to Award Administrative Leave to WSD Employees who Refer Teachers Hired by the Windham School District

G. Public Comments

*Adjourn WSD Board*

*The WSD Board may discuss and/or take action on any of the items posted on this meeting agenda. The WSD Board may also convene into Executive Session on any of these matters when attorney-client privilege is warranted.*



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

Meeting No. 281

The Windham School District Board of Trustees met in session on Thursday, April 17, 2014, at the Radisson Hotel in Austin, Texas.

**BOARD MEMBERS PRESENT:**

Oliver Bell, Chairman  
Tom Mechler, Vice Chairman  
Judge Larry Gist  
Janice Harris Lord  
Terrell McCombs  
Tom Wingate

**BOARD MEMBERS ABSENT:**

Leopoldo (Leo) Vasquez, III, Secretary  
Carmen Villanueva-Hiles  
Eric Gambrell

**WINDHAM STAFF MEMBERS PRESENT:**

Dr. Clint Carpenter, Superintendent  
Paul Brown  
Michael Mondville  
Kevin Ainsworth  
Veronica Casanova  
Karen Koenning  
Henry Linley  
Sandra Richardson  
Karin Ruppelius  
Mike Vickers

**RECONVENED**

Oliver Bell, Chairman, convened the meeting of the 281st Windham School District (WSD) Board of Trustees (Board) to order on Thursday, April 17, 2014, at 1:45 p.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.

Mr. Bell reported the WSD Board was committed to providing the opportunity for public presentations on posted agenda items as provided in Board Rule 300.1. As no speaker registration cards were received by the board staff, no public presentations would be heard on posted agenda topics.

**RECOGNITIONS**

Mr. Bell recognized John Newton and Rachel Carrera from the Legislative Budget Board, Dale Spurgin from Jones County, Tatiana Oria from State Representative Toni Rose's office, Representative Ruth Jones McClendon and Jared Staples from the Governor's Office.

Dr. Clint Carpenter, WSD Superintendent, informed the Board that Paul Brown has been selected as the new Chief Financial Officer for WSD. Mr. Brown graduated from Sam Houston State University in May, 1994. He worked for TDCJ in a variety of positions including Accountant, Systems Support Specialist for Purchasing, and Budget Analyst, all of which enhanced his skills before coming to WSD in 2008. He has served as the Budget Supervisor for WSD and was promoted to WSD Department Administrator for Business Services before being selected as Chief Financial Officer.

### **CONSIDERATION OF APPROVAL OF CONSENT ITEMS**

The Chairman called the Board's attention to the Consent Items on the agenda, which consisted of the minutes of the February 21, 2014, meeting; appraisers for the 2013-14 school year, and excused absences for Leo Vasquez, Judge Gist and Oliver Bell from the February meeting due There being no comments, objections or amendments to the Consent Items, the Consent Items were approved as submitted.

### **REPORT FROM THE SUPERINTENDENT**

#### **1. WSD Partners with TDCJ on a Career Fair at the Dominguez State Jail**

Dr. Carpenter said Windham School District is charged with providing services to offenders within TDCJ that improve the employable skills of students, and thereby reduce the likelihood of an offender recommitting crimes upon release. While WSD's function is targeting vocational, academic and cognitive decision making skills, a significant part of the district's role with TDCJ is to instill a sense of capacity for success with the students. Windham's role ends upon release, but many Windham teachers and administrators find that some students have difficulty connecting the skills being learned within TDCJ to income earning opportunities upon release. At Dominguez State Jail, Principal Owen Kelly and Warden Miguel Martinez have taken the initiative to effectively demonstrate these important connections to employment of offenders nearing release. The impact and enthusiasm of the students was dramatic and measurable.

On March 7, 2014, the Dominguez State Jail sponsored a "Career Fair" to familiarize offenders with employment opportunities, promote community reintegration and provide resources to offenders who may need assistance immediately upon release. The "Dominguez Career Fair" was a success, with 19 employers, community support organizations, and re-entry support charities providing valuable information to students who are within six months of release.

Warden Martinez and Assistant Warden Evelyn Castro were instrumental in planning and organizing the event, providing resources to ensure that guest presenters were welcome and safe in the facility. Warden Martinez provided a personal welcome and overview of the facility, and several business representatives stated it was very informative in helping facilitate further ideas to support individuals returning to our communities.

Principal Owen Kelly, with support from WSD South Texas Regional Administrator Karen Koenning, developed this event and contacted presenters. Participating students were engaged and excited to hear about opportunities to help them be successful in their transition back to their home communities.

Following the success of the Dominguez Career Fair, Dr. Carpenter instructed North Texas Regional Administrator Kevin Ainsworth to contact principals in the major metropolitan areas to develop a database of support employers and organizations that can benefit offenders as they move back into the communities. This group, along with WSD West Texas Regional Administrator Mike Vickers and Regional Administrator Karen Koening, will be meeting with community leaders in these larger areas to develop this database over the next few months. They will be contacting employers, supportive organizations, faith-based groups, and charitable organizations in large cities, with the mission of supporting life changes in offenders.

Mr. Mechler thanked Dr. Carpenter and the WSD staff for their efforts with the career fair. He asked if WSD planned to have more career fairs in the future.

Dr. Carpenter replied that WSD plans to host more career fairs at TDCJ facilities in the larger metropolitan areas because many offenders return to those areas.

Chairman Bell stated that education and employment play a major role in decreasing recidivism.

## **REPORT FROM THE CHAIRMAN, WSD BOARD**

### **1. Windham Partnering with Texas Universities for Educational Counseling Support**

Chairman Bell stated that most students feel doubts about their success in learning from time to time. These include students who are struggling, those who have cognitive barriers which make learning more difficult, and those who do not feel they have the ability to be successful due to prior academic difficulties. In most cases, external factors in the past have established a perceived barrier to their ability to be successful in education.

There is an opportunity within WSD for students to receive educational counseling to help them overcome these challenges and feel empowered to be successful in education and employment. Windham has identified a need for educational counseling to be expanded for some offenders.

After meeting with TDCJ rehabilitative staff, WSD and TDCJ found this supplemental counseling targeting educational barriers, a needed addition to the Windham support of TDCJ programs. To cost effectively provide this additional support, WSD has approached several Texas universities which have programs certifying Licensed Specialist in School Psychology (LSSP). Program coordinators of LSSP programs from Texas A&M and Texas Tech University have met with officials from WSD and have identified student group characteristics that would benefit from these services. Both of these licensure programs have stated they are willing to partner with Windham to allow Ph.D. candidate educational counselors to work with students in need of educational counseling to overcome cognitive barriers.

The cost of these services will be to cover travel, supervisor oversight and basic student stipends. This allows significantly more contact for WSD students through funds that are available from federal grants, maximizing state funds and benefiting student experiences for licensure. This will allow the participants in WSD programs to receive additional assistance that will better prepare them for continued education and increase the probability of successful community reintegration upon release. This will allow the Ph.D. candidate students to build contact hours

for their certification requirements and contribute to the successful completion of their degree programs.

These cost effective partnerships can benefit current WSD students and create the platform for future success in improving students' skills and program participation, augmenting WSD counseling services. They will also help the next generation of LSSP's as they address difficult educational barriers in diverse educational settings. Chairman Bell said the Board is very pleased with the efforts in this program, and he thanked the WSD staff for their work on this initiative.

### **ADMINISTRATIVE AND BUSINESS SERVICES DIVISION UPDATE**

Paul Brown, WSD Chief Financial Officer, gave an update on the district's financial reporting. As a school district, the organizational structure is set up similar to any other regular independent school district in Texas. The types of personnel that are hired and the types of goods and services that are procured are all very similar to school districts. However, one of the things that WSD has reported differently than school districts is finances, which are reported like those of state agencies. Mr. Brown and Dr. Carpenter decided that it made more sense for WSD to report financials similar to the way school districts report their financials.

By using the function code structure that the Texas Education Agency (TEA) established, this structure will help drive the district budget so WSD can focus on school learning. The Board will be able to see the budget by these different function codes, which are more detailed to program intent and will help the board determine if Windham's budget meets its educational outcomes. By adapting to this function code structure, WSD will be able to look at other financial software products that would be a more cost efficient model and also allow WSD to use the local Education Service Centers more, which will save money.

Mr. Brown referred the Board to the handout for an example of the differences between the two reporting formats. The example showed how WSD previously reported salaries for all funds and how those salaries would be reported in the future under the TEA function code structure. The summary of the old format was one line for salaries totaling \$50.5 million. Under the new format, the same \$50.5 million is spread out between the different function codes, which provide a better picture of how the districts funds are being spent.

Mr. Brown stated that a brief description of each of the function codes was listed at the bottom of the page. He explained that function code 11 (Instruction) has the majority of WSD salaries. This function code is primarily used for teachers who have direct interaction with students. Function code 12 (Instructional Resources and Media Services) has the library staff and function code 36 (Extracurricular Activities) has the staff for Recreation, Radio TV and the ECHO newspaper. These are all part of MOUs with TDCJ for activities outside of the classroom. Function code 41 (General Administration) contains the Superintendent, as well as the other administrative staff who help manage school district operations.

By viewing the district's budget in the appropriate school structure, it is clear that the majority of funding is for instruction (as it should be). Also, general administration is about the same as other independent school districts. By reporting in this new format, WSD's budget can be

compared to any local school district in Texas, which is difficult to do under the current reporting structure.

Since the WSD is a blended component of TDCJ with regards to reporting the district's expenditures in their annual financial report (AFR), Windham will still provide the financial information in the format and structure they need to complete their AFR.

In the future, WSD staff will be able to present the budget and expenditures to the Board in a format that reflects what WSD really is: a school district.

Terrell McCombs stated that in terms of reporting and accurate accounting, this was one of the most fundamental positive changes that he has seen for WSD since he has been on the board.

Chairman Bell agreed. He liked the change because it gives a more detailed understanding of the budget. He asked that additional time be allotted during the upcoming budget briefings to allow time for the new format to be explained.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING  
GRANTING THE SUPERINTENDENT AUTHORITY TO AWARD ADMINISTRATIVE  
LEAVE TO WSD EMPLOYEES WHO REFER TEACHERS HIRED BY THE  
WINDHAM SCHOOL DISTRICT**

Michael Mondville, WSD General Counsel, explained that this motion will allow the superintendent to award administrative leave to WSD employees who refer teachers who are hired by the district. The procedures for this program are set in a Superintendent Directive that will become effective once the motion is passed.

The procedures are similar to the ones used by TDCJ for recruiting correctional officers. He asked the Board to approve the motion.

Chairman Bell commented that WSD was assessing teacher staffing, and felt this would be a great incentive to be awarded to employees when a teacher they referred was hired by the district. The teacher who was hired would have to work for the district a certain amount of time before the employee received the administrative leave for the referral.

Mr. McCombs asked if the amount of administrative leave awarded would be consistent throughout the district, or if it be different depending on the facility?

Dr. Carpenter replied, at this time, it isn't the location; it is the position. Vocational teachers are more difficult to recruit.

Tom Wingate asked if the amount of leave awarded will vary with the position being filled.

Dr. Carpenter replied the district is requesting to award eight hours of administrative leave.

Chairman Bell explained that as this was being discussed prior to the board meeting, it was targeted as a single award of eight hours of administrative leave. The person being hired must have the name of the person who recommended them on the form at the time they applied. They

must remain in the position for a certain amount of time before the person that recommended them receives eight hours of leave.

Tom Mechler asked whether the granting of administrative leave was for every open position within WSD, or is the Board giving the superintendent the authority to decide which positions are critical and need to have this incentive? He wanted to make sure this is a tool that the superintendent can use at his discretion.

Mr. Mondville stated that the motion provides the superintendent with the authority to grant the administrative leave, but not the necessity.

*Judge Larry Gist moved that the WSD Board of Trustees grant the Superintendent authority to award administrative leave to WSD employees who refer teachers hired by the WSD, as presented.*

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

### **PUBLIC COMMENTS**

There were no public comments.

Chairman Bell thanked everyone for attending the meeting and stated the next meeting of the WSD Board of Trustees would be Thursday, June 5, 2014, at the DoubleTree Hotel in Austin.

### **ADJOURNMENT**

There being no further business, the 281st meeting of the WSD Board of Trustees adjourned at 2:16 p.m.

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Chairman

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Secretary

*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.*

*\*Signature on file*