

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

Meeting No. 317

The Windham School District Board of Trustees met in session on Tuesday, February 25, 2020, at the DoubleTree Hotel, Austin, Texas.

BOARD MEMBERS PRESENT:

Patrick O’Daniel, Chairman
Derrelynn Perryman, Vice-Chair
Tom Fordyce, Secretary
Mano DeAyala
Judge Molly Francis
Judge Faith Johnson
Eric Nichols
Ambassador Sichan Siv

BOARD MEMBERS ABSENT:

Pastor Larry Miles

WINDHAM STAFF MEMBERS PRESENT:

Kristina Hartman, Superintendent
Isaac DeBose
Jon Lilley
Azure Mach
Michael Mondville
Robert O’Banion
Kevin Sawnick

CONVENED

Chairman Patrick O’Daniel convened the meeting of the 317th Windham School District (WSD) Board of Trustees (Board) to order on Tuesday, February 25, 2020, at 12:55 p.m. in accordance with Chapter 551 of the Texas Government Code, the *Open Meetings Act*. 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 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

Chairman O’Daniel recognized State Representative Carl Sherman.

Robert O’Banion, WSD Chief Financial Officer, introduced Isaac DeBose, program specialist for WSD. Mr. DeBose serves as the grievance coordinator and legislative liaison for the district.

Jon Lilley, WSD Division Director of Instruction, introduced Kevin Sawnick as the new Department Director of Instruction. Mr. Sawnick has served as principal at the Travis State Jail and Halbert Unit and was appointed as the Regional Principal for the Alamo Star Region before becoming Department Director of Instruction in February 2020.

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 December 12, 2019, meeting, appraisers for the 2019-2020 school year, a personal property donation, and an excused absence from the December 12th meeting for Ambassador Sichan Siv due to personal business.

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

SUPERINTENDENT'S REPORT

Process Improvements in Human Resources

Kristina Hartman, WSD Superintendent, reported that during the summer of 2019, the Windham School District, under the leadership of Human Resource Administrator Stephine Crabb, began restructuring the Human Resources staffing pattern and modifying processes in order to increase efficiencies and, ultimately, improve service delivery to employees and applicants.

On August 1, 2019, Human Resources (HR) staff was divided into two specialized areas: Employee Relations and Selections. This staffing model was introduced as a means of streamlining the workflow within the HR department. This model also lends itself well to cross-training within each area in order to minimize gaps in service delivery.

Ms. Hartman said the Employee Relations section of HR is responsible for supporting current employees. This includes investigating and responding to Fact Findings, Employee Disciplinary actions, and Equal Employment Opportunity complaints, as well as creating and maintaining employee records, presenting HR topics during orientation, benefit enrollment and counseling, time and attendance, leave of absence, and the verification of Service Records.

She said the Employee Relations section is responsible for the new hire experience and welcoming new employees into the district. The process of hiring employees into Human Resources Information Systems (HRIS) used to take a week or more. Through the efforts of this group, new hires are now processed and entered into our HRIS on day two. This means employees can have email and necessary IT accesses set up earlier, making new hires productive earlier at their duty posts.

Ms. Hartman said this section also addresses the complexity of leave requests by employees. On February 18, 2020, HR launched the online leave request form. This allows employees to easily notify HR that they need time away from work due to a qualifying event. These forms are user-friendly and submitted online to a shared HR email inbox so that requests are addressed timely even if the responsible staff member is out. Employees or supervisors can access the form on the Windham **Intranet** and the **Internet** site. The request system will also create a transaction

record for each type of event that will allow accuracy in documenting the number of requests processed and will assist in determining the amount of resources necessary to manage long-term absences.

Ms. Hartman said the Selections section of HR is responsible for managing the data integrity of the position management and applicant tracking programs, processing HR Action requests to post, move, delete, add or alter current positions or their reporting structures. This group is also responsible for posting vacancy announcements, coordinating interviews, conducting pre-employment screenings, making conditional offers of employment, and sending out formal selection announcements.

On September 1, 2019, HR and IT staff collaborated to develop the automated HR Action form. This automated system shortens the time from job request to posting a vacancy announcement and provides the ability to provide communication between approval authorities. It also maintains an automated record of all transactions through the system, and helps identify accountability for position and human management.

Ms. Hartman said in order to improve the applicant experience and provide a reliable applicant tracking tool, Windham partnered with PowerSchool to replace the paper application process with an automated applicant tracking system. Effective February 1, 2020, applicants may now submit an online application to apply for multiple positions across the district thus eliminating the expense of mailing or faxing an application. This program will also be beneficial for identifying the time-to-fill rate, providing a record of how applicants are moved through the hiring process, developing Affirmative Action strategies, and ensuring uniform messaging to applicants.

The HR office continues to identify new and efficient ways to support the employees of Windham School District. Ms. Hartman said she is very proud of the work and innovative thinking of the HR Department that has led to the process improvements detailed in this report so that we are able to remain focused on our mission of providing quality educational opportunities in the Texas Department of Criminal Justice.

REPORT FROM THE CHAIRMAN, WSD BOARD OF TRUSTEES

Health and Wellness Introduction

Chairman O'Daniel reported that the Windham School District, through a Memorandum of Understanding with the Texas Department of Criminal Justice, recently implemented a Health and Wellness Department and began development of a comprehensive program to encourage both staff and incarcerated individuals to pursue a well-rounded and healthier lifestyle. The Department is currently led by Richard Drew, who earned a bachelor of science in kinesiology and a master of science in human performance studies at Stephan F. Austin State University and is a Certified Exercise Physiologist from the American College of Sports Medicine. Mr. Drew has a team of six regional Health and Wellness Specialists who are responsible for program support and monitoring of unit-based activities that are executed by program coordinators. Coordinators develop, schedule and oversee recreational activities and wellness classes, which include how to identify healthy food choices at the unit level and encourage and message wellness challenges and opportunities to staff. Each coordinator reports to the principal at the

assigned unit. Two of the three phases of hiring and training for Health and Wellness Coordinators have concluded and phase three will begin in the near future.

The Chairman said in order to ensure that the program objectives align with the needs of those served, Windham solicited feedback from TDCJ Human Resources, Blue Cross Blue Shield and the HEB grocery store. Developmental steps have also included establishing a contract with the National Institute of Preventative Medicine for consultation and provision of curriculum and a Health and Wellness peer certification program. This program will be a key piece in maximizing the reach and positive impact for incarcerated individuals at each unit, and potentially support future employment opportunities for peer facilitators. Peer support has been noted as one of the most effective methods of securing interest and retention of participants.

Chairman O'Daniel said program messaging will continue with the upcoming implementation of Health and Wellness bulletin boards on every unit to inform both unit staff and incarcerated participants of upcoming and ongoing events and information. A pamphlet was also recently developed that will provide an overview of the program design and where to locate information on statewide activities in order to reach individuals who may not have access to coordinators on the administrative shift.

The Chairman said the Health and Wellness initiative is a true partnership between Windham and TDCJ which is anticipated to have positive results with current and lasting impact. Chairman O'Daniel said this program has his full support. He said this is also a good time to mention that the Get Fit Texas challenge is currently underway. He said Windham held first place in staff percentage completions of a minimum of 150 hours of activity per week for agencies with under 5,000 employees into the fourth week of the 10-week ongoing challenge! This demonstrates that the Health and Wellness initiative is already providing a positive impact as staff lead by example around the state. Clearly this initiative is off to a strong start, and he looks forward to future positive developments and updates.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE
REVISION OF WINDHAM BOARD POLICY WBP-07.01, "EMPLOYMENT OF
PERSONNEL"**

Michael Mondville, WSD General Counsel, said WBP 07.01 has been extensively reorganized. The Americans with Disabilities section has been moved to a new policy and the remainder has been rewritten so the Board will have control over the selection policy and also gives some flexibility to the superintendent so she can adjust the district's hiring for the best results. Mr. Mondville requested that the Board approve the policy as presented.

Chairman O'Daniel asked the Board for a motion.

Derrelynn Perryman moved that the WSD Board of Trustees approve the WSD Board Policy WBP-07.01, "Employment of Personnel" as presented.

Judge Faith Johnson seconded the motion, which prevailed unanimously when called to a vote.

**DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING
WINDHAM BOARD POLICY WBP-07.59, “AMERICANS WITH DISABILITIES ACT”**

Mr. Mondville said WBP-07.59 is a new policy containing a rewrite of WBP-07.01’s section on the Americans with Disabilities Act to incorporate the updates to the law and new procedures. He said the Americans with Disabilities Act is important enough to have its own policy. Mr. Mondville requested that the Board approve the policy as presented.

Chairman O’Daniel asked the Board for a motion.

Mano DeAyala moved that the WSD Board of Trustees approve the WSD Board Policy WBP-07.59, “Americans with Disabilities Act” as presented.

Eric Nichols seconded the motion, which prevailed unanimously when called to a vote.

SCHOOL BOARD APPRECIATION PRESENTATION

Azure Mach said she is the Regional Principal for the Central Region which includes San Saba, Havins, Woodman, Hughes, Crain, Mt. View, Murray, Hobby, Hilltop, and Marlin. She shared her background with the Board which included holding numerous certifications such as Special Education, Counselor, Principal, and Superintendent.

She joined Windham School District in 2001 as a Special Education teacher for the physically handicapped at the Lane Murray Unit. Her Windham career also includes teaching Developmental Disabilities Program, Cognitive Intervention, and Literacy at the Crain Unit. Additionally, she served as a counselor at Crain and principal at Halbert, San Saba, and Woodman.

In recognition of school board appreciation month she shared a short video of appreciation from WSD students, faculty, and administration.

Chairman O’Daniel thanked Ms. Mach and said the video was awesome.

Chairman O’Daniel thanked everyone for attending the meeting. The next meeting of the WSD Board of Trustees will be Tuesday, April 16, 2020, at the Crowne Plaza Hotel in Austin.

ADJOURNED

Accordingly, the 317th meeting of the Windham School District Board of Trustees recessed at 1:20 p.m.

Chairman*

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.