

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

Meeting No. 321

The Windham School District Board of Trustees met in session on Thursday, December 17, 2020 via Zoom Video Conference.

**BOARD MEMBERS PRESENT:** Patrick O’Daniel, Chairman  
Derrelynn Perryman, Vice Chairman  
Mano DeAyala  
Hon. Molly Francis  
Hon. Faith Johnson  
Sichan Siv  
Eric Nichols  
Dr. Rodney Burrow

**BOARD MEMBERS ABSENT:** Pastor Larry Miles, Secretary

**WINDHAM STAFF MEMBERS PRESENT:** Kristina Hartman, Superintendent  
Jon Lilley  
Kevin Sawnick  
Charlene Moriarty  
Robert O’Banion  
Michael Mondville

**CONVENED**

Chairman Patrick O’Daniel convened the meeting of the 321st Windham School District (WSD) Board of Trustees (Board) to order on Thursday, December 17, 2020, at 11:02 a.m. in accordance with Chapter 551 of the Texas Government Code, the *Open Meetings Act*. During the regular session, the Board conducted business from the agenda posted in the [Texas Register](#). A quorum was present and the meeting was declared open.

Chairman O’Daniel reported that 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 on posted agenda topics were heard.

**RECOGNITIONS**

Kevin Sawnick, Department Director of Instruction, introduced Richard Drew Jr. who is the Recreation & Wellness Administrator for the district. He brings over seven years’ experience in the recreation & wellness field where he began his career as a certified personal trainer and later became a certified exercise physiologist. Kevin said that Richard joined the district in October of last year as the auditor of the recreation & wellness program. During that time, he worked quickly to learn and understand not only the policies that drive the program, but also the many aspects of the district. Although he has only been with the district for a short time, it has been obvious his thirst for knowledge and care for others is the driving force behind always providing the best service to Windham staff and resident population.

Kevin stated that Richard is a graduate of Stephen F. Austin State University, where he completed both his Bachelor's and Master's Degree of Science in Exercise Physiology. He has an extensive working knowledge of the most common recreation & wellness practices and challenges himself and his team to think outside of the box and innovate when possible to best serve Windham's residents.

Mr. Sawnick reported that in the short time that he has known Richard learned he is selfless, caring, and always willing to help in any way that he can. He and his team have already led the charge in challenging the district's staff to become more physically active with a second place finish for WSD amongst other state agencies in the "Get Fit Texas Challenge." Also, while enduring the COVID-19 pandemic, Recreation & Wellness challenged Windham School District and TDCJ and even TBCJ board members to "Walk Across Texas" while maintaining social distancing efforts while continuing to deliver distance learning to Windham students. Because of those efforts in such a short and difficult time, it is his belief that the Recreation & Wellness program has a bright future in helping the district's staff and residents live a healthier life with the direction and oversight of Richard.

Mr. Sawnick then asked those in attendance to welcome Richard Drew in his new role as a member of the WSD leadership team.

Chairman O'Daniel thanked Mr. Sawnick and congratulated Mr. Drew.

Kevin Sawnick also introduced Jerry Brown, the Transition Services Specialist for Equity and Inclusion, comes to the Windham School District with over 11 years of experience Education Policy Development and Program Implementation.

Jerry received his Bachelors in Political Science in 2008 from Florida A&M University and afterwards completed an internship with the Congressional Black Caucus in Washington, DC.

Jerry returned Florida to pursue a master's program in Education Policy and Program Evaluation at Florida State University and began working with the Florida Department of Education as a Program Specialist with the Bureau of Exceptional Education and Student Services. During his tenure at the Florida Department of Education, he monitored districts throughout the state, provided technical assistance to stakeholders and investigated state complaints.

Jerry then accepted a position with the Florida Department of Corrections as a Special Education Administrator where he worked to lead several initiatives including an Art Therapy Program, a Comprehensive Postsecondary Education Transition Program and updated the Department's special education practices and operational procedures.

Mr. Sawnick stated that in the three plus years he has known Jerry, he has been a strong proponent of access to education in an incarcerated setting for students with and without special needs. His experience in corrections and special education will support Windham School District in its efforts to provide diversity, equity and inclusion within the district. Specifically, he will focus on access to education for individuals in restrictive housing, family literacy and community partnerships.

Mr. Sawnick then asked those in attendance to welcome Jerry Brown in his new role as a member of the WSD team.

Chairman O'Daniel thanked Mr. Sawnick and congratulated Mr. Brown.

Jon Lilley, Division Director of Instruction, introduced Sumer Shropshire, WSD's Vocational Specialist for Women's Programs, who has worked in education for 19 years, 11 of those with Windham School District. During the course of her tenure with Windham she has had an opportunity to serve in several different capacities. Her first position with the district was as an academic teacher, and since then she has had the honor of serving as a life skills teacher, lead teacher, principal, regional academic specialist, and is proud to hold her current position as the Vocational Specialist for Women's Programs.

Sumer has a passion for helping incarcerated women obtain the education and training necessary to make a seamless transition back to their families, communities, and the workforce. She sits on the TDCJ Female Policy Advisory Committee as the WSD representative and also has the pleasure of working with several women's volunteer programs. Sumer produces informational and promotional literature, and also assists with the planning and implementation of both procedures and programing that are designed to promote opportunities for women. She is additionally tasked with helping to ensure equitability and standardization for all WSD female programs, and works in collaboration with Windham's Workforce Division to promote and encourage job placement for students upon their reentry.

Sumer is proud to work for Windham School District because it is her firm belief that education, training, and motivation are the keys to rehabilitation and sustained freedom for Windham's students and future neighbors. Sumer has a Bachelor's in Communications and a Masters in Educational Administration from Tarleton State University.

Mr. Lilley then asked those in attendance to welcome Sumer Shropshire in her new role as a member of the WSD team.

Chairman O'Daniel thanked Mr. Lilley and congratulated Mrs. Sumer Shropshire.

Jon Lilley also introduced Danielle Nicholes, Windham's Executive Assistant. Mrs. Nicholes received her Bachelors of Science in Human Sciences from Texas Tech University in 2017. She then graduated Summa Cum Laude from West Texas A&M with her Master of Education in School Counseling in 2020.

Danielle's career in an educational setting began teaching first and third grade in public schools, where she was recognized as Rookie Teacher of the Year. Prior to teaching, Danielle had extensive experience performing administrative tasks. Danielle then transitioned into adult education at WSD in June of 2020 as Executive Assistant to Ms. Hartman providing administrative support and assistance. She has been instrumental in maintaining communication with the district throughout COVID-19, to include weekly emails regarding district survey suggestions and action taken.

In addition, Danielle took the lead on the Family Literacy program planning and preparation until the Transition Specialist position was filled. She consistently gets tasks completed before being asked and has done an excellent job in her new role.

Mr. Lilley then asked those in attendance to welcome Danielle Nicholes to the WSD team.

Chairman O'Daniel thanked Mr. Lilley and congratulated Mrs. Nicholes.

### **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 October 30<sup>th</sup>, 2020 meeting and a personal property donation.

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

### **SUPERINTENDENT'S REPORT**

#### **Partnership and Collaboration Updates**

Kristina Hartman, Windham School District Superintendent, stated that preparing WSD students for success during and following incarceration is a multistep process that requires partnership and collaboration with various agencies, businesses, volunteers and employees. Each partner's area of expertise aligns with student needs. Ms. Hartman stated that today, she will provide the Board with an update regarding a couple of the active partnerships that support WSD students and staff.

Ms. Hartman said that most recently, WSD began collaborating to support the addition of volunteer employment coaches to work with women following incarceration. This partnership was a result of a virtual meeting with the Texas Association of Business Criminal Justice Reform Committee that led to one of the members connecting Windham with the program partner. The purpose of the employment coaching initiative is to provide support to women re-entering Texas communities from incarceration. The initial program will help 10 women develop the skills to build new relationships and improve existing relationships in the realm of employment. Topics will include individualized discussions on employment retention and advancement, and provide guidance for questions that arise in the workplace. The coaching program will consist of ten one-hour sessions over three months that will be delivered by phone or video call, and will be structured to allow space for the client and the coach to develop a professional relationship and to meet the individual employment coaching needs of each client. The clients will discover their own unique strengths and qualities and strategically create a path that is specific to them.

Superintendent Hartman reported that students nearing release will apply for the opportunity to be coached. They will qualify by committing to the length of the program and completing a self-assessment before the first session and after the last session. The assessments will be maintained by WSD. Each participant will be interviewed by the lead volunteer, who is the president and founder of a company that is focused on culture, leadership and talent, to appropriately pair each woman with the right coach. Upon completion of the program, the women will be asked to rate their coach in the following areas: creating a supportive environment, building trust, listening and understanding. The responses to this questionnaire will be kept confidential. The volunteer employment coaching program is scheduled to begin in January with volunteer training. All volunteer coaches have completed background checks and are either certified or in the process of becoming certified in employment coaching. The coaches will be trained to understand the

specific challenges women leaving incarceration face as they reenter the community.

Ms. Hartman stated that the next partnership update is an exciting collaboration related to addressing occupational licensing, employment barriers and innovative solutions for individuals that have completed career and technical education training for regulated programs during incarceration. The Texas Department of Criminal Justice, Texas Department of Licensing and Regulation, Texas Workforce Commission and the Windham School District have been meeting intermittently for several months to solidify a memorandum of understanding that defines the role of each partner to include provision of training, meaningful work assignments to support skill building, assistance with the completion of occupational licensing applications, reentry efforts. In addition, data related to the award of licenses and securing and retaining employment in the field in which training was received during incarceration will be tracked. The team members have had engaging and relevant discussions regarding process improvements to support post-release employment for individuals who are rejoining the Texas workforce.

Superintendent Hartman said the memorandum of understanding was officially executed on December 10, 2020, at a virtual event hosted by the Texas Department of Criminal Justice. The next team meeting of designees will be held on January 6, 2021, when partners will move forward with the action items listed in the agreement.

Ms. Hartman concluded that the examples provided are representative of the partnerships in which Windham School District engages to set the students up for success during and following incarceration. By creating collaborative partnerships, Windham strives to make educational advances and productive developments within the district.

Ms. Hartman thanked the Board for their support and wished everyone Happy Holidays.

The Chairman thanked Ms. Hartman and asked if there were any questions.

Eric Nichols expressed appreciation on behalf of the Board to Superintendent Hartman and her staff for the work they have done in promoting and expanding these reentry and reintegration programs for the offender community across the board as well as everything else that Windham does.

Derrellynn Perryman recognized Windham in addressing the changing needs due to the Coronavirus. She stated that the teachers and staff have really stepped up and come up with creative, innovative ways to do things. She expressed that these efforts are appreciated.

Mr. Chairman wished Ms. Hartman and the Windham staff a Merry Christmas and Happy Holidays.

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

### **Tribute to WSD Passed Employees**

Chairman O'Daniel expressed that the Texas Board of Criminal Justice offers its condolences for the loss of correctional educator Frank Rose, a 27-year veteran of the Windham School District who taught at the Robertson Unit in Abilene and helped open the campus in 1992. Mr. Rose was a respected and passionate teacher for Windham School District's pre-release program, CHANGES. He passed away unexpectedly in early November as a result of complications associated with COVID-19.

Chairman O'Daniel said that Mr. Rose was an avid sport enthusiast, including boxing and baseball. He also enjoyed building model airplanes and watching *The Crocodile Hunter*. He even made a special stick to use to catch snakes in the country. Mr. Rose had a passion for history and always made sure to keep up with the latest news updates. He also loved to challenge himself with a few rounds of trivia.

The Chairman said that the Board's hearts are with Mr. Rose's family, friends, coworkers, students, and graduates, all of whom were impacted by his gift to affect positive change—especially in the classroom. He continually communicated the success stories of these former students to his current classes, inspiring them to meet the challenges of reentry. Mr. Rose was an authentic fighter for second chances.

Chairman O'Daniel stated that “His ability to connect with students and challenge them toward change was unparalleled,” said a longtime Windham colleague and friend. “The impact of that wisdom and his legacy have shaped many, many ‘generations’ of our students. They say a teacher lives on through his students, but in Mr. Rose's case, it means that our students get to really live.” Mr. Rose is survived by his sister, daughter, nephew, nieces, grandson and great nieces.

The Chairman said that the Board would also like to offer their condolences in the loss of vocational teacher, Clemente Rocha. Mr. Rocha dedicated 25 years of hard work to Windham School District. He was an inspirational leader teaching Computer Aided Drafting at the Dominguez State Jail. Mr. Rocha passed away in mid-November from COVID-19 complications.

Chairman O'Daniel stated that Mr. Rocha had many hobbies including hitting golf balls, music, and grilling BBQ. It was stated that Mr. Rocha's steaks and ribs were “second to none.” Family was number one also for Mr. Rocha and he always valued the special moments they spent together. He enjoyed hands on activities such as building plastic models and RC planes.

The Chairman said that in 2008-2009, he received Windham School District's “Lane Murray Excellence in Teaching Award.” This award was a reflection of his dedication to his students and devotion to his career. Mr. Rocha once said, “I want my students to feel the empowerment that goes along with hard work and dedication. I want them to go forward and share with their loved ones the possibilities of success in education--and in life--and break the cycle of life in prison. I know that if I can reach out and help one, that one will reach out and help many. I believe one person can make a difference. I want to be that person!”

He reported that Mr. Rocha is survived by his wife, two daughters, brothers and sister, aunts, uncles, cousins, and many wonderful friends. Mr. Rocha's passion, energetic personality, and perseverance is only part of the reason why the Windham School District's staff speaks so highly of him. He was an inspiration to Windham's students and staff and will be truly missed. Windham School District is thankful to have dedicated staff members such as Mr. Rose and Mr. Rocha. Mr. Chairman stated that it is their passion and commitment that helps the district provide successful educational opportunities for students such as the event he then described in his Chairman's report.

### **Non-Traditional Day of Learning**

Chairman O'Daniel reported that Windham School District students recently participated in the second annual "Non-Traditional Days of Learning." WSD teachers engaged students in curriculum enhancement activities across all campuses in an effort to increase participation for current students and inspire new enrollees to attend Windham programming.

The Chairman said that the results included socially distanced, masked, learning and fun! Activities this year included the Coffield Unit campus sponsoring a "Pop Into Education Day." Students used popcorn to compare weights, measurements and probabilities. At the Fort Stockton Unit, the Cognitive Intervention class created a radio talk show. The talk show host used a microphone and stepped into his roll by introducing a panel of experts. Students were "doctors" who were experts in their field. The host would call upon the "experts" to explain to the radio audience about such topics as Thinking Errors, the Criminal Addictive Cycle, Self-Control Model, Thinking Reports, Stress and Anger Management, Goal Setting, Problem Solving, and the Relapse Prevention Plan. Spectators reported that it was amazing to watch and listen to the students as they stepped into a professional role.

He stated that at the Woodman Unit, students spent the day learning about the "History of the Circus" and working "magic" science experiments. At the Estelle Unit, the Education Department entitled their non-traditional day of learning, "Tackle It." The halls were decorated with various sports related décor. Teachers dressed in sports jerseys and jeans. Their students rotated throughout the building, participating in various games such as The Price is Right, Football Trivia, Trashcan Basketball, Football Jeopardy, Team-Building Puzzle Mania, and others while another classroom tackled the importance of computer skills upon re-entry into Texas communities. The students were actively engaged in a day of content specific games. At the Hightower Unit, the students designed and built a miniature putt putt golf course.

Chairman O'Daniel said that the Allred Unit students researched the accomplishments of Americans from diverse backgrounds. Students created paper boxes that were hung 7-feet apart down both sides of the education hallway. The names and a brief description of the accomplishments were written on the box. Students created a colorful chain that connected all the boxes as a demonstration of unity. Students also made posters to celebrate diversity, and those posters were hung in the classrooms and hallways to display their teamwork.

The Chairman concluded that Windham’s curriculum enhancement activities were a success with both staff and students. The day was designed to maximize student recruitment, attendance, and motivation to succeed. Feedback received prompted additional discussion and reflection on instructional strategies and outcomes in support of student engagement and success. Windham looks forward to the creative, engaging activities to come at the next “Non-Traditional Day of Learning!”

### **WORKFORCE AND APPRENTICESHIP PRESENTATION**

Charlene Moriarty, Windham’s Workforce Administrator, reported that The Workforce department has partnered with, and is constantly seeking, various trade-specific employers to provide them information on the robust Career and Technical Education training programs within the district. When speaking with the companies, the district seeks feedback to better align WSD’s programs with their needs for the working industry. The Workforce department has implemented an Employment Advisory Committee, which consists of employers from construction, welding, electrical, grocery and hospitality industries, and meetings will be held on a quarterly basis. The committee will discuss employment trends, training needs, program evaluation and current and anticipated technology in the industries.

Charlene stated WSD has been utilizing a standardized paper application for employment referrals. This application helps the residents to prepare for rejoining the workforce and gathering their previous community and TDCJ related employment experiences. WSD has created an electronic application that will be completed on laptops with our students while in their training program. After completing the application, it will be uploaded by WSD Information Technology Department for easy access. WSD continues to collaborate with the Division of Reentry and Integration as well.

Ms. Moriarty presented a list of the current apprenticeship programs that are located within Windham School District and Texas Department of Criminal Justice. Windham and TDCJ have been approved and met standards approved by the US Department of Labor since 1977. Apprenticeship programs are designed to prepare individuals for occupations in skilled trades and crafts. Apprenticeships offer a combination of rigorous and relevant on-the-job learning skills with related technical instruction (RTI) in the occupation. Upon completion of the apprenticeship program, the student is awarded a nationally recognized certification of completion of Apprenticeship. The apprenticeship programs are between 2,000 – 8,000 hours. There are two models that the district will use in the apprenticeship program, frontloaded and classroom models. The frontloaded program is where the student has completed a WSD or college trade and related training instruction and need to complete their on-the-job learning hours with TDCJ. The classroom model is where the student has a craft instructor that is certified by WSD to teach the program. This instructor will teach the student while completing their OJL hours. The students are registered into the Registered Apprenticeship Partners Information Management Data System (RAPIDS) and the residents complete monthly progress records to



track their training. The students that have completed a WSD program have their RTI entered into the database as a third party industry recognized certification. WSD strives for the students to have this recognition. Ms. Moriarty presented a list of potential areas of where Windham will be increasing the apprenticeship program.

Charlene said that November 8 – 14, 2020, the district recognized the apprenticeship programs for National Apprenticeship week. The Echo was asked to recognize these students for their hard work and commitment to the program.

Charlene proceeded with a photo of an apprenticeship student, Ms. Kimberly Walker, completed the WSD electrical program. After completing the class, she was a teacher aide helper, then was able to move into an electrician maintenance job assignment at the unit level. WSD enrolled her into the apprenticeship program. The resident was released before completing. The district completed her paperwork with her updated hours and helped her to gain employment with FSG located in San Antonio, TX. She is currently employed and in their Apprenticeship program and succeeding in working her hours to gain her certificate, in the Apprenticeship field. This is a full circle. Ms. Walker trained with WSD, enrolled in Apprenticeship, and helped her gain employment to continue her education. She is set on the path to complete her Apprenticeship program in the electrical field. During her time with WSD, the district assisted Ms. Walker with completing her Criminal History Evaluation Letter with Texas Department of Licensing and Regulations and received a determination letter. Once released, Ms. Walker applied and received her apprentice license and is now working in the electrical field.

Ms. Moriarty concluded that through the partnership and efforts of the WSD, TDCJ and US Department of Labor, students who come to us with limited or no work skills become employees who are talented, confident, successful and able to provide for themselves and their families. A quote from Ms. Walker: “I had no skills, no trade, nothing to depend on for a job once I was released from prison. Getting into the electrical class was by far the best decision of my life. The apprenticeship program has given me the chance of a lifetime, a career, and the promise of a better life than I thought I would ever have. For the first time in my life I had something to be proud of!”

Ms. Moriarty thanked the Board for giving her the opportunity to discuss the procedures the district has with WSD/TDCJ.

### **GOVERNOR’S EMERGENCY EDUCATION RELIEF GRANT TUTORING PROGRAM PRESENTATION**

Jon Lilley provided an update on the Governor’s Emergency Education Relief Grant Tutoring Program. He said that on September 30, 2020, the Office of the Governor awarded the Windham School District \$1.5 million dollars from the Governor’s Emergency Education Relief (GEER) grant. These funds are being used to minimize the impact of the COVID-19 pandemic that has resulted in transitioning to a socially distanced, hybrid instructional model.

Mr. Lilley reported that WSD is using the GEER funds to compensate teachers for providing after-school tutoring to struggling academic students who are in need of supplemental face-to-face instruction. Also, additional classroom time will be available for our career and technical education students who are nearing release and in need of expedited hands-on skills and time required for course completion and workplace readiness. This program is being implemented at 53 campuses with over 160 teachers electing to participate. Mr. Lilley concluded that the district is excited about the opportunity to provide additional instructional time to learners who will benefit from additional face to face instruction to mitigate the potentially negative effects of COVID-19 has had on academic and career and technical education course progress.

The Chairman asked if there were any questions, there were none. He then thanked Mr. Lilley.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING A  
RESOLUTION FOR AN ADDITIONAL EFFORT STIPEND FOR WINDHAM  
EMPLOYEES**

Superintendent Hartman stated that she is very pleased to present this Resolution to the Board requesting an additional effort stipend for Windham School District staff. Please turn to tab G of your Board packet, where you will find a copy of the Resolution. The document outlines an expenditure of district funds to provide compensation for the additional effort staff will put forth in the coming months to meet the workplace challenges during the COVID-19 pandemic. Staff will be required to work above and beyond their normal work duties as they safely navigate their work environment to support the goals of the district and educate students. This additional effort stipend distinguishes the extra work that will be required of staff and will support employee retention. It is important to note that exempt employees within Windham School District, which include all of the teachers, do not earn overtime or comp time during working days for any additional hours or efforts put forth in the course of duties that have now increased due to COVID-19. This resolution outlines a \$700 one-time payment for future additional duties to all staff employed in the district on January 6, 2021 who continue employment through March 31, 2021. Lapsed salaries will be used to fund the additional effort stipend, which will be provided to staff in January. Ms. Hartman asked for Board approval of this resolution. Ms. Hartman paused for questions. There were none.

Chairman O'Daniel asked the board for a motion.

*Molly Francis moved that WSD Board of Trustees approve the resolution for an additional effort stipend for Windham employees as presented and that the Chairman and Secretary sign the resolution for additional effort stipend for Windham employees.*

*Faith Johnson seconded the motion, which prevailed unanimously when called to a vote.*

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE ANNUAL REVIEW OF WSD BOARD POLICY WBP-11.12, “INVESTMENT POLICY” AND RESOLUTION ADOPTING THE INVESTMENT POLICY**

Robert O’Banion, WSD Chief Financial Officer, said that he is presenting the Windham Board Policy 11.12 known as the “Investment Policy” for annual review. He stated that this is in accordance with Chapter 2256 of the Texas Government Code, Public Funds Investment Act, and in conjunction with the Board’s responsibilities as the WSD Board of Trustees. There were no substantive changes to the policy, only minor adjustments to the dates and member names were also updated. The District asks for Board approval of the policy as presented along with a resolution adopting the investment policy. Mr. O’Banion paused for questions. There were none.

Chairman O’Daniel asked the board for a motion.

*Derrelynn Perryman moved that WSD Board of Trustees approve the WSD Board Policy WBP-11.12, “Investment Policy” and resolution adopting the investment policy as presented and that the Chairman sign the resolution adopting the policy.*

*Dr. Rodney Burrow seconded the motion, which prevailed unanimously when called to a vote.*

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING PURCHASES AND CONTRACTS OVER \$500,000**

Robert O’Banion stated that board approval was being requested for a purchase over \$500,000. The District recommends awarding this purchase to GED Testing Service. The contract includes an annual license fee totaling \$625,000 for student high school equivalency testing for a three year period beginning January 1, 2021 through December 31, 2023. The contract was negotiated with a minimum number of tests each year at a rate of \$50 per student.

Mr. O’Banion said that the contract provides for additional student tests at the same per student rate, if needed. Additionally, there is a \$6.25 jurisdictional administrative fee for each of the four test content areas delivered to students. GED Testing Service is an approved vendor under contract with the State Board of Education to provide the high school equivalency test and has consistently been our provider in the past. GED Testing Services is widely known and recognized by employers in Texas to assist students with obtaining employment. Funding for this contract is included in this year’s budget for the respective amount and will be incorporated into future budgets. Mr. O’Banion paused for questions. There were none.

Chairman O’Daniel asked the board for a motion.

*Sichan Siv moved that WSD Board of Trustees approve the WSD Board Purchase, GED Testing Service and contracts over \$500,000 as presented.*

*Eric Nichols seconded the motion, which prevailed unanimously when called to a vote.*

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISION OF WSD BOARD POLICY 07.44, “PROFESSIONAL STANDARDS OF CONDUCT AND DISCIPLINARY”**

Michael Mondville, WSD General Counsel, said that Windham Board Policy WBP-07.44, “Professional Standards of Conduct and Disciplinary” is being revised to include a number of changes made for clarity and grammar improvements but also to reflect the increased use of a more formal fact-finding investigations before any corrective or disciplinary action is taken. He asked that the Board approve the revised policy as presented. Mr. Mondville paused for questions. There were none.

Chairman O’Daniel asked the board for a motion.

*Faith Johnson moved that WSD Board of Trustees approve the revision of WSD Board Policy WBP-07.44, “Professional Standards of Conduct and Disciplinary” as presented.*

*Molly Francis seconded the motion, which prevailed unanimously when called to a vote.*

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISION OF WSD BOARD POLICY 07.49, “SICK LEAVE POOL”**

Michael Mondville said that Windham Board Policy WBP-7.49, “Sick Leave Pool” is being revised to adjust the definitions of a number of terms, including catastrophic illness or injury, Licensed Practitioner’s Statement, and Release to Return to Work. We also updated the application process to take into account the new automated system used in Human Resources. He asked that the Board approve the revised policy as presented. Mr. Mondville paused for questions. There were none.

Chairman O’Daniel asked the board for a motion.

*Eric Nichols moved that WSD Board of Trustees approve the revision of WSD Board Policy WBP-07.49, “Sick Leave Pool” as presented.*

*Derrelynn Perryman seconded the motion, which prevailed unanimously when called to a vote.*

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISION  
OF WSD BOARD POLICY 07.54, “MILITARY LEAVE”**

Michael Mondville said that Windham Board Policy WBP-07.54, “Military Leave” is being revised to include adding a time section for when a service member must return to work after release from active duty and another section concerning health insurance options while on active duty. He asked that the Board approve the revised policy as presented. Mr. Mondville paused for questions. There were none.

Chairman O’Daniel asked the board for a motion.

*Dr. Rodney Burrow moved that WSD Board of Trustees approve the revision of the WSD Board Policy WBP-07.54, “Military Leave” as presented.*

*Faith Johnson seconded the motion, which prevailed unanimously when called to a vote.*

Chairman O’Daniel thanked everyone for attending the meeting. The next meeting of the WSD Board of Trustees will be Friday, February 19, 2021 via video conference.

**ADJOURNED**

There being no further business for the regular session, Chairman O’Daniel adjourned the 321st meeting of the Windham School District Board of Trustees at 11:50 a.m.

\_\_\_\_\_  
Chairman\*

\_\_\_\_\_  
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.*