



WINDHAM SCHOOL
DISTRICT
BOARD OF TRUSTEES

NUMBER: WBP-03.02 (rev. 5)

DATE: October 9, 2014

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SUPERSEDES: WBP-03.02 (rev. 4)
November 30, 2012

WINDHAM BOARD POLICY

SUBJECT: WINDHAM SCHOOL DISTRICT SUPERINTENDENT
RESPONSIBILITIES AND AUTHORITY

AUTHORITY: Tex. Educ. Code § 19.010

APPLICABILITY: Windham School District (WSD)

POLICY:

The purpose of this policy is to set forth the responsibilities and authority of the WSD superintendent.

PROCEDURES:

- I. Responsibilities of the WSD Superintendent
 - A. The superintendent reports directly to the WSD Board of Trustees (board), which is comprised of the members of the Texas Board of Criminal Justice (TBCJ) and serves as the chief executive officer of the WSD. The superintendent is responsible to the board for providing a comprehensive educational program to offenders incarcerated in the Texas Department of Criminal Justice (TDCJ).
 - B. The superintendent shall work 226 days a school year on a schedule to be determined by the chairman of the board.
 - C. The superintendent, through assigned personnel, shall be responsible for all educational programs and related services in the TDCJ publicly operated state jail and institutional facilities.
 - D. With board approval, the superintendent shall implement appropriate measures to evaluate the effectiveness of WSD programs. Such measures shall include but are not limited to:
 1. Education and student performance measures;

2. Performance measures required in the General Appropriations Act;
3. Strategic plan measures to report progress in meeting legislated goals; and
4. Criminal justice performance measures, such as the reduction of recidivism.

II. Authority of the Superintendent

- A. The authority to administer, organize, manage, and supervise the daily operations of the WSD is delegated by the board to the superintendent who may, in turn, further delegate this authority to staff as appropriate.
- B. This delegation of authority from the board to the superintendent includes:
 1. The employment, discharge and nonrenewal or termination of contracts of persons as may be necessary for the efficient operation of the WSD;
 2. The power to prescribe policies, procedures, and regulations and to establish a system for maintaining and updating these documents;
 3. The authority to structure the organization of the WSD to improve operations and make changes as necessary to the organizational structure, except for the creation or elimination of divisions of the WSD;
 4. Overseeing the fiscal management of the WSD, including authority to approve financial matters, implement fiscal controls, execute contracts and leases, fund expenditure approvals, maintain accurate accounts of every financial transaction of the WSD, and any other activity of a financial nature;
 5. Litigation settlement authority to the extent permitted by law; however, the superintendent, the WSD general counsel, and TDCJ general counsel shall discuss in executive session settlements in excess of \$50,000;
 6. Implementation of personnel policies for the WSD;
 7. The authority to establish an annual school calendar specifying instructional days, planning or staff development days, and non-working days in accordance with Texas statute and board policy;
 8. Development of policies for the dissemination of information to the general public; and

9. The authority, after consultation with the board chairman, to initiate litigation for the collection and enforcement of demands and debts owed to the WSD.
 10. The authority to grant administrative leave to WSD employees and provide a quarterly report of all granted administrative leave to the board.
- C. In carrying out this delegated authority, the superintendent shall ensure adherence to all applicable statutes and regulations governing the WSD.

III. Accountability System

The superintendent shall establish an accountability system and standards to promote effective educational programs which operate within the TDCJ. The accountability system shall be determined by the superintendent, taking into consideration recommendations from an accountability committee composed of WSD representatives, including teachers. The accountability system shall be reviewed annually by the board in accordance with WBP-02.00, "Windham School District Board of Trustees Responsibilities." The accountability measures shall include measures of WSD and campus performance in academic, vocational, and life skills programs as offered by the WSD. Based on the prescribed accountability measures, each campus shall be rated as one of the following:

- A. Exemplary;
- B. Recognized;
- C. Acceptable;
- D. Unacceptable (low performing); or
- E. Not Rated.

Signature on file

Oliver J. Bell, Chairman
Windham School District Board of
Trustees