

**Windham School District**  
**Board of Trustees**  
*283rd Meeting*



**Minutes**

**August 22, 2014**

**Austin, Texas**

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**WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES**

**Crowne Plaza Hotel – Salon A-D  
6121 North IH 35  
Austin, Texas 78752**

**August 22, 2014  
11:00 – 11:30 AM**

**ORDER OF BUSINESS**

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*Call to Order*

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

I. Regular Session

A. Recognitions

B. Consideration of Approval of Consent Items

1. Minutes of the June 5, 2014, WSD Board Meeting
2. Appraisers for the 2014-2015 School Year
3. Excused Absences

C. Superintendent's Report

D. Report from the Chairman, WSD Board

E. Discussion, Consideration, and Possible Action Regarding the WSD Strategic Plan 2015-2019

F. Discussion, Consideration, and Possible Action Regarding the WSD Budget and Salary Schedule for 2014-2015

G. Discussion, Consideration, and Possible Action Regarding Revisions to Windham Board Policy WBP-07.42 (rev. 1), "Nepotism"

H. Discussion, Consideration, and Possible Action Regarding Granting the Superintendent Authority to Award Administrative Leave to WSD Employees Fulfilling Requirements of the 2015 Chairman's Fitness Challenge

I. 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. 283

The Windham School District Board of Trustees met in session on Friday, August 22, 2014, at the Crowne Plaza Hotel in Austin, Texas.

**BOARD MEMBERS PRESENT:**

Oliver Bell, Chairman  
Tom Mechler, Vice Chairman  
Leopoldo (Leo) Vasquez, III, Secretary  
Judge Larry Gist  
Eric Gambrell  
Terrell McCombs  
Tom Wingate

**BOARD MEMBERS ABSENT:**

Carmen Villanueva-Hiles  
Janice Harris Lord

**WINDHAM STAFF MEMBERS PRESENT:**

Dr. Clint Carpenter, Superintendent  
Paul Brown  
Veronica Casanova  
Latreace Craig  
Bambi Kiser  
Karen Koenning  
Michael Mondville  
Susan Norris  
Robert O'Banion  
Sandra Richardson  
Karin Ruppelius  
Mike Vickers

**CONVENED**

Oliver Bell, Chairman, convened the meeting of the 283rd Windham School District (WSD) Board of Trustees (Board) to order on Friday, August 22, 2014, at 11:08 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.

Mr. Bell reported the WSD Board was committed to providing the opportunity for 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 would be heard on posted agenda topics.

**RECOGNITIONS**

Mr. Bell recognized John Newton and Andrea Winkler from the Legislative Budget Board, and Taylor Borer with Senator Charles Schwertner's office.

## **1. Texas Association of School Board (TASB) – Sponsored Media Honor Roll Certificate Presentation**

Dr. Clint Carpenter, WSD Superintendent, informed the Board that excellence in teaching in the Texas prison system was spotlighted in November 2013, thanks to reporter JT Street of Fox 29 in San Antonio. Mr. Street is the creator of “Street’s Corner,” a special feature focusing on unique, inspiring happenings and the people that make them possible.

Mr. Street visited WSD’s Lane Murray Excellence in Teaching winner Joe Pine at the Dominguez State Jail with his Computer Maintenance Technician class. Mr. Pine is Windham’s outstanding correctional educator for 2012-2013. He was also named Teacher of the Year by the Correctional Education Association for Region V, which encompasses five states.

By interviewing this outstanding teacher and filming his students in their school environment, Mr. Street portrayed a challenging, high-energy class--engaged in learning, despite the obstacles of incarceration. He gave the public a rare look at a typical Windham program, and he stressed the value of education and great teachers.

Mr. Street managed to communicate the dedication, expertise, and professionalism that make Windham teachers great educators and role models, and he showed the powerful partnership between TDCJ and WSD -- all in a smoothly-edited report lasting one minute and 33 seconds. Though the class is repairing computers, Mr. Street shows how education in Texas prisons is helping repair lives.

We appreciate Mr. Street taking the time to visit the school and get our story right. He did a beautiful job of sharing WSD’s success story with the public. His very enjoyable broadcast can still be seen on YouTube under “Street’s Corner: Teacher of the Year”.

The video clip of “Street’s Corner” was shown.

Chairman Bell presented JT Street with the TASB – Sponsored Media Honor Roll Certificate.

### **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 June 5, 2014, meeting, appraisers for the 2014-15 school year and excused absences for Leo Vasquez, Eric Gambrell and Carmen Hiles from the April 17th meeting due to personal business. The consent items also included the excused absence of Tom Mechler who was unable to attend the June 5th meeting due to personal business. There being no comments, objections or amendments, the Consent Items were approved as submitted.

### **REPORT FROM THE SUPERINTENDENT**

#### **1. Overview of the Statewide Principal’s Meeting**

Dr. Carpenter gave an overview of the statewide principal’s meeting that was held in late July. Principals and teachers from across Windham campuses gathered to explore various instructional topics related to implementation of the new 2014 GED. The discussions led by the Division of

Instruction centered on gathering input from the field on the evaluation of instructional materials, alternative classroom assessment instruments and identifying the most critical needs of teachers as WSD prepares for the 2014 GED. Differences between the current paper-based 2002 test and the computer-based 2014 test were considered. The group deliberated over various questions such as, “What are the crucial challenges facing each unit type as it prepares for 2014 GED?” and “What forms of instructional support are most beneficial to teachers?” Principals were encouraged to conduct a student survey to identify valuable motivational strategies. Administrative staff from the GED Testing Service provided insight from a national and Texas perspective. They shared critical information regarding GED Ready which is the official practice that measures student readiness. The GED Testing Service staff also demonstrated a variety of materials and tools currently available to teachers. This two-day meeting was a huge success. Principals and teachers developed a clear understanding of the challenges ahead but voiced excitement and eagerness to charge ahead. The 2014 GED is going to improve the achievement of WSD students, but it is also going to require a great deal of changes in the way the district teaches. Dr. Carpenter said that he was elated to see the principals and teachers excited to provide input for that improvement.

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

#### 1. The 69th Annual International Correctional Education Association Conference

Chairman Bell reported that the Correctional Education Association (CEA) held the 69th International Conference in June focusing on education and technology as the pathway to re-entry. Veronica Casanova, Director for Instruction; Toni Bechtold, Academic Specialist, and Sandra Haak, Principal, represented Windham at the conference. During the opening session, Ms. Bechtold was installed as Director for Region V. She will oversee CEA activities for Texas, Louisiana, Oklahoma and Arkansas. One full day was set aside for the Council of State Directors’ meeting where directors from 20 states discussed the latest issues within their respective education programs. Very quickly the new high school equivalency tests became the focus of discussion among the state directors. Each director shared which test (HiSet, TASC or GED) their state had chosen and their experiences, good and bad, with implementation from both a technological and instructional perspective. During the conference, Windham representatives attended several sessions regarding instructional preparation for the new 2014 GED. Ms. Bechtold and Ms. Haak also presented a session for teachers titled “The Rules of Engagement: Capturing the Attention of the Unmotivated Learner.” It was a successful conference and Windham staff was able to strengthen their network with other correctional educators from across the country.

#### 2. Fiscal Management Issues

Chairman Bell said schools have a responsibility to provide quality educational opportunities for students while maintaining stewardship of state funds. The WSD budget focuses on teaching the skills required for students to reenter the community. Instruction provides literacy and vocational skills which ensure opportunities for the student to be successful in work and rebuilding family units. The WSD strategic planning committee comprised of teachers, principals and administrators, throughout the district, identified needs that were targeted for budget consideration. This creates a budget that can be supported by staff and allows for the most

efficient use of tax payer dollars. The WSD budget, that will be presented, creates a direct link between fiscal management and the strategic goals of the district. It is evident with the new budget structure that the focus is on student instruction. He thanked the WSD staff whose vision is to empower students and transform lives through excellence in education.

### 3. Fitness Challenge

Chairman Bell stated the results of the fourth quarter of the 2014 Chairman's Fitness Challenge have been released. During this quarter, WSD earned more than two million points. Within Division 7 which consists solely of WSD, the West Texas region placed first, North Texas region placed second, and the South Texas region placed third. He thanked everyone that participated in the fitness endeavor and he encouraged them to keep up the good work.

### **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE WSD STRATEGIC PLAN 2015-2019**

Dr. Carpenter explained that a copy of the proposed Strategic Plan was in each board member's packet. The Strategic Plan discusses the goals and strategies that will be addressed by the district in the next five years. These goals and strategies serve as the foundation for the district improvement, regional improvement, and campus improvement plans. Performance measures, as they relate to the goals and strategies identified in the document, are established in the district improvement plan. These performance measures are reviewed annually, allowing the district to improve operations and meet strategic goals.

Dr. Carpenter gave a brief overview of the district strategic planning meeting held in June. Teachers from vocational, academic and life skills, along with administrators from across the state, gathered in Huntsville to help redefine and refocus efforts on how to better meet the challenges. Decisions were based upon the data that is gathered and the expertise in the field. Dr. Carpenter reviewed the vision statement, mission and goals of WSD.

Mr. McCombs thanked Dr. Carpenter and the rest of the WSD staff for the work on the strategic plan. He said he has been on this board for many years and feels this plan has more detail in it than any he has seen in the past.

The Chairman commented that he felt the strategic plan will provide the board with a greater focus, keep everyone on task, and keep presence of mind on all the good things that are happening in WSD.

*Judge Gist moved that the WSD Board of Trustees approve the WSD Strategic Plan for 2015-2019 as presented.*

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

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE WSD  
BUDGET AND SALARY SCHEDULE FOR 2014-2015**

Paul Brown, WSD Chief Financial Officer, thanked the Board on behalf of Dr. Carpenter, and the rest of the WSD for the opportunity to meet with each of them to discuss WSD's budget for the 2014-2015 school year.

As discussed during the budget briefings, WSD has a lot planned for the upcoming school year.

Mr. Brown reviewed some of the significant changes and highlighted some areas within the 2014-2015 budget.

- The most significant change was to the structure of the Budget and Salary Schedule document, which changed significantly from previous years. As discussed at a previous board meeting, Windham as a school district, has changed reporting to the board to reflect the function and object codes that were established by the Texas Education Agency (TEA) and are used by public schools. District staff feels this helps WSD focus the budget towards instruction and the areas that support instruction.
- All funds revenues decreased for 2015 by 3.4% to \$59 million. The \$2 million reduction in revenue is due to receiving more funding in the first year of the biennium and less this year in the TEA B.2.4. Strategy. The Memorandum of Understanding and Grant awards remained approximately the same with the exception of the Carl D. Perkins Corrections Grant, which increased 10%.
- The all funds budgeted expenditures increased for 2015 by 3.5 % to \$62.4 million. The district has planned for approximately \$2.1 million in one-time expenditures for resources that will be used over the next several years primarily in function code 11 Instruction. These expenditures will help target many of the strategic planning goals this year. Mr. Brown highlighted some of those initiatives, which included:
  - Increase in vocational offerings to target younger offenders, female offenders, and state jail offenders.
  - Purchase new teacher resources aligned to the new 2014 GED.
  - Provide Licensed Specialists in School Psychology for related services.
  - Purchase classroom equipment to facilitate the use of technology in all teaching positions.
- A reduction in function code 53 Data Processing Services is being made. By changing the budget structure, WSD is able to utilize HR and Financial software available to public schools, which will reduce this software cost by 77%.

The remaining changes that he discussed in the 2015 budget are the increases in the payroll costs:

- The most significant increase in payroll costs is due to S.B. 1458, 83rd Legislative Session, which required school districts to pay an additional 1.5% employer contribution for retirement to the Teacher Retirement System. TEA Rider 71 provides temporary one-time assistance to cover this expense for this school year only.
- Another increase to payroll was due to increasing the locality supplement pay for teaching staff. There had not been any changes to the locality supplement pay since 2009, and with this adjustment, WSD is paying on average 88% of the local school districts' daily rates.
- Payroll costs increased for a 2% pay raise for the support and paraprofessional staff only. This does not include any of the Administrative or Teacher salary plans.
- The Personnel Schedule reflects an increase in the overall total full time equivalents (FTEs) by 7.4. The unit and regional locations increased by 17 FTE's and central administration decreased by 9.6 FTEs. This continues WSD's efforts to be good stewards by reducing central administration and increasing unit and regional staff. The remainder of the budget book reflects the different salary plans for the district.

Mr. Mechler thanked Mr. Brown and Dr. Carpenter for their exceptional efforts and hard work on this budget.

Judge Gist said the briefing he and Mr. Vasquez attended impressed them that WSD is focusing resources on teaching and reducing administrative costs.

Chairman Bell stated that he felt it was good to have a re-emphasis on the front line portion of the budget and the teaching aspect of the budget. The suggested wage adjustment for staff at the lower levels of the wage scale is a place where it can help the district the most in the short term.

*Judge Wingate moved that the WSD Board of Trustees approve the WSD operating budget and salary schedule for 2014-2015 school year as presented.*

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

#### **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISIONS TO WINDHAM BOARD POLICY WBP-07.42 (rev. 1), "NEPOTISM"**

Michael P. Mondville, WSD General Counsel, stated that WBP-07.42 deals with nepotism. The policy has been extensively revised to bring it up to date. Essentially, this policy mirrors the Texas Department of Criminal Justice (TDCJ) policy on nepotism. This is because WSD shares the same board members as TDCJ and the same statutes must be followed. Definitions were added and numerous matters were clarified to make the policy more effective. He asked the Board to approve the revised policy as presented.

*Mr. McCombs moved that the WSD Board of Trustees approve the revision to WBP-07.42 (rev. 1), "Nepotism" as presented.*

*Judge Gist 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 2015  
CHAIRMAN'S FITNESS CHALLENGE**

Dr. Latreace Craig, WSD Human Resources Director, stated that this is the sixth year for WSD employees to participate in the Chairman's Fitness Challenge. There were 1,966 participants during the past school year. The superintendent requests board approval to grant administrative leave to WSD employees who complete the requirements of the 2015 fitness challenge. This administrative leave would be granted in the same manner and same amount as TDCJ employees.

*Mr. Gambrell moved that the WSD Board of Trustees approve granting the superintendent authority to award administrative leave to WSD employees fulfilling requirements of the 2015 fitness challenge as presented.*

*Judge Wingate 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, October 9, 2014, at the Radisson Hotel in Austin.

**ADJOURNMENT**

There being no further business, the 283rd meeting of the WSD Board of Trustees adjourned at 11:38 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.*