



**WINDHAM SCHOOL
DISTRICT
BOARD OF TRUSTEES**

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DATE: December 9, 2022

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**SUPERSEDES: WBP-02.00 (rev. 6)
June 29, 2018**

WINDHAM BOARD POLICY

**SUBJECT: WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES
RESPONSIBILITIES**

**AUTHORITY: Tex. Educ. Code §§ 19.001-19.012, 21.351(c), 31.104; Tex. Gov't Code
ch. 551, ch. 2256; 19 Tex. Admin. Code § 300.2**

Reference: Tex. Educ. Code §§ 45.201-.209

**APPLICABILITY: Windham School District Board of Trustees (board) and Windham School
District (WSD)**

POLICY:

As the governing body of Windham School District, the board establishes governing policies, that clearly separate the policymaking responsibilities of the board and the management responsibilities of the superintendent to ensure the district's effective and efficient operation.

PROCEDURES:

The authority vested in the board may be exercised only at a meeting of a quorum of its members. The *Texas Open Meetings Act*, Tex. Gov't Code Chapter 551, requires meetings of governmental bodies to be open to the public, unless a closed session is authorized.

The board holds regular meetings in conjunction with those of the Texas Board of Criminal Justice, but special called meetings may be held at the discretion of the board chairman. The following is a list of business routinely conducted at regular board meetings.

- I. Appointment and Evaluation of Superintendent
 - A. The board appoints the superintendent to serve as the administrator and chief executive officer of WSD.
 - B. The board chairman may appoint an interim superintendent as necessary to fill a vacant office of superintendent. The interim superintendent fulfills the

superintendent responsibilities until the next regularly scheduled board meeting, when the board will:

1. approve the continuation of the interim appointment;
2. appoint another person to serve as interim superintendent; or
3. appoint a permanent superintendent.

C. Performance Evaluation

The board must conduct an annual performance evaluation of the superintendent. The performance evaluation becomes a permanent part of the superintendent's Master Human Resources File.

II. Operational Items

- A. Approving the WSD operating budget, including salary schedules and any appropriations request to the Texas Education Agency (TEA).
- B. Approving of the creation or elimination of a division of WSD.
- C. Appointment of board advisory committees.
- D. Adopting a strategic plan for WSD.
- E. Approving employment contract language and delegating the authority for employment contracts to the superintendent.
- F. Delegating the authority to requisition, distribute, and manage the inventory of instructional materials in a manner consistent with Chapter 31 of the Texas Education Code and the rules adopted by the State Board of Education.
- G. Approving depository contracts.
- H. Approving appraisers under the Texas Teacher Evaluation and Support System (TTESS) and Texas Principal Evaluation and Support System (TPESS).
- I. Annual review of the accountability system as developed by the superintendent pursuant to WBP-03.02, "Windham School District Superintendent Responsibilities and Authority."
- J. Annual review of WBP-11.12, "WSD Investment Policy."
- K. Approving the name of a WSD campus as proposed by the superintendent.

III. Rulemaking

The board adopts rules as necessary for its own procedures and for operation of WSD.

IV. Contracts, Purchases, and Projects

Approving the purchase of goods and contracts over \$500,000 unless required by law or court order, or approved through prior board action.

- A. If a purchase or contract over \$500,000, previously approved by the board, will exceed the approved amount, a request for approval of the increased amount must be made at the next board meeting.
- B. If approval of a purchase or contract is required between board meetings, and the superintendent determines that delaying approval until the next board meeting would result in operational hardship for WSD, the board chairman may provide written out of cycle approval.

V. Policy Review


The board reviews superintendent directives and operating procedures that pertain to the following policies:

- A. WBP-07.05, "Professional Educator Contracts"
- B. WBP-07.18, "Performance Evaluations and Professional Development Appraisal System"
- C. WBP-07.26, "Employee Grievance Procedures"
- D. WBP-07.37, "Selection of Personnel"
- E. WBP-07.40, "Sexual Harassment"
- F. WBP-07.44, "Professional Standards of Conduct and Disciplinary Guidelines"
- G. WBP-07.52, "Equal Employment Opportunity"
- H. WBP-07.56, "Prohibited Employee Relationships"
- I. WBP-07.57, "District Teaching Permit"

VI. Consent Items

- A. Approving minutes of prior board meetings.

- B. Approving excused absences of board members from regularly scheduled board meetings.
- C. Approving donations and gifts to the WSD valued at \$500 or more.
 - 1. The presented information must contain a list of donated money or property, the name of the donor, a description of the gift, and a statement of the purpose of the gift. If the gift is donated to a specific WSD division, area, or section, the list must specify the designated division, area, or section.
 - 2. Gifts may be accepted subject to board approval, if the donation is placed as a consent item on the agenda for the board meeting immediately following such acceptance.
 - 3. Gifts must be used in maintaining and improving correctional education programs and services, unless other specific statutory authorization allows the use of gifts by WSD for other purposes.
 - 4. Approving issuance of district teaching permits.
- VII. A summary of the following actions must be submitted for review in the materials provided to the board for the board meeting following such action:
 - A. Requests for proposals, qualifications, or offers expected to exceed \$250,000;
 - B. Purchases over \$250,000 and less than \$500,000;
 - C. Emergency purchases from operating funds of \$100,000 or more;
 - D. Revisions of personnel policies, except as provided in Section IV.D; and
 - E. Out of cycle approvals on purchases and contracts over \$500,000.
- VIII. The WSD bimonthly investment report must be included in the materials provided to the board for each board meeting.


Patrick L. O'Daniel, Chairman
Windham School District Board of Trustees