



WINDHAM SCHOOL
DISTRICT
BOARD OF TRUSTEES

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DATE: November 29, 2007

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SUPERSEDES: WBP-3.03, WBP-3.05
and WBP-3.06

WINDHAM BOARD POLICY

SUBJECT: WINDHAM SCHOOL DISTRICT SUPERINTENDENT
RESPONSIBILITIES AND AUTHORITY

AUTHORITY: Texas Education Code, Section 19.010

APPLICABILITY: Windham School District (WSD or District)

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/or
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 District;
 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 District to improve operations and make changes as necessary to the organizational structure, except for the creation or elimination of divisions of the District;
 4. Overseeing the fiscal management of the District, 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 District 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 General Counsel of the TBCJ shall discuss in executive session settlements in excess of \$50,000 and cases where the Superintendent and the General Counsels, after consultation with the Board Chairman, determine that the settlement should be discussed in executive session;
 6. Implementation of personnel policies for the District;
 7. Development of policies for the dissemination of information to the general public; and

8. The authority, after consultation with the Board Chairman, to initiate litigation for the collection and enforcement of demands and debts owed to the District.
- C. In carrying out this delegated authority, the Superintendent shall ensure adherence to all applicable statutes and regulations governing the District.

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 District 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 District and campus performance in academic, vocational and life skills programs as offered by the District. 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.

Christina Melton Crain, Chairman
Windham School District Board of Trustees