



WINDHAM SCHOOL  
DISTRICT  
BOARD OF TRUSTEES

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**DATE:** June 19, 2009

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**SUPERSEDES:** December 3, 2008

# WINDHAM BOARD POLICY

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

**AUTHORITY:** Texas Education Code Chapter 19, §21.351(c), Chapter 31 and Chapter 45, Subchapter G; Texas Government Code Chapter 2256

**APPLICABILITY:** Windham School District (WSD or District)

## **POLICY:**

As the governing body of the WSD, the primary role of the WSD Board of Trustees (Board) is to adopt rules as necessary for its own procedures and for operation of the District.

## **PROCEDURES:**

### I. General

The Board governs the District and shall employ a Superintendent who is responsible for the administration and enforcement of all laws relating to the District.

### II. Board Duties/Responsibilities

The following duties and responsibilities as specified by statute, appropriations bill rider, or existing policy and operations, require Board action:

- A. Appointment and Evaluation of Superintendent (See WBP-03.01, "WSD Superintendent Qualifications, Selection, Evaluation, and Dismissal or Renewal/Non-Renewal of Contract").

B. Routine Business

District business requiring Board action includes:

1. Holding regular meetings in conjunction with Texas Board of Criminal Justice (TBCJ) meetings to review and conduct the business of the District;
2. Approval of the WSD operating budget, any appropriations request to the Texas Education Agency (TEA) and salary schedules (Texas Education Code §19.009);
3. Developing and implementing policies, including personnel policies, that clearly separate the policymaking responsibilities of the Board and the management responsibilities of the Superintendent and the staff of the District and ensure the effective and efficient operation of the District (Texas Education Code §§19.004 and 19.009);
4. Adopting a strategic plan for the District (Texas Education Code §19.010);
5. Approving employment contract language and delegating the authority for employment contracts to the Superintendent;
6. Approving actions relating to textbooks (Texas Education Code Chapter 31);
7. Rulemaking, including adoption of memoranda of understanding with other agencies, when required by statute to be adopted by rule, or with divisions or departments of the Texas Department of Criminal Justice (TDCJ);
8. Appointment of advisory committees to the Board;
9. Acceptance of donations to the District or Board (See Section II.E below);
10. Approving purchases and contracts over \$500,000 unless required by law or court order, or approved through prior Board action. If it is determined that a purchase or contract over \$500,000, previously approved by the Board, will exceed the approved purchase/contract amount, a request for approval of the increased amount shall be made at the next Board meeting. In the event that such a purchase or contract is required between meetings of the Board, and it is determined by the Superintendent that delaying the approval of such purchase or contract until the next Board meeting would result in operational hardship for the WSD, out of cycle approval shall be obtained via fax or e-mail from the Board Chairman. Out of cycle approvals as authorized by this Section shall be reviewed by the Board at

the next scheduled Board meeting following such out of cycle approval, to include special called meetings;

11. Annual review and approval of all amendments to WSD policies related to equal employment opportunity (7.01-2, "Equal Employment Opportunity"); contract and noncontract employment (7.05, "Contract and Noncontract Employment"); salary administration (7.06, "Salary Schedules"); appraisal and evaluation (7.18, "Performance Evaluations and Professional Development Appraisal System (PDAS)"); grievance (7.26, "Employee Grievance Procedures"); selection (7.37, "Selection of Personnel"); discipline (7.44, "Progressive Discipline Policy"); and any other policies related to these subjects promulgated after the date of this Board policy;
  12. Approving Depository Contracts (Texas Education Code Chapter 45, Subchapter G);
  13. Reviewing bimonthly WSD's investment activities (Texas Government Code §2256.005(e));
  14. Annual review of WSD's Investment Policy pursuant to WBP-11.12, "WSD Investment Policy" (Texas Government Code §2256.005(e));
  15. Approving the establishment of contracts between the WSD and a private business to conduct programs on or off property operated by the TDCJ;
  16. Approving the creation or elimination of a division of the District;
  17. Approval of any minutes of prior meetings of the Board;
  18. Approving appraisers under the PDAS;
  19. Approval of excused absences of Board members from regularly scheduled Board meetings;
  20. Annual review of the accountability system as developed by the Superintendent pursuant to WBP-03.02, "Windham School District Superintendent Responsibilities and Authority"; and
  21. Other actions as may be mandated by statute, policies of the Board or requested by the Governor, Legislature or Superintendent.
- C. Following WSD staff action, a summary of the following action items shall be submitted for inclusion in the materials that shall be reviewed by the Board at the next Board meeting following such action:

1. Requests for proposals, qualifications, or offers that are issued and expected to exceed \$250,000;
  2. All purchases and the resolution of contractual disputes over \$250,000 and under \$500,000;
  3. Emergency purchases from operating funds in amounts of \$100,000 or more; and
  4. Changes in personnel policies, except as provided in Section II.B.11 above.
- D. The bimonthly investment report shall be submitted for inclusion in the materials that shall be reviewed by the Board for each Board meeting.
- E. Donations to the WSD

Gifts to the WSD valued at \$500 or more shall be accepted through the consent portion of each posted Board meeting agenda. The consent agenda shall 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 shall specify the designated division, area or section. Gifts may be accepted subject to Board approval, if placed on the consent agenda for the Board meeting immediately following such acceptance. Gifts shall be for use in maintaining and improving educational programs and services, unless other specific statutory authorization allows the use of gifts by the District for other purposes.

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