

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

Meeting No. 331

The Windham School District Board of Trustees met in session on Friday, August 26, 2022 at the San Luis Resort Spa & Conference Center in Galveston, Texas.

BOARD MEMBERS PRESENT:

Patrick L. O’Daniel, Chairman
Derrelynn Perryman, Vice Chairman
Pastor Larry D. Miles, Secretary
Eric Nichols
Mano DeAyala
Hon. Molly Francis
Hon. Faith Johnson
Ambassador Sichan Siv
Dr. Rodney Burrow

WINDHAM STAFF MEMBERS PRESENT:

Kristina Hartman, Superintendent
Martha Robinson
Felicia Johnson
Alysia Fulton
Erika Moore
Laurie Olivarez
Robert O’Banion
Jon Lilley
Kevin Sawnick
Erik Brown
Charles Bell
Azure Mach
Jeffery Flowers
Kimberly Calhoun
Luann Pickett
Michelle Lewis

CONVENED

Chairman Patrick L. O’Daniel convened the meeting of the 331st Windham School District (WSD) Board of Trustees (Board) to order on Friday, August 26th, 2022, at 8:09 a.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. The meeting recessed at 8:09 a.m. and reconvened into Executive Session at 8:11 a.m. At 8:37 a.m., Chairman O’Daniel adjourned Executive Session and reconvened regular session at 8:41 a.m. 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

Ms. Felicia Johnson, Coffield Principal, indicated that it was her honor to introduce Ms. Martha Robinson. Ms. Martha Robinson was named WSD's Teacher of the Year. She is also the recipient of the Lane Murray Excellence in Teaching Award. Named after WSD's first superintendent, as well as the first female superintendent in Texas, the Lane Murray Excellence in Teaching Award is the highest honor bestowed upon a WSD teacher. In addition to this monumental achievement, Ms. Robinson is also WSD's Career and Technical Education Teacher of the Year.

Ms. Johnson said that when you step into Martha Robinson's Introduction to Culinary classroom, it is not like walking into an ordinary classroom, but instead a restaurant that she and her students named Culinary Delights. It is here that Ms. Robinson serves her students culinary knowledge, delicious recipes and, most importantly, life lessons. Through her curriculum, students reflect and share their personal experiences with cooking, including cultural recipes, family memories and techniques. She highlights unique menus, discusses restaurant openings or closings and hosts bake offs to keep students engaged and learning.

Ms. Johnson said that Ms. Robinson's dedication for correctional education is steadfast. She has led students at the Coffield Campus since 2012, first as a testing specialist, then a health and wellness coordinator, and now as a career and technical education teacher for the campus' culinary program. Prior to working for WSD, Ms. Robinson was a special education teacher at Rusk Intermediate and teacher's assistant at Wichita Falls ISD. With a health and wellness background, Robinson holds her Bachelor of Science in Kinesiology from Midwestern State University and industry-recognized credentials in OSHA, ServSafe and Health and Wellness. According to Robinson's peers, she is a servant leader who is full of new ideas, always willing to help and protrudes excitement that her students reflect.

Ms. Johnson asked the Board to please join her in congratulating Ms. Robinson as the Lane Murray Excellence in Teaching Award Recipient.

Ms. Robinson expressed gratitude and indicated that teaching has been her passion since the age of 11. She stated that the hardest part of her job is driving to work every day. She shares two things with her students when they first come in the classroom; that they are a family and for the next six hours, they are not in prison. Ms. Robinson says this to take their mind off of being incarcerated. She said that her class mission is to inspire, inform and encourage her students to change their mindset for when they are released. She thanked the Board for the opportunity to teach for

Windham and thanked Ms. Hartman for coming in and making a difference to the Windham School District. Ms. Robinson concluded by thanking Ms. Johnson for giving her support and the freedom to be able to teach.

The Chairman congratulated Ms. Robinson.

Ms. Erika Moore, Panhandle Regional Principal, indicated that it was her honor to introduce Ms. Alysia Fulton, a Finalist for District Teacher of the Year, and WSD's Academic Teacher of the Year. A lifelong learner, Alysia Fulton's passion and dedication for education is reflected throughout her career and her classroom. As a Special Education teacher for WSD, she leads her students firmly with clear expectations, patience, support and kindness. She does this by modeling appropriate behavior, making professional connections and creating lessons around the needs of her students. Ms. Fulton works to build a sense of community for her students and her coworkers. She brings in different community members to discuss life lessons and connects students to potential employers.

Ms. Moore said that additionally, Ms. Fulton promotes the importance of continuing education through CTE and college courses. Ms. Fulton has worked for WSD as both an English as a Second Language (ESL) teacher and a special education teacher. Prior to WSD, she worked as a paraprofessional, kindergarten teacher, first grade teacher, three-year-old teacher, and CTE teacher. Ms. Fulton has a Bachelor of Applied Arts and Science as well as an EC-4 ESL Generalist certificate and Special Education certificate.

Ms. Moore asked the Board to please join her in recognizing Ms. Fulton for this huge accomplishment.

Ms. Fulton thanked the Board for the support that she has received. She indicated that when she started her career with Windham six years ago, she was unsure of how it would proceed. However, she is now thriving. She thanked the Board for everything they do for the teachers, staff, and students.

The Chairman congratulated Ms. Fulton.

Ms. Laurie Olivarez, Alamo Star Regional Principal, introduced Ms. Cecil Rodriguez, also a finalist for District Teacher of the Year, and WSD's Life Skills Teacher of the Year. With over 20 years of teaching experience, Cecil Rodriguez is a mentor to everyone she meets. She always welcomes her students and co-workers with a warm smile and encouraging word. Similarly, she is the first to offer moral support, give advice and motivate those around her.

Ms. Olivarez said that as a CHANGES teacher at Garza West, Ms. Rodriguez creates active learning lessons to meet the need of all students. She uses group lessons that incorporate the level of each student to ensure all students are involved in the project. Her peers describe her as a gifted teacher who is consistent, firm and great at building rapport with her students.

Ms. Olivarez said that Ms. Rodriguez holds a Bachelor of Arts in Literature, Master of Education and is certified in Secondary English, Secondary History and Principal. Prior to joining Windham, she taught middle school science, english, reading, math, writing and technology.

Ms. Rodriguez was not able to attend the meeting, but Ms. Olivarez asked the Board to please join her in recognizing Ms. Rodriguez for this huge achievement.

The Chairman congratulated Ms. Rodriguez.

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 June 24, 2022 meeting, excused absences and personal property donations.

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

SUPERINTENDENT'S REPORT

Library Services Updates

Ms. Hartman said that Windham School District (WSD) organizes and ensures smooth functionality of 89 libraries within WSD campuses across the state of Texas. The Library Services Department consists of numerous hardworking individuals committed to providing up-to-date reading materials to patrons, hosting events for students and staff such as contests and conferences, and implementing initiatives including campus volunteers to ensure maximum success within the libraries.

Superintendent Hartman stated that since the beginning of 2022, the Library Services Department has shipped over 37,000 books across the district. This includes books that were purchased, donated from various individuals and organizations, and items distributed during restricted movement. There are currently 2,000 donated books available on standby for WSD libraries to access as needed. These books are of a variety of genres and themes in order to provide WSD patrons a diverse collection. By the end of the calendar year, the Library Services Department anticipates to distribute over 17,000 new books to WSD campuses for patron access. Throughout the year, WSD circulates over one million books between patrons.

Ms. Hartman said that not only does the Library Services Department ensure the availability of reading materials, but they also host exciting, creative events for Windham students. Each year, the Library Services Department holds a bookmark contest and a poetry contest. Windham students look forward to these opportunities to showcase their artistic side. This year, 80 of the 89 Windham libraries participated in the bookmark contest, and 63 participated in the poetry contest. With these creative outlets, patrons are able to demonstrate their interests through a variety of formats. This year's winning entries are currently being assembled into a booklet by Windham

teacher Robert Gray's Printing and Information Technology (PIT) class. In addition, all of the bookmark entries are compiled into one poster for display in the WSD administration building. These events are great opportunities to see Windham students' creative talents in action.

Superintendent Hartman said that in order to ensure all Library Services staff are current on department procedures, updates and initiatives, Rebecca Gillen, Library Services Administrator, organized and hosted a statewide professional development event for all library services staff. The robust agenda consisted of items such as process reviews, trainings, collaborative networking, and department updates from Department Director Kevin Sawnick. This professional development event hosted a variety of speakers from Superintendent Hartman, WSD Administrators, Library Services staff, and volunteers. Each speaker came prepared with presentations and activities focused on library processes and concepts. Board member Ambassador Sichan Siv was the conference keynote speaker. Ms. Gillen indicated that "all the WSD staff were very impressed with the Ambassador's story and honored that he took the time to speak." Ms. Hartman indicated that an individual was walking past the area where staff were meeting, and it turned out to be a former student that was an employee of the venue. It was very special. He came in and addressed the staff and thanked them for their efforts when he was a Windham student.

Ms. Hartman said that Windham Library Services staff is dedicated to providing a diverse variety of reading materials readily available to WSD patrons. Through purchases and donations, campus libraries are stocked with a multitude of options including books, magazines, and digital catalogs. Digital catalogs enable Windham teachers and students to view the library inventory on the computer. In addition, the Library Services Department is working collaboratively with Windham's Information Technology Department in order to implement an improved check-out system for campus libraries to increase production and minimize the time that it takes to locate materials. This initiative is expected to be implemented by January of 2023. To support maximum functionality of campus libraries, the district has incorporated volunteers to assist in the libraries as needed. Currently, there are over 500 authorized volunteers that are approved to assist on Windham campuses.

Ms. Hartman said that the district's specialized Library Services staff includes a department administrator, regional librarians and volunteer coordinators, library assistants, and administrative assistants. Ms. Hartman said that she is thrilled with the progress and updates that the WSD library team has made this year, to include the Board-supported adjustment of closed-stack libraries to ensuring open access to library materials by patrons, and anticipate more progressive updates in the future. With the hard work of Windham's library services team, campuses are able to have effective, diverse libraries that give WSD patrons the opportunity to expand their knowledge through literature and other resources.

This concluded Ms. Hartman's report. She paused for questions.

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

Ambassador Siv indicated that he was very impressed with the program and would like to visit a campus to learn more.

The Chairman thanked the Ambassador.

REPORT FROM THE CHAIRMAN, WSD BOARD OF TRUSTEES

Braille Graphic Design Apprenticeship Graduation

Chairman O'Daniel said that Windham School District's Graphic Design Apprenticeship program collaboration with the Texas Department of Criminal Justice Manufacturing, Agribusiness and Logistics (MAL) Braille Facility began in November 2020 at the Mountain View campus. This partnership was designed to offer students an outlet to expand their knowledge of graphic design through the understanding of concepts, principles and techniques through the tactile writing system of Braille. With this certification, a multitude of career avenues such as graphic designer, web developer, and computer artist are available for the apprentices to explore upon returning to their communities.

The Chairman said that in order for students to receive their graphic design apprenticeship program completion certificate, they must complete 216 Related Technical Instruction (RTI) hours and 3,000 On-the-Job Learning (OJL) hours. The program syllabus consists of various modules such as orientation, forms and work communication, safety, quality, organizing and planning work, design, and production. The modules are assigned a certain number of hours which are required for the OJL hours. The RTI hours taught by TDCJ staff, who also operate as Windham School District instructors for apprenticeship, Ms. Billman, Ms. Bell and Mr. Gaylord are composed of studies and testing in areas such as orientation and first aid, trade specific occupations, and employment readiness and retention.

Chairman O'Daniel said that the implementation of the Braille program was a dream followed through from beginning to end. Ms. Billman and a friend, Florence Moore, Plant Manager, were instrumental in the initiation of the Braille program at Mountain View. In the 1980's, Ms. Billman and Ms. Moore had a vision of providing women the opportunity to prepare themselves for a successful future upon release. Unfortunately, Ms. Moore passed away, but Ms. Billman continued their dream. Ms. Billman always had an interest in Braille, and with MAL's assistance, she was able to start the Braille Transcribing Facility at Mountain View in 2000. Ms. Billman stated, "I always said if I could see one woman leave the prison and be able to use the skills she obtained from the program, I would know that my vision had become a reality." We are grateful for Ms. Billman and Ms. Moore's vision and determination to see this dream become a reality.

The Chairman said that Windham works collaboratively with Sharon Albert, MAL Division Manager, and Jessica O'Donnell, MAL's Deputy Director of Programs, in order to provide students access to the Mountain View Braille (MVB) program for completion of the required OJL hours. During the OJL process, the instructors work closely with the apprentices to learn how to create high quality tactile graphics. Tactiles are three-dimensional representations of any educational diagrams. Ms. Billman said, "The students have to design the map to fit what the blind population will need. Each feature of the map has to be reproduced in different textures, symbols, or keyed labels." To ensure readability, the students print the graphics on an embosser for

confirmation of understanding. Ms. Billman indicated that through the collaboration of WSD and MAL, the braille facility became a member of the National Braille Association. With this membership, MVB receives monthly webinars providing the apprentices the opportunity to view training from the outside world.

Chairman O'Daniel said that on June 28, 2022, Windham School District held the first graduation for the Braille Graphic Design Apprenticeship Program at the Mountain View Campus. The graduating class consisted of 19 program completers with 16 in attendance. Windham graduates received their Department of Labor Graphic Design apprenticeship certification in front of their family, friends, and district leadership. Superintendent Hartman was the keynote speaker, congratulating and recognizing the graduates for their hard work and well-deserved achievement. Ms. Hartman said that, "With this accomplishment, you have proven to yourself that you are capable of whatever you set out to achieve. In addition, you prove to potential employers that you are a determined, hardworking, and a certified candidate with the training and skills necessary to be a successful employee." The ceremony agenda also included remarks by the unit warden, a graduating student, and Sharon Albert of MAL. This was an exciting day for all in attendance, as another milestone was achieved by the graduates, MVB and Mountain View campus. Charlene Moriarty, Windham School District Workforce Administrator said, "We are proud of this accomplishment and our students for being able to earn this level of completion while incarcerated. The students earning their OJL hours shows that they are committed to the program and receiving their completion certification." These graduates made the conscious choice to put themselves and their future first by ensuring the hours, information and standards were met in order to receive their completion certification, thus, setting themselves up for a successful career and future. Chairman O'Daniel concluded that the Board is proud of the graduating class and all involved in this success.

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

WSD Chief Financial Officer, Robert O'Banion, stated that board approval was being requested for a purchase over \$500,000. WSD recommends awarding the purchase to Aztec Software totaling \$1,047,000.00 for student instructional software licenses. This contract will renew licensing at 84 computer lab sites across the district to support student academic achievement. The contract also includes 13 license renewals at Title I sites that support WSD students who are under the age of 21. This purchase is being made through the Education Service Center Region 19 – Allied States Cooperative in El Paso, TX. Consistent with all of WSD purchasing cooperatives, the contract is bid and negotiated through the Education Service Center without any fees to the Windham School District. This license agreement is for a 12-month period beginning September 2022 and extends through August 2023. This software provides diagnostic, prescriptive, computer-based instruction to support and enhance the academic and Title I programs. Funding for this purchase is included in the recommended Fiscal Year 2023 budget. Mr. O'Banion paused for questions. There were none.

Chairman O'Daniel asked the board for a motion.

Eric Nichols moved that WSD Board of Trustees approve purchases and contracts over \$500,000 as presented.

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

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE WSD BUDGET AND SALARY SCHEDULE FOR 2022-2023

Robert O'Banion presented the budget and salary schedule for the 2022-2023 school year. Mr. O'Banion indicated that WSD has a number of positive initiatives incorporated into the upcoming school year. He indicated that the total revenue remains relatively unchanged for fiscal year (FY) 23 at the amount of \$69,873,395. However, WSD did see several fluctuations within the types of revenue. Special Grant funds for FY23 is almost \$5.3 million, which is a decrease of \$211,000 from the prior year due in part to the end of the Governor's Emergency Education Relief Fund Grant, which was fully expended. The MOU funds with TDCJ revenue increased to almost \$5.6, which reflects a \$374,000 increase to account for increased salaries.

Mr. O'Banion stated that the all funds budgeted expenditures decreased for FY23 by a small amount of 1.5% or \$1.2 mil to \$75,187,470. The most significant increase in expenditures for next year is from the implementation of a 10% salary increase for all staff, with the exception of the Superintendent whose salary is set through Board action. This increase is effective September 1st as outlined in the board resolution from this past April board meeting. This 10% increase represents an increase in expenditures of \$5.4 million in payroll expenses. WSD has also included funds in this budget for multiple program continuations and expansions.

Mr. O'Banion said that this budget includes funding to support the new grant partnership with the Texas Workforce Commission to support Integrated Education and Training program implementation. This three-year partnership has a budget of \$750,000, of which \$324,000 is budgeted next year. Expenditures also provide for purchases of over \$692,000 to expand technology and utilize one-time committed funds. Improvements will be made to student computer labs to support computer-based instruction.

Mr. O'Banion said that budgeted expenditures also include an agreement with the Correctional Education Association to perform robust campus audits within education that will meet American Correctional Association accreditation requirements. Expenditures also support Windham's new Regional Principal model to provide leadership, professional development and technical assistance to campus principals.

Mr. O'Banion said that the total FTE's decreased from last year's budget by 47 to 1,094.5 FTE's for FY23. The remaining pages (9-13) of the budget book reflect WSD's different salary plans. Finally, in addition to WSD's next year budget, Windham leadership discussed individually with each member the district's exceptional item request that will be submitted in the upcoming legislative session, which totaled almost \$10.3 million for the biennium. It includes continued

funding for the 10% salary increase for teachers, expansion of a pilot to provide instructional services to students in restrictive housing, expansion of career and technical education programs, the continuation of WSD's family literacy programs and finally expansion of the district's workforce coordinator program to assist with occupational licensing pre and post release.

Mr. O'Banion requested that the Windham School District Board of Trustees approve the 2022-2023 budget for the Windham School District as presented and the salary schedule per Board Policy. He then paused for questions.

Eric Nichols asked if the budget included increased use of tablets to help support programs such as the GED program. Mr. O'Banion stated that there is fund balance from October 2021 for enhanced technology. A portion of these funds have been expended each year. The district has over \$600,000 in next year's budget for technology for students to assist with the GED program and other computer-based instructional learning.

Chairman O'Daniel asked the board for a motion.

Ambassador Sichan Siv moved that WSD Board of Trustees approve the budget and salary schedule for the 2022-2023 and authorize the Superintendent to make transfers as necessary as authorized by Board Policy.

Judge Molly Francis 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, October 14, 2022 in Fort Worth, Texas.

ADJOURNED

There being no further business for the regular session, Chairman O'Daniel adjourned the 331st meeting of the Windham School District Board of Trustees at 9:18 a.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.