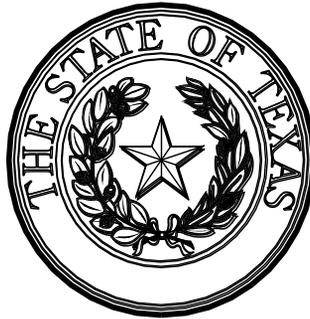


**Windham School District**  
**Board of Trustees**  
*287th Meeting*



**Minutes**

**April 17, 2015**

**Austin, Texas**

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## WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES

**Omni Hotel Downtown Austin – Lone Star Room  
700 San Jacinto Street  
Austin, Texas 78701**

**April 17, 2015  
1:45 – 2:15 PM**

### **ORDER OF BUSINESS**

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*Call to Order*

*Convene 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 February 20, 2015, WSD Board Meeting
2. Appraisers for the 2014-2015 School Year
3. Personal Property Donation
4. Excused Absences

C. Superintendent's Report

D. Report from the Chairman, WSD

E. Discussion, Consideration, and Possible Action Regarding Proposed Revisions to Windham Board Policies (*Pages 3-37*)

1. WBP-07.11, "Leaves and Absences"
2. WBP-07.12, "Compensatory Time"

F. Discussion, Consideration, and Possible Action Regarding Proposed New Windham Board Policies (*Pages 38-65*)

1. WBP-07.53, "Administrative Leave"
2. WBP-07.54, "Military Leave"
3. WBP-07.48, "Family and Medical Leave"
4. WBP-07.49, "Sick Leave Pool"

G. Discussion, Consideration, and Possible Action Regarding Proposed Revisions to Windham Board Policy WBP-07.18, "Performance Evaluations and Professional Development Appraisal System" (*Pages 66-69*)

- H. Discussion, Consideration, and Possible Action Regarding Proposed Revisions to Superintendent Directives (*Pages 70-85*)
  - 1. SD-07.18, “Performance Evaluations and Professional Development Appraisal System”
  - 2. SD-07.17, “Re-Employment and Selection of Retirees”
- I. Presentation on Partnerships with Businesses to Employ Released Offenders
- J. Public Comments

*Recess 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. 287

The Windham School District Board of Trustees met in session on Friday, April 17, 2015, at the Omni Hotel in Austin, Texas.

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Larry Miles

**WINDHAM STAFF MEMBERS PRESENT:**

Dr. Clint Carpenter, Superintendent  
Kevin Ainsworth  
Paul Brown  
Dr. Latreace Craig  
Teresa Craiker  
Bambi Kiser  
Michael Mondville  
Charlene Moriarty  
Ron Nelson  
Rex Rhone  
Sandra Richardson  
Mike Vickers  
Ted Watts  
Jason Wilkins

**CONVENED**

Oliver Bell, Chairman, convened the meeting of the 287th Windham School District (WSD) Board of Trustees (Board) to order on Friday, April 17, 2015, at 2:00 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.

Chairman Bell reported the WSD Board was committed to providing the opportunity for public presentations on posted agenda topics as well as for public comments on issues within its jurisdiction 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**

Mr. Bell recognized Judge Dale Spurgin from Jones County.

Dr. Carpenter, WSD Superintendent, stated that he had the pleasure of recognizing Sandra Beavers – Richardson for over 17 years of exemplary service with the Windham School District and a total of 28 distinguished years in the field of education.

She accepted her first position with the Windham School District in 1999, as a counselor at the Michael Unit and was promoted in 2002, to principal, at the Duncan Unit. Her excellent management skills continued to rapidly advance her to positions of greater responsibility as she achieved her most recent promotion to division director for the Operational Support Division.

She has been an inspiration, role model, and mentor to WSD employees and offender students. Sandra is known for readily helping staff without hesitation on any task. Sandra has been a valuable asset to the board and the district and has left her mark on its operations.

Chairman Bell commented that Sandra has proven to be an outstanding leader and devoted Windham employee. She regularly interfaced with key agency leaders offering a variety of perspectives to determine the best solutions. She has set an example of excellence and achievement.

In recognition of her long and dedicated career with the Windham School District, he and the members of the Board of Trustees presented her with a certificate of recognition and wished her the best in the years ahead.

Dr. Carpenter also recognized Michael White as the new WSD South Texas Regional Administrator. Mr. White has an extensive background in education starting in 1986, when he first began as a teacher in the Tacoma public school system in Washington. He promoted to principal in 2001 and later served as athletic director.

Mr. White continued his career in education as a principal for the next several years until he accepted a position with Windham School District as Recreation Supervisor in October 2014. He served in this capacity before accepting his current position as Regional Administrator for the South Texas Region, effective April 1, 2015.

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

Chairman Bell called the Board's attention to the Consent Items on the agenda, which consisted of the minutes of the February 20, 2015, meeting, appraisers for the 2014-15 school year, a personal property donation, and excused absences for Terrell McCombs and Thomas Wingate from the December 5 meeting due to personal business. The consent items also included the excused absence of Leo Vasquez, Judge Gist and Eric Gambrell from the February 20 meeting due to personal business.

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

## **REPORT FROM THE SUPERINTENDENT**

### **Hughes Unit High School Diploma Program**

Dr. Carpenter reported that on March 6, 2015, WSD, working together with the Texas Department of Criminal Justice (TDCJ), started a high school diploma program for male offenders at the Hughes Unit. WSD/TDCJ began a successful partnership with Mullin ISD in February 2014 to provide a high school diploma program for females at the San Saba Unit. Mullin ISD is once again partnering with WSD/TDCJ to provide this program at the Hughes Unit. Mullin provides the teaching staff, while Windham provides equipment, training, support, materials and guidance. TDCJ Hughes Unit personnel provide security and logistical support.

The high school diploma program is available to custody eligible offenders age 26 and under. The program provides for academic review of the students' transcripts from high school and develops a graduation plan for those students who were near graduation prior to incarceration. The Mullin staff are trained in the procedures required to work in a correctional environment and are assisted by the Warden, Assistant Warden's, senior officers and correctional staff of the facility. Additionally, the students are assessed for learning disabilities, special education needs and programming which may be required for them to be successful.

There are currently two teachers teaching 40 students working to earn their high school diploma.

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

### **State Representative James White Speaks at Graduation**

Chairman Bell said the Honorable James White, Vice Chair of the Texas House of Representatives Corrections Committee, praised Windham School District GED graduates, family members, school staff, and TDCJ officers while serving as commencement speaker during ceremonies held at the Estelle Unit on Feb. 28. Representative White, a former army officer, public school teacher and high school coach, used the occasion to recognize the perseverance and academic achievement of graduates and families. The ceremony included Windham schools from six TDCJ units: Eastham, Ellis, Estelle, Goree, Huntsville and Wynne.

Representative White told graduates he frequently witnesses support for correctional education coming from TDCJ security staff, the public, and offenders' family members. He said Texans want to know what their state government is doing to rehabilitate, educate and train men and women to come back into our society.

Representative White emphatically told family members that graduation day is their day because of the years of prayers, tears, and toil they have offered to help their loved ones. He then urged graduates to continue to make quality decisions and reach for new challenges: vocational training, community college, university, diploma, degree.

Chairman Bell said Representative White represents Southeast Texas District 19, consisting of Polk, Tyler, Jasper, Newton and Hardin counties.

### Chairman's Fitness Challenge Update

Chairman Bell said the second quarter results for the Chairman's Fitness Challenge were in. In Division 7, which is Windham, the West Texas Region was first, North Texas Region came in second and the South Texas Region placed third. The top participant in the platinum challenge was Kenneth Prebish, who was also from the Windham's West Texas Region. Mr. Prebish earned a total of 50,290 points, which equates to more than 8,000 points per week.

Chairman Bell thanked all of the fitness challenge participants and said he appreciated their continued support of the fitness challenge.

### **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING PROPOSED REVISIONS TO WINDHAM BOARD POLICIES**

#### WBP-07.11, "Leaves and Absences"

Michael P. Mondville, WSD General Counsel, stated that Board Policy 07.11, "Leaves and Absences" has been extensively revised. The format was changed to the familiar TDCJ format with the authority, policy, and procedure, and other sections that the Board will recognize.

This policy has been split into a number of different policies for clarity and ease of use. Those policies will be presented shortly. He asked the Board for approval of BP-07.11, "Leaves and Absences," as presented.

*Leo Vasquez moved that the WSD Board of Trustees approve the revisions to Windham Board Policy 07.11, "Leaves and Absences," as presented.*

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

#### WBP-07.12, "Compensatory Time"

Mr. Mondville said Board Policy 07.12, "Compensatory Time" was also updated to the current format. A definition section and sections on exempt and non-exempt employees was added. He asked for Board approval of the policy as presented.

*Janice Lord moved that the WSD Board of Trustees approve the revisions to Windham Board Policy 07.12, "Compensatory Time," as presented.*

*Carmen Hiles seconded the motion, which prevailed unanimously when called to a vote.*

### **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING PROPOSED NEW WINDHAM BOARD POLICIES**

#### WBP-07.53, Administrative Leave

Mr. Mondville said WSD Board Policy 07.53, "Administrative Leave" is a new policy broken out from Windham BP-07.11, "Leaves and Absences." It provides procedures for leaves granted for jury duty, bereavement, and other types of administrative leave. It also provides authority for

the superintendent to grant administrative leave for employees who meet the goals for the Chairman's Fitness Challenge. He asked for Board approval of the policy as presented.

*Judge Larry Gist moved that the WSD Board of Trustees approve the proposed new Windham Board Policy 07.53, "Administrative Leave," as presented.*

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

#### WBP-07.54, "Military Leave"

Mr. Mondville said WSD Board Policy 07.54, "Military Leave" is also a new policy broken out from Windham BP-07.11, "Leaves and Absences." This policy provides procedures used with employees who are members of the military, either regular or guard units, who must have time off for summer training or activation for deployment. He asked for Board approval of the policy as presented.

*Thomas Wingate moved that the WSD Board of Trustees approve the proposed new Windham Board Policy 07.54, "Military Leave," as presented.*

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

#### WBP-07.48, "Family and Medical Leave"

Mr. Mondville said WSD Board Policy 07.48, "Family and Medical Leave" is another new policy. This policy is designed to protect both the district and its employees with regards to their rights under the Family Medical Leave Act. He asked for Board approval of the policy as presented.

*Ms. Hiles moved that the WSD Board of Trustees approve the proposed new Windham Board Policy 07.48, "Family and Medical Leave," as presented.*

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

#### WBP-07.49, "Sick Leave Pool"

Mr. Mondville said WSD Board Policy 07.49, "Sick Leave Pool" is the last new policy. This policy is virtually identical to the TDCJ policy on a sick leave pool and provides a benefit to employees with severe illnesses who exhaust their own sick leave. He asked for Board approval of the policy, as presented.

*Mr. McCombs moved that the WSD Board of Trustees approve the proposed new Windham Board Policy 07.49, "Sick Leave Pool," as presented.*

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

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING  
PROPOSED REVISIONS TO WINDHAM BOARD POLICY WBP-07.18,  
“PERFORMANCE EVALUATIONS AND PROFESSIONAL DEVELOPMENT  
APPRAISAL SYSTEM”**

Mr. Mondville said Windham Board Policy WBP-07.18, “Performance Evaluations and Professional Development Appraisal System,” is an existing policy. The only changes to the policy were updates for grammar and clarity. He asked for Board approval of the policy as presented.

*Ms. Lord moved that the WSD Board of Trustees approve the revisions to WBP-07.18, “Performance Evaluations and Professional Development Appraisal System,” as presented.*

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

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING  
PROPOSED REVISIONS TO SUPERINTENDENT DIRECTIVES**

SD-07.18, “Performance Evaluations and Professional Development Appraisal System

Mr. Mondville stated this Superintendent Directive and the next one are being presented for Board approval as required by Board Policy 02.00, “Windham School District Board of Trustees’ Responsibilities.”

SD-07.18, “Performance Evaluations and Professional Development Appraisal System” provides for the implementation of WBP-07.18 of the same name. The SD is being modified slightly to bring it in conformance with the updated WBP-07.18. Renumbering and grammar changes were the only revisions to the policy. He asked for Board approval of the policy as presented.

*Eric Gambrell moved that the WSD Board of Trustees approve the proposed revisions to SD-07.18, “Performance Evaluations and Professional Development Appraisal System,” as presented.*

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

SD-07.17, “Re-Employment and Selection of Retirees”

Mr. Mondville said SD-07.17, “Re-Employment and Selection of Retirees” contains only one minor change beyond the updated grammar and language changes. The reference to RIO employees was removed, as it no longer applies. He asked for Board approval of the policy as presented.

*Ms. Hiles moved that the WSD Board of Trustees approve the proposed revisions to SD-07.17, “Re-Employment and Selection of Retirees,” as presented.*

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

## **PRESENTATION ON PARTNERSHIPS WITH BUSINESSES TO EMPLOY RELEASED OFFENDERS**

Chairman Bell said he had instructed Dr. Carpenter to find companies willing to commit to hiring Windham trained and certified offenders upon release from TDCJ.

A presentation describing the initial efforts of Windham to meet the Board's challenge was presented by a team consisting of Kevin Ainsworth, Regional Administrator; Charlene Moriarty, Workforce Specialist I; Rex Rhone, Ted Watts, Jason Wilkins, and Ron Nelson, who all are Regional Vocational Specialists.

Ms. Moriarty said the WSD is working to develop and maintain partnerships with industry and employers to ensure that the district is providing students with the educational tools they need to gain employment once they are released.

Mr. Rhone said WSD is currently finalizing partnerships with companies who work with skilled laborers that hire state wide. The Industrial Company (TIC) and Zachry Industrial will have the ability to hire 8,000 to 10,000 employees.

Mr. Rhone said WSD will develop and maintain partnerships with employers to implement pre-employment programs to meet the needs of employers. WSD is having the companies tour facilities to see first-hand what WSD students are learning and on what National Center for Construction Education and Research (NCCER) levels the students are being taught.

WSD is building partnerships with employers to implement a pre-employment process while the students are enrolled in Windham programs. WSD staff will set up a hiring process with TIC and Zachry Industrial for the offenders to fill out applications before they are released.

Mr. Watts stated that partnering companies are willing to provide corporate representatives to help Windham enhance programming by providing technical trainers from their businesses.

He said the Career and Technical Education Specialists are identifying employers and developing relationships with area companies. They invite local and surrounding businesses to come speak with the offenders at the unit education career expos. External health service programs also participate in the career expos. WSD is working in close association with TDCJ Reentry and Integration Division on the units.

Ms. Moriarty concluded the presentation by stating WSD is also seeking employers to connect with the Windham website and post their positions to help offenders gain employment.

Dr. Carpenter said the Windham employees involved in this initiative have exceeded his expectations because these large employers want to hire thousands. TDCJ has also worked well with WSD as a partner to help link the district with those individuals. These individuals representing the team WSD has in place will help change the lives of a lot of people.

Ms. Lord asked what TIC and Zachry produce.

Dr. Carpenter stated WSD will start off with a pilot effort to develop the hiring process and hand the offenders off effectively. These companies hire heavy industry trade skilled tradesmen who are skilled in the training programs WSD provides. The NCCER core and level 1 is WSD's primary focus on the district's training programs. Starting salaries will be \$18 to \$23 per hour. They will work a 50-hour work week with 10 hours of overtime. That equates to approximately \$45,000 to \$55,000 starting salary. These are career jobs with benefits, assistance for housing, transportation, and benefits to assist with purchasing tools. These companies want workers who will be there every day and are going to be committed to working for TIC and Zachry for the long haul.

Judge Gist asked if most of these offenders were being released on parole. He asked if WSD was working with Parole, or if Parole will be an impediment because some of the parole rules sometimes interfere with parolees having a meaningful after release job.

Dr. Carpenter responded WSD has meetings scheduled with the Reentry and Integration Division and they are also working with the Parole Division to assist with this effort. These companies have so much employment coming up in the next few months that they will be able to hire thousands of offenders if the agency can just get them there. The parole aspects of that is something that can be worked out on an individual basis.

Mr. Wingate commented this was one of the most exciting things that he had heard about since he came on the Board and is the best thing that could ever happen to reduce recidivism. He felt the Board members should commit themselves to doing whatever they need to do as a Board to keep this initiative rolling. He added that the companies WSD is partnering with are major employers.

Mr. McCombs encouraged the chairman and TDCJ to work very closely with not only WSD, but also with Pardons and Parole and the Parole Division. He stated that Judge Gist and Ms. Lord made excellent points.

Mr. McCombs joined Mr. Wingate in thanking WSD for rolling this out in a major implementation. He said there are many opportunities in the five major urban centers in the state. The different Chambers of Commerce, the Houston partnership and most businesses once they understand and actually meet an offender or former offender, realize they are people that just made a mistake and want to be employed. They are not the risk that some would think they are.

Chairman Bell stated that he and Dr. Carpenter had discussed all of the obstacles that could get in the way. The agency must work together.

He emphasized that WSD, Reentry, Parole, and the Parole Board must all work together. If the divisions work together as a team, all of these impediments that were referred to should not be a problem. We should not put a barrier between these individuals and an opportunity to better themselves.

Chairman Bell reemphasized the Board's commitment to assist with this initiative in any way. He thanked Dr. Carpenter and the presenters for their work with this endeavor.

Chairman Bell thanked everyone for attending the meeting and stated the next meeting of the WSD Board of Trustees would be Wednesday, June 10, 2015 at the Wyndham Garden Hotel in Austin.

**RECESS INTO EXECUTIVE SESSION**

The WSD Board of Trustees recessed into executive session which is closed to the public in accordance with the Texas Government Code Section 551.0574. The meeting recessed into executive session at 2:40 p.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.*