

Windham School District
Board of Trustees
284th Meeting



Minutes

October 9, 2014

Austin, Texas

WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES

**Radisson Hotel – Riverside South
111 Cesar Chavez at Congress
Austin, Texas 78701**

**October 9, 2014
11:00 – 11:30 AM**

ORDER OF BUSINESS

Call to Order

Convene Windham School District (WSD) Board of Trustees (Board)

I. Regular Session

- A. Recognitions
 - 1. WSD Employee Service Awards
- B. Consideration of Approval of Consent Items (*pages 1-2*)
 - 1. Minutes of the August 22, 2014, WSD Board Meeting
 - 2. Appraisers for the 2014-2015 School Year
 - 3. Personal Property Donations
 - 4. Excused Absences
- C. Superintendent's Report
- D. Report from the Chairman, WSD Board
- E. Discussion, Consideration, and Possible Action Regarding the Annual Review of WSD Board Policy WBP-11.12 (rev. 7), "Investment Policy" and Resolution Adopting the Investment Policy (*pages 3-29*)
- F. Discussion, Consideration, and Possible Action Regarding Revisions to WSD Board Policy WBP-02.00 (rev. 5), "Windham School District Board of Trustees Responsibilities" (*pages 30-37*)
- G. Discussion, Consideration, and Possible Action Regarding Revisions to WSD Board Policy WBP-03.02 (rev. 5), "Windham School District Superintendent Responsibilities and Authority" (*pages 38-41*)
- H. Discussion, Consideration, and Possible Action Regarding Revisions to WSD Board Policy WBP-07.05 (rev. 4), "Term Contract Employment" (*pages 42-61*)
- I. Discussion, Consideration, and Possible Action Regarding Deletion of Windham Board Policy WBP-07.32, "Policy on Substitute Teachers" (*pages 62-65*)
- J. Achieving Success Through Active Learning Presentation

Adjourn WSD Board

The WSD Board may discuss and/or take action on any of the items posted on this meeting agenda. The WSD Board may also convene into Executive Session on any of these matters when attorney-client privilege is warranted.

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

Meeting No. 284

The Windham School District Board of Trustees met in regular session on Thursday, October 9, 2014, at the Radisson Hotel in Austin, Texas.

BOARD MEMBERS PRESENT:

Oliver Bell, Chairman
Leopoldo (Leo) Vasquez, III, Secretary
Judge Larry Gist
Eric Gambrell
Carmen Villanueva-Hiles
Janice Harris Lord
Terrell McCombs
Larry Miles
Tom Wingate

WINDHAM STAFF MEMBERS PRESENT:

Dr. Clint Carpenter, Superintendent
Kevin Ainsworth
Sumer Smith-Alexander
Paul Brown
Veronica Casanova
Mario Cotton
Latreace Craig
Gina Granderson
Brian Henderson
Bambi Kiser
Michael Mondville
Mike Vickers

CONVENED

Oliver Bell, Chairman, convened the meeting of the 284th Windham School District (WSD) Board of Trustees (Board) to order on Thursday, October 9, 2014, at 11:02 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. During the regular session, the Board conducted business from the agenda posted in the Texas Register.

Chairman Bell reported the WSD Board was committed to providing the opportunity for public presentations on posted agenda topics as provided in Board Rule 300.1. As no speaker registration cards were received by the board staff, no public presentations would be heard on posted agenda topics.

RECOGNITIONS

Chairman Bell recognized Judge Dale Spurgin of Jones County.

Chairman Bell welcomed Pastor Larry Miles to the Board. Pastor Miles is pastor and elder of the Trinity Fellowship Church in Amarillo. He oversees state prison and jail ministries for the Clements and Neal units and Potter and Randall county jails. He is also a certified volunteer chaplain for the Amarillo Parole Office.

WSD Employee Service Awards

Chairman Bell stated that the Board annually recognizes WSD employees who have dedicated 20, 25 and 30-plus years of service to the State of Texas. He, along with the rest of the board members and Superintendent Dr. Clint Carpenter, expressed deep gratitude for the continued service of these employees. During the 2013-2014 school year, 25 Windham employees attained 20 years of service, eight employees attained 25 years of service, and three employee attained 30 years of service. The names of these employees will be submitted for inclusion in the official minutes of this board meeting. The Board congratulated each of these employees and thanked them for their unwavering loyalty and dedication to the citizens of Texas. As a symbol of appreciation, these individuals will receive a board certificate, along with a personal letter of gratitude. (*Attachment A – Employee Names*)

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 August 22, 2014, meeting, appraisers for the 2014-15 school year and personal property donations. There being no comments, objections or amendments to the Consent Items, the Consent Items were approved as submitted.

REPORT FROM THE SUPERINTENDENT

1. Principal Evaluation System – Pilot Program in Texas

Windham School District is participating in a Texas Education Agency pilot program to develop a new standards-based professional principal evaluation system for Texas. The system is intended to promote continuous growth and improvement, guide self-reflection, inform professional development, and improve leadership quality. It focuses on school leadership and its effect on student achievement. This system is a coaching model rather than a performance-driven self-assessment.

The Texas Education Agency and McREL International, a private, nonprofit, nonpartisan education research and development corporation, are sponsoring this effort. Selected Texas principals, including four from WSD, will participate in a year-long pilot process. Windham North Texas Regional Administrator Kevin Ainsworth had participated in training related to

this process, and he encouraged WSD's role in the pilot. The WSD principals participating are Luann Pickett of the Ferguson Unit, Jon Lilley of the Telford Unit, Teresa Craiker of the Hodge Unit, and Karen Swaggerty of Plane State Jail. They will participate in two scheduled surveys and focus groups to determine if the system's rubric, goal setting and overall process are informative and effective. They will help determine if the rubric is valid from a research viewpoint and whether the descriptors correlate with five state principal standards.

Completion of the pilot program is slated for May 1, 2015. Windham is excited to be a participant on this state-wide initiative.

REPORT FROM THE CHAIRMAN, WSD BOARD

1. Daniel Unit Graduation

Representative Charles Perry of Lubbock recognized educational accomplishment while serving as speaker at the Daniel Unit on Sept. 6. He addressed 13 Windham GED recipients, 12 Career and Technical Education graduates and a group of visiting family members.

When addressing the students, he praised them for improving their position in life and congratulated them for their successful completion of a task both challenging and rewarding.

He helped present each graduate with a certificate of completion and also thanked the family members for being present to support their loved ones. Perry's visit was a powerful motivator to students, and he urged them to continue changing their lives and developing strong job skills for use after they leave the Texas prison system.

CTE awards were presented to 11 offenders who completed the WSD Construction Carpentry course, three offenders who completed the Occupational Safety and Health Administration (OSHA) Construction, one who completed the WSD Bricklaying/Stone Masonry course, and 11 offenders who earned the National Center for Construction Education and Research (NCCER) industry-standard certification.

2. Fitness Challenge

Chairman Bell stated the Chairman's Fitness Challenge kicked off two weeks ago and the theme for 2015 is Touchdown to the World Series. The focus for the first two quarters will be football and the third and fourth quarters will have a baseball theme. He invited participants to join him in the Chairman's Special Platinum Challenge by earning 2500 points each week. There is also the Chairman's Gold Challenge requiring 1000 points weekly for successful completion. The ultimate goal for this fitness challenge is to urge employees to participate in regular physical activities to increase their overall health and wellbeing. He thanked everyone that participates in the fitness endeavor.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE ANNUAL REVIEW OF WSD BOARD POLICY WBP-11.12 (REV. 7), “INVESTMENT POLICY” AND RESOLUTION ADOPTING THE INVESTMENT POLICY

Paul Brown, WSD Chief Financial Officer, stated that 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, WBP-11.12, “Investment Policy” was being brought to them for annual review. There were no revisions to the policy. He asked for board approval of the policy as presented.

Judge Larry Gist moved that the WSD Board of Trustees approve the annual review of WBP-11.12, “Investment Policy,” and the Resolution Adopting the Investment Policy as presented and that the Chairman and Secretary sign the resolution adopting the policy.

Carmen Villanueva-Hiles seconded the motion, which prevailed unanimously when called to a vote.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISIONS TO WSD BOARD POLICY WBP-02.00 (REV. 5), “WINDHAM SCHOOL DISTRICT BOARD OF TRUSTEES RESPONSIBILITIES”

Michael P. Mondville, WSD General Counsel, stated that in making this revision WSD looked at the Texas Board of Criminal Justice Responsibilities BP-01.01 as it relates to TDCJ. WSD followed their general headings and outline making changes as appropriate for WSD. A section was added on the selection of the interim superintendent and evaluation of the superintendent. He asked for approval of the policy as presented.

Ms. Hiles moved that the WSD Board of Trustees approve the revisions to WBP-02.00, “Windham School District Board of Trustees Responsibilities” as presented.

Leo Vasquez seconded the motion, which prevailed unanimously when called to a vote.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISIONS TO WSD BOARD POLICY WBP-03.02 (REV. 5), “WINDHAM SCHOOL DISTRICT SUPERINTENDENT RESPONSIBILITIES AND AUTHORITY”

Mr. Mondville stated that the only change to WBP-03.02, “Windham School District Superintendent Responsibilities and Authority” was to give authority to the Superintendent to grant administrative leave such as for the Chairman’s Fitness Challenge. Otherwise, the policy remains the same. He asked the board to approve the revised policy as presented.

Janice Harris Lord moved that the WSD Board of Trustees approve the revision to WBP-03.02 (rev. 5), "Windham School District Superintendent Responsibilities and Authority" as presented.

Judge Tom Wingate seconded the motion, which prevailed unanimously when called to a vote.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING
REVISIONS TO WSD BOARD POLICY WBP-07.05 (REV. 4), "TERM CONTRACT
EMPLOYMENT"**

Mr. Mondville informed the Board that the reason for this revision was to bring the policy in line with statute. The statute requires that when a teacher's contract is nonrenewed, notice to the teacher must be hand delivered. This is the only change that was made to the policy. He asked the board to approve the revised policy as presented.

Judge Wingate asked about the logic of having the notification hand delivered.

Mr. Mondville replied the statute specifies hand delivery due to the importance of receiving a notice of nonrenewal. The way the contracts are set up, if you don't receive the notice by the 10th day before the end of the contract, the contract is automatically renewed. Rather than trust it to the mail, WSD wants to make sure the person knows they do not have a job for the next school year.

Judge Wingate commented that it seems a person could avoid notice by not making themselves available.

Mr. Mondville replied there is a provision in the statute that states if a person is not at his place of employment; the notification can be sent by first class mail.

Judge Wingate asked that since WSD policy states otherwise, would the district be violating its own policy if the option is taken out.

Mr. Mondville stated that WSD has never had a problem finding employees. The district does not wait until the 10th day before the end of the contract to notify people. WSD usually notifies the employee one to two months before the end of the contract period.

Terrell McCombs moved that the WSD Board of Trustees approve WBP-07.05, "Term Contract Employment" as presented.

Ms. Lord seconded the motion, which prevailed unanimously when called to a vote.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING
DELETION OF WINDHAM BOARD POLICY WBP-07.32, “POLICY ON SUBSTITUTE
TEACHERS”**

Mr. Mondville informed the Board that WSD is requesting the deletion of WBP-07.32, “Policy on Substitute Teachers.” The policy was first approved on April 4, 2001. The policy is out of date and has not been updated. In addition, the Board has delegated the authority to hire and fire substitutes to the superintendent. He asked the Board to approve the deletion of the policy as presented.

Eric Gambrell moved that the WSD Board of Trustees approve the deletion of WBP-07.32, “Policy on Substitute Teachers” as presented.

Judge Larry Gist seconded the motion, which prevailed unanimously when called to a vote.

**ACHIEVING SUCCESS THROUGH ACTIVE LEARNING
PRESENTATION**

Sumer Alexander, WSD West Texas Regional Instructional Specialist, and Gina Granderson, WSD South Texas Regional Instructional Specialist, gave a presentation on some of the curricular plans that WSD has planned for the upcoming year.

Ms. Alexander stated that WSD teachers do a great job of preparing students to be successful academically, socially and professionally. Part of doing a good job is to always be on the lookout for new ideas and practices that might enhance the district’s currently successful strategies.

She said it is WSD’s responsibility as educators, “not to prepare students for where they are now, but to prepare them for where they are going in the future.” With the increased demands that are in the workplace today, it is necessary to provide WSD teachers with professional development training that will provide them with strategies to increase the classroom rigor, while also accelerating the reasoning skills and critical thinking skills of Windham students. Therefore, the district has chosen to partner with Mockingbird Education to help provide this training for staff.

Ms. Granderson said Windham serves a population almost solely comprised of high risk learners. A lot of WSD students chose to drop out of school at an early age and others were kicked out of school due to disruptive behaviors. Therefore, for many WSD students, the first positive educational experience they have is in Windham classrooms.

Research shows that the average person’s attention span is directly correlated to their age, but it maxes out at about 21 minutes. However, research also shows that for high risk learners, the average attention span is even lower, usually around 10 to 15 minutes. The district is applying strategies that will keep students actively and successfully engaged in the classrooms.

Ms. Alexander said Mockingbird strategies specifically target learning from a three-point processing model. There is a visual component, an auditory component and a physical component. These in combination will give students a greater opportunity to connect the content

to their brain which is called active learning. She gave examples of different types of active learning.

Pictures are very important in this three-point process and currently some of the classes already have visual aids in the classrooms. With the implementation of these connected strategies, there will be more pictures, posters and project-based student work in the classrooms.

Ms. Alexander stated that one of the 26 applications that will be implemented in the classrooms is called "Read Out Loud". In this application, the teacher actually verbalizes the internal dialog and visualization that goes on in the minds of most good readers. This is done so teachers can help the students begin to create their own internal dialogs thus, increasing their comprehension.

Ms. Granderson explained a chart that will be displayed in each classroom. It shows the different levels of thinking skills being taught in the classroom and it incorporates the physical component discussed earlier. It does this by using gesturing that helps teachers and students understand two things: the cognitive load that will be required for each thinking skill and how much thinking time that it requires. She gave a brief demonstration of how the gesturing will be incorporated in each classroom.

Ms. Alexander concluded the presentation by stating Windham is excited to partner with Mockingbird Education. Together, WSD can improve the district's already successful programs.

Mr. McCombs asked about the maximum attention span being 21 minutes and a high-risk student's attention span being significantly lower. He asked if the majority of WSD students are in that lower class.

Ms. Granderson said they were not necessarily in the lower class. Windham students are considered high-risk learners because of the environment they are in and because most of the students have had negative experiences in public schools before coming to prison. This puts them in the high-risk category.

Mr. McCombs asked if the attention span of the average student in public schools is 21 minutes.

Ms. Granderson responded that average attention span is correlated to their age. If a student is 18, their attention span would be 18 minutes. On average attention span maxes out at 21 years of age and would be 21 minutes.

Chairman Bell commented this correlates in the sense that most classes are not more than 45 minutes long without a break of some sort. The typical adult does not typically last much more than that without a break regardless of who they are.

Ms. Hiles asked if the teachers would be receiving additional training.

Veronica Casanova, WSD Director of Instruction, responded that the model WSD has in place is to provide initial training and follow-up training. In between, WSD support specialists will be working with the teachers. There are 26 applications and each application will have a three-week cycle of implementation in the classroom. During this time, teachers will be practicing, working with their students, and self-evaluating, and principals will be evaluating them as well. It is a long-term process, and the district is excited to begin this new initiative.

Ms. Lord said she thought this would be a good idea for the volunteer program directors within TDCJ to see how this could be used in other programs within TDCJ. She felt it would be a good opportunity for some sort of pilot program.

Ms. Casanova said there was a core group that attended the initial training and they all agreed that every division director and every person that provides training and works with groups of adults needs to go through this training and use these strategies because it really makes a difference. The use of peers in TDCJ really ties into the social loops that are another application of Mockingbird.

Chairman Bell liked that idea, also. He said the program has good potential and expansion capabilities to help other people be able to teach. One of the key components discusses communication. This is important because statistically, only seven percent of communication is verbal.

PUBLIC COMMENTS

There were no public comments.

Chairman Bell thanked everyone for attending the meeting and stated the next meeting of the WSD Board of Trustees would be Friday, December 5, 2014, at the DoubleTree Hotel in Austin.

ADJOURNMENT

There being no further business, the 284th meeting of the WSD Board of Trustees adjourned at 11:35 a.m.

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Chairman

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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.