

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

Meeting No. 353

The Windham School District Board of Trustees met in session on Thursday, April 16, 2026, at the Sheraton Austin-Georgetown Hotel & Conference Center in Georgetown, Texas.

BOARD MEMBERS PRESENT:

Eric J.R. Nichols, Chair
General Bill Welch, Vice-Chair
Sydney Zuiker, Secretary
Honorable Faith Johnson
Dr. Rodney Burrow
Ambassador Sichan Siv
Pastor Nate Sprinkle
Tom Fordyce
Martin Garza, Jr.

WINDHAM STAFF MEMBERS PRESENT:

Kristina Hartman, Superintendent
Robert O'Banion
Kevin Sawnick
Erik Brown
Charles Bell
Danielle Nicholes
Jamie Sanders
Kelly Alcock
Rachel Taylor
Dominus Grace

CONVENED

Chairman Eric J.R. Nichols convened the meeting of the 353rd Windham School District (WSD) Board of Trustees (Board) to order on Thursday, April 16, 2026, at 2:28 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 Nichols 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.

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 February 20, 2026 meeting, appraisers for the 2025-26 school year, school district permits and excused absences.

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

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING PROPOSED REVISION OF WINDHAM BOARD POLICY – 07.05, “PROFESSIONAL EDUCATOR CONTRACTORS”

Erik Brown, General Counsel, presented that the proposed revisions for Windham Board Policy 07.05 “Professional Educator Contracts” include updates to reflect the use of email as the primary method of communication for notices, increased flexibility in the contract nonrenewal process and clarification of the contract termination process. He noted that other revisions address clarity, conciseness and style.

Chairman Nichols asked the Board for a motion.

Pastor Nate Sprinkle moved that WSD Board of Trustees approve the revision of Windham Board Policy WBP-07.05, “Professional Educator Contractors.”

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

REPORT FROM THE CHAIRMAN, WSD BOARD OF TRUSTEES

Windham's Modernization Efforts: Student Information Management System

Chairman Nichols presented that Windham School District remains committed to continuous process improvement and modernization, as outlined in the district's 2030 Plan, particularly in the area of technology advancement. He noted that a major milestone in this effort is the official launch of the Student Information Management System (SIMS), designed primarily to track student attendance and class enrollments. He said SIMS replaces the former system and reflects significant modernization efforts across terminology, infrastructure and functionality. The Chairman asked Ms. Jamie Sanders, Windham's Operational Support Supervisor, to join him in presenting this report.

Ms. Sanders presented that one of the most notable updates is the shift from outdated language to consistent use of the term “student.” The system's technical foundation has also been fully modernized into a web-based application. She said this allows campuses to view their entire educational landscape at a glance. For example, she noted that staff can now pull up all class rosters for their campus on a single screen and quickly determine which students are assigned to which classes. Ms. Sanders said future enhancements will expand SIMS's reporting capabilities to

include detailed data such as detainers, race and other demographic information.

Ms. Sanders explained that SIMS is designed to generate various reports a campus might need. She said one key feature under development is advanced reporting on student outcomes by teacher, allowing campuses to view metrics such as grade gains, achievements and instructional timelines. Postsecondary rosters will also become available for viewing as development continues.

Ms. Sanders said another major improvement is the new ability to link all class rosters directly to classroom space. She explained that this gives the Operational Support department a clear visibility into classroom capacity, current room usage and opportunities for adding postsecondary partners or launching new programs. Additionally, she noted that Mireles High School and Matthew Gaines High School are now structured within SIMS as standalone campuses. Ms. Sanders presented that this allows staff to track high school enrollments by class and, in future phases, drill down into specific subjects and student participation. She said SIMS also differentiates attendance hours awarded for face-to-face instruction versus packet-based instruction.

Ms. Sanders presented that one upcoming development will automatically add students to the education tracking roster within the Texas Department of Criminal Justice's (TDCJ) MicroFocus system at the point of enrollment, eliminating the current need for staff to enter this information manually. She said this is an important component that notifies TDCJ staff of student schedules and directly impacts daily attendance.

Ms. Sanders said looking ahead, several other enhancements are planned to further streamline processes and strengthen alignment with the 2030 Plan, including automated attendance tracking. She presented that the district envisions students scanning their TDCJ identification cards upon entering and leaving the classroom, removing the need for paper-based attendance and resulting in accurate, real-time data directly integrated into SIMS.

Chairman Nichols thanked Ms. Sanders. The Chairman commented on the importance of the automated attendance function and the modernization behind it. He said the launch of SIMS marks a significant step forward in Windham's commitment to innovation and operational advancement. The Chairman presented that by modernizing terminology, infrastructure and reporting capabilities, SIMS strengthens the district's ability to deliver data-driven reports and instruction that ultimately streamlines campus operations. He said as upcoming enhancements continue to improve accuracy and deepen insight into student progress, SIMS will play a central role in advancing the goals of the 2030 Plan and supporting high-quality educational opportunities across Windham campuses.

The Chairman presented that as a Board, they appreciated the updated and they look forward to continued enhancements that will further strengthen the district's mission and long-term vision.

Chairman Nichols commented about the potential to store feedback on the performance of students and staff in various positions and how this feedback can help to build a record for things such as parole review and program eligibility. He asked Ms. Sanders if SIMS could contribute to storing teacher feedback on the performance of students. Ms. Sanders said that although the application is still developing in some areas, the district can currently pull reports based off of student progress.

She noted that adding the function of teachers being able to enter comments directly related to a student is something that can be added to the SIMS application. The Chairman noted the importance that this feature could bring.

Pastor Nate Sprinkle asked if the SIMS system was internally developed or a commercial product that was purchased. Ms. Sanders said that it was internally developed by Windham. Pastor Sprinkle asked if this application was available to all campuses, and Ms. Sanders responded that at the time of the meeting, it was officially rolled out to all campuses. She explained that the application was rolled out as a pilot to 14 campuses at a time. Pastor Sprinkle followed up by asking what SIMS replaces. Ms. Sanders said that SIMS replaces Windham's old education management system that had been in place for over thirty years, describing the upgrade. Pastor Sprinkle asked what the feedback has been from the campuses that have been utilizing it for some time. Ms. Sanders presented that feedback has been positive, including suggestions and improvements requested from the campuses.

Superintendent Kristina Hartman recognized the talented team that helped develop the system and noted that it was implemented based on feedback directly from staff, comparing improvements from the old system to implementation of SIMS. She noted appreciation towards SIMS' functionality.

This concluded the Chairman's report.

SUPERINTENDENT'S REPORT

Windham's Cosmetology Program

Superintendent Kristina Hartman introduced her report on the Cosmetology program and acknowledged Second Chance Month. Ms. Hartman welcomed Cosmetology instructor Ms. Grace and the O'Daniel campus principal Ms. Alcock, whom both joined her in helping to deliver the report. The Superintendent provided brief introductions for both Ms. Grace and Ms. Alcock.

Ms. Alcock began the report by presenting that the Cosmetology course, which is offered to women at the O'Daniel campus in Gatesville, provides students with comprehensive classroom instruction and hands-on training, teaching them to safely use industry tools and apply techniques that mirror real salon environments. She noted that this program emphasizes professionalism, accountability and employability, preparing students not only for licensure but also for successful careers and meaningful reentry opportunities. She asked Ms. Owens to proceed with the rest of the report.

Ms. Grace presented that students receive hands-on training in hair cutting, styling and basic chemical services, along with foundational instruction in skin care, nail care and client consultation. She said through guided practice, students learn how to properly handle industry tools and equipment, perform foundational salon services and apply techniques that mirror those used in a professional salon environment. Ms. Grace explained that students also develop a wide range of technical competencies surrounding workplace professionalism, along with emphasis on safety procedures and proper sanitation practices.

Ms. Grace stated that the program requires approximately 1,000 hours of training and prepares students to earn the Texas Department of Licensing and Regulation (TDLR) Cosmetology Operator License that qualifies graduates for employment in a range of fields, including hairstyling, nail technology, skincare and related personal services roles. She said students become eligible to take the written licensing exam after completing 900 of the required 1,000 hours. Students typically test monthly through PSI Services LLC, which provides TDLR-approved testing proctors to come to the campus to administer both portions of the State Board exam. Ms. Grace explained that students are tested on a variety of subjects, including but not limited to haircuts, styling, safety criteria, nail techniques, facials and waxing. She reported that during the 2024-2025 school year, 19 Cosmetology students took the licensing exam through PSI and 100% passed.

Ms. Grace presented that upon graduation, students are prepared to serve the industry in a variety of roles, including as a practitioner, skincare specialist, manicurist, pedicurist and many others. She discussed what an honor it was to see graduates return to their communities and contribute in such impactful ways. She presented that in July 2025, the Cosmetology instructors had the privilege of reconnecting with Cosmetology alumna, Ms. Jamie Vaughn, who was a participant on the district's Alumni Panel during the Statewide Professional Development. She said Ms. Vaughn shared that after successfully completing the program, obtaining her Cosmetology Operator's license through TDLR and successfully reentering her community, she is was employed at Ashley Mitchell Salon in Houston, where she advanced to a stylist position and was actively building her own clientele.

Superintendent Hartman thanked Ms. Alcock and Ms. Grace for their contributions to the report. Ms. Hartman asked Ms. Grace about qualifications to do skin care and nails with a Cosmetology Operators License or if a certification was separate for those fields. Ms. Grace explained the specialties and additional education requirements. Board Secretary Sydney Zuiker echoed these sentiments to support further understanding.

Ms. Hartman continued by thanking Ms. Grace and Ms. Alcock again and recognizing their efforts.

The Superintendent said programs like Cosmetology reflect Windham School District's commitment to equipping students with the knowledge, credentials and confidence needed to successfully transition into the workforce and contribute positively to their communities.

This concluded her report and she paused for questions.

Chairman Nichols commented that across the district's Career and Technical Education programs, there are student ambassadors to highlight the work going on in their classrooms. The Chairman explained that during his last visit to the Cosmetology program, every student served as a program ambassador. He complimented the spirit of the students participating in the program.

Ms. Grace further presented that the Cosmetology program doesn't only focus on the beauty aspect; they provide students with knowledge in business and public speaking so that they can go out and serve as their own ambassadors within their career.

Ambassador Sichan Siv commented on the employability rate of individuals with this type of training. Superintendent Hartman answered Ambassador Siv by explaining that although jobs are available, there are some employability barriers not related to skillsets. She explained that the district will have more data to share following the next Biennial Evaluation Report and information from the Texas Workforce Commission.

Dr. Rodney Burrow asked for clarification on terminology within the industry. Ms. Grace explained the differences and clarity between being a beautician, cosmetologists and estheticians.

Vice-Chair Bill Welch asked Ms. Grace what brought her to Windham School District and away from her own private practice. Ms. Grace explained that her purpose to impact others is what brought her to the district. Vice-Chair Welch further thanked Ms. Grace and the district overall for all that they do to enhance rehabilitation.

Secretary Zuiker asked for clarity on possible income rates for individuals working within the field. Ms. Grace noted the salary level and the range of employment opportunities for those who hold the Cosmetology Operator's License. Ms. Zuiker noted the flexibility and entrepreneurship skills that propel earning potential.

Superintendent Hartman thanked Ms. Grace again. This concluded the Superintendent's report.

2024-2025 ANNUAL PERFORMANCE REPORT

Danielle Nicholes, Communications Administrator, presented Windham School District's 2024-2025 Annual Performance Report, themed, "Championing Education, Inspiring Innovation." This theme highlights the district's belief that education is a pathway for opportunity, through academic, life skills, career and technical education (CTE) and postsecondary programming. She noted that all data within the report reflected the work of staff and students between September 1, 2024, through August 31, 2025.

Ms. Nicholes said Windham provides education and support to students as they prepare for the workforce and community integration. She noted that this begins with assessments such as the Tests of Adult Basic Education (TABE®) and purposeful student advisement for enrollment in academic, CTE and life skills courses outlined within their Individualized Treatment Plan (ITP). She described the common characteristics of the average student entering Windham academic programming, and stated that in the 2024-2025 school year, approximately 50,000 students received Windham educational services.

Ms. Nicholes presented that Windham is committed to enhancing support for eligible students under the age of 21 who meet eligibility requirements under the Title I, Part D grant. She discussed the oversight of the provision of services to students with disabilities. She noted that during the 2024-2025 school year, 470 students received special education services.

Ms. Nicholes reported that in SY25, 19,800 students participated in Windham's literacy and HSE programs, with approximately 64% of eligible students demonstrating measurable skill gains. A

total of 3,502 students tested for the GED®, with 84.5% earning an HSE certificate. She also highlighted enrollment, graduation outcomes, dual credit and industry-based certificate achievements at Matthew Gaines and Mireles High Schools, and noted that five campuses participated in the Goodwill Excel Center adult accelerated diploma partnership.

Ms. Nicholes presented that Windham's Family Literacy program continued to support family engagement and positive reentry outcomes in SY25, facilitating over 1,100 parent-child educational interactions. Additionally, she reported that Family Literacy Day events across six campuses engaged more than 200 children, caregivers and family members in activities promoting educational growth and family involvement. She turned the report over to Windham's Division Director of Instruction Kevin Sawnick to proceed.

Mr. Sawnick said Windham's Life Skills programs prioritize cognitive behavioral development, in turn promoting personal growth and inspiring lasting change. She reported that in SY25: 15,532 students participated in the Changing Habits and Achieving New Goals to Empower Success (CHANGES) program; 7,881 students participated in the Cognitive Intervention Program (CIP); and 3,646 students participated in the Parenting program.

Mr. Sawnick reported that Windham prioritized districtwide technology modernization by launching the Academic and Instructional Technology department, expanding digital instructional resources and educator support. He described key initiatives, which included implementing remote instruction via Edovo for individuals in Restrictive Housing and introducing the Peer Tutor program.

Mr. Sawnick presented that in SY25, Windham offered over 40 CTE courses across 10 career clusters. He said there were 8,487 CTE course completions and 13,353 industry-based certifications were earned. Windham, in partnership with TDCJ, offered 30 apprenticeship occupations registered with the United States Department of Labor. He noted there were 1,767 active participants, with 227 of those achieving sufficient hours to complete their respective program.

Mr. Sawnick said Windham's College and Career Readiness department began transitioning postsecondary program administration in alignment with Texas Sunset Advisory Commission recommendations. He reported that in SY25, the department supported five new higher education institutions through the Prison Education Program process and prioritized occupational licensing by submitting 1,024 Criminal History Evaluation Letters and applying for 234 licenses prior to student reentry.

Mr. Sawnick presented that during SY25, Windham's Recreation and Wellness department expanded through the launch of the Women of Wellness dorm at the O'Daniel campus and increased employee participation in health and wellness initiatives. He said the district also achieved notable success in Walk Across Texas, placing first in its category with 134,629.66 miles logged, an increase of more than 49,000 miles from the previous year.

Mr. Sawnick reported Windham's accountability system serves as a way to monitor and evaluate district and campus performance, and noted that the district received an overall rating of "accomplished" for the 2024-2025 school year.

Mr. Sawnick concluded by saying that this report only covered a small portion of the content within this Annual Performance Report. He presented that it is always a pleasure to spotlight the outstanding work of Windham educators, staff and students, and they look forward to continuing to champion education and inspire innovation in the years to come.

This concluded their report and they paused for questions.

Chairman Nichols thanked them for their report. He commented on the common characteristics of Windham participants, the district's accountability rating, student engagement and continuous process improvement.

Superintendent Hartman explained the data behind an educational gain and how it is measured with adult learners. The Chairman expressed appreciation for her explanation.

Vice-Chair Welch asked for clarification on the percentage of students who successfully earned their high school equivalency versus the percentage of those not reported. Mr. Sawnick explained that the percentage of students not reported may still be enrolled after the reporting period closed. Vice-Chair Welch asked for further clarification on the district's accountability rating and how it works. Superintendent Hartman explained how it measures success in a variety of areas and that contributes to the overall "grade" of the district. She also provided remarks regarding Correctional Education Association audit processes.

This concluded the report.

CELEBRATING AMERICA'S 250-YEAR STORY

Ms. Danielle Nicholes, Communications Administrator, presented that in celebration of 2026 marking a historic milestone for America, 250 years since the signing of the Declaration of Independence, Windham School District and TDCJ launched *America's 250-Year Story*, a statewide instructional and engagement initiative. She reported that the series runs from March through December and reflects full Board involvement, with Ambassador Sichan Siv providing key leadership in its development and planned participation.

Ambassador Siv provided remarks related to the Declaration of Independence, the two-dollar bill and a painting from John Trumbull. He gifted a replica of the Declaration of Independence to the Chairman for the Board's display.

Ms. Nicholes continued by reporting that the initiative uses monthly themes, multimedia resources and interactive activities to strengthen civic understanding, highlight leadership, connect history to careers and inspire reflection among staff and residents. She said campuses will receive ready-to-use instructional materials, digital signage, trivia and engagement content, with additional USA-themed events and projects planned throughout the year.

This concluded the report and she paused for questions.

The Chairman expressed appreciation to Ambassador Siv for his leadership in developing this initiative.

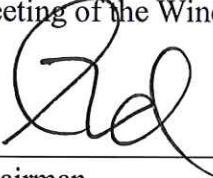
Pastor Nate Sprinkle asked how Windham planned to push out the resources for each of the monthly themes. Ms. Nicholes explained that the district's Academic and Instructional Technology team develops the resources and pushes them out districtwide via a Microsoft Teams channel for instructors to utilize within their classrooms.

This concluded the report.

Chairman Nichols thanked everyone for attending the meeting and announced the next meeting of the WSD Board of Trustees will be on Friday, June 19, 2026 in Huntsville, Texas.

ADJOURNED

There being no further business for the regular session, Chairman Nichols adjourned the 353rd meeting of the Windham School District Board of Trustees at 3:31 p.m.



Chairman



Secretary

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.