

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

Meeting No. 315

The Windham School District Board of Trustees met in session on Thursday, October 31, 2019, at the Crowne Plaza Hotel, Austin, Texas.

BOARD MEMBERS PRESENT:

Hon. Dale Wainwright, Chairman
Terrell McCombs, Vice-Chair
Eric Gambrell, Secretary
Hon. Thomas P. Wingate
Pastor Larry Miles
Tom Fordyce
Derrelynn Perryman
Mano DeAyala
Patrick O'Daniel

WINDHAM STAFF MEMBERS PRESENT:

Kristina Hartman, Superintendent
Mario Cotton
Stephine Crabb
Jon Lilley
Michael Mondville
Robert O'Banion
Cesar Trevino

CONVENED

Chairman Dale Wainwright convened the meeting of the 315th Windham School District (WSD) Board of Trustees (Board) on Thursday, October 31, 2019, at 10:15 a.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 Wainwright 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 Wainwright recognized Allegra Hill, Governor's Policy Advisor in Criminal Matters, and Roel Benavides, Committee Clerk for Rep. James White, House Corrections Committee Chairman.

Chairman Wainwright asked Dr. Clint Carpenter, former WSD superintendent, to come to the podium. The Chairman recognized Dr. Carpenter's accomplishments throughout his career. The Chairman said that Dr. Carpenter's vision and leadership led to Windham's recognition as accomplished, nationally recognized educational system. Under Dr. Carpenter's leadership,

Windham implemented educational reforms and facilitated improved academic accomplishments using analytics to guide and evaluate programming and outcomes. He also served as a member of the Correctional Education Association and the American Correctional Association.

Chairman Wainwright said it was a privilege to recognize Dr. Carpenter and thanked him for his 32 years of service to the State of Texas.

Dr. Carpenter said Windham gave him much more than he could ever return. He said serving as superintendent of Windham was the best job he had ever had and the people were the best he had ever worked with in his career.

Dr. Carpenter said he feels that under Kristina Hartman's leadership, the best is yet to come for Windham. He then presented each of the board members with a plaque kicking off the 50th anniversary of Windham.

Terrell McCombs said that it is rare in his experience to find an academician, such as Dr. Carpenter, who has the management skills that he demonstrated. Mr. McCombs said it has been an honor to work with Dr. Carpenter.

Thomas Wingate said when Dr. Carpenter was hired, the Board asked the new superintendent to take chances, take some risks and do innovative things. He thanked Dr. Carpenter for meeting the challenge.

In his next set of recognitions, Chairman Wainwright said Morgan Burrell, the Texas Association of School Boards Media Honor Roll recipient, was unable to attend the meeting.

Kristina Hartman, Windham School District Superintendent, then played the video clip of Ms. Burrell's report. Ms. Hartman said in December of 2018, KVII Channel 7 News in Amarillo advertised the opportunity for the public to donate caps and gowns for a Windham graduation. A teacher at the Neal Unit alerted the media of this opportunity and orchestrated the donation process. The caps and gowns made the graduation ceremony that much more special for the students and their families.

Morgan Burrell, a KVII reporter, attended the graduation and covered the story, sharing the special event with the community.

Following Ms. Burrell's coverage of the identified need for caps and gowns, the Texas Department of Criminal Justice and Windham partnered to ensure that all units had access to caps and gowns, and now Windham graduates attend ceremonies in regalia.

The name of Reporter Morgan Burrell of ABC Channel 7, KVII in Amarillo, Texas, was placed on the statewide Texas Association of School Boards Media Honor Roll by the Board of Trustees of the Windham School District, calling attention to the ongoing responsible and exemplary nature of reporting on the schools in the Windham School District. WSD expressed appreciation for her balanced and accurate approach to sharing with the public both the challenges facing WSD schools and the successes achieved by WSD teachers and students. Ms. Burrell's work has aided the public in focusing on the goal of correctional education programs—reducing recidivism by assisting individuals in becoming responsible, productive members of their communities.

Ms. Hartman introduced Jon Lilley as the new WSD Division Director of Instruction. She gave a brief summary of his educational background and work experience. As regional principal, he led the district in piloting a new model for the Lead and Achieve Program for young students and consistently delivered an A rating in accountability measures for the top rated Windham campus three years in a row.

Robert O'Banion, WSD Chief Financial Officer, introduced Mario Cotton as the WSD Professional Development Administrator. He gave a brief overview of Mr. Cotton's educational background and work history with Windham. In his new role, he serves to manage staff training and developments. In his first project, he and his team organized a very successful principal's meeting in September.

Mr. O'Banion introduced Stephine Crabb as the WSD Human Resources Department Administrator. He said Ms. Crabb has more than 20 years of experience as a Human Resources professional. This experience includes 11 years of state service with TDCJ in its HR division. Mr. O'Banion gave a brief overview of Ms. Crabb's educational background and work history.

Chairman Wainwright congratulated these employees on their promotions.

Chairman Wainwright said that the Board annually recognizes WSD employees who have dedicated 25 and 30-plus years of service to the State of Texas. These individuals represent the strong commitment of statewide district staff. He, along with the rest of the board members and Ms. Hartman, expressed deep gratitude for their continued service. During the 2018-2019 school year, 13 Windham employees attained 25 years of service, two employees attained 30 years of service and one employee attained 35 years of service. The names of these employees will be submitted for inclusion in the official minutes of this meeting. As a token of appreciation, these individuals will receive a board certificate, along with a personal letter of gratitude.

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 21, 2019, appraisers for the 2019-2020 school year 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

EDWINS Leadership Institute

Ms. Hartman began her presentation with a short video of the EDWINS Leadership and Restaurant Institute.

Ms. Hartman said Brandon Edwin Chrostowski, founder and Chief Executive Officer of EDWINS Leadership and Restaurant Institute, recently traveled from Cleveland, Ohio to encourage and inspire the Windham School District during a recent visit to Texas. On a mission

to change the face of reentry in the United States, Mr. Chrostowski founded EDWINS, which stands for “Education Wins” in 2007. He boldly shared his unwavering belief that every human being, regardless of their past, has the right to a fair and equal future. Under Mr. Chrostowski’s leadership, EDWINS has grown to include culinary education and life skills training at its flagship restaurant, a Second Chance Life Skills Center, and a curriculum for incarcerated individuals at all 30 Ohio prisons.

A trained chef and sommelier, Mr. Chrostowski has worked at some of the finest restaurants in Paris, New York and Chicago, and is the recipient of dozens of awards including CNN Heroes, Crain’s 40 Under 40, and the Richard C. Cornuelle Award from the Manhattan Institute for Social Entrepreneurship. He is also the subject of the Academy Award-nominated documentary, “Knife Skills,” which he presented to Windham students at the Travis and Dominguez state jails and the Halbert SAFF, along with clients and staff of the Texas Department of Criminal Justice’s Parole Division. He shared his personal story with these groups, encouraging them to overcome the past and set no limits on future successes.

Mr. Chrostowski also met with two of the unit wardens and conducted a walk-through of the kitchens and culinary program areas. He provided recommendations for curriculum and process improvements to include institutional culinary clubs and mobile kitchen concepts. In addition, Brandon met with Windham’s Career and Technical Education Administrator and provided Windham with the curriculum utilized in the EDWINS training program. On the final day of Mr. Chrostowski’s visit, Windham was notified of an increase in Perkins grant funding that may be used for program expansion, supplies and equipment--just in time to begin plans for enhancing WSD’s culinary arts programs with an embedded hydroponics and entrepreneurship component.

Sharing his past and his vision for the future, Mr. Chrostowski’s keynote presentation to Windham administrators was a highlight of the recent statewide leadership training event. His visit was noted as instrumental to the success of the event by many attendees and contributed to the motivation and teamwork that was apparent for the remainder of the meeting.

Windham’s decision to bring Brandon Chrostowski to Texas to encourage, motivate and consult with students and staff provided a beneficial outside perspective on WSD’s current successes and future possibilities for students in culinary careers.

REPORT FROM THE CHAIRMAN, WSD BOARD OF TRUSTEES

Windham’s 50th Anniversary Kickoff at the Statewide Principals’ Meeting

Chairman Wainwright said on September 4, 2019, the Windham School District kicked off the new school year and the District’s 50th anniversary year at the Statewide Principals’ Meeting in San Antonio. Windham was authorized in 1969 by Senate Bill 35 of the 61st Texas Legislature to provide educational services to incarcerated individuals and has become an international model for effective correctional programs. At its inception, Windham began with eight full time teachers and today employs over 700 staff responsible for direct instruction in addition to school leadership and support staff.

During the Principals’ Meeting, which was attended by 46 principals and subject matter experts from each department of Windham, the recently-formed Professional Development Department

facilitated a robust agenda that included briefings and activities related to Windham operations and instruction. The event began with the welcome by Windham's new superintendent, Kristina Hartman. Ms. Hartman introduced six newly-designated regional principals, and time was provided later in the day for regional teams to collaborate and discuss expectations related to leadership, support for teachers and students, performance, and accountability. The superintendent then briefed the team on the recently developed five-year strategic plan, district priorities and expectations, and guidance for legislative and stakeholder unit tours of Windham programs.

The Chairman gave an overview of the remaining agenda components. These topics set the stage for a productive and student-centered school year. Windham's 50-year logo for educators was highlighted on presentation documents and shirts worn by the superintendent and presenters, and encouraged the principals to begin thinking about various activities to implement throughout the year to celebrate Windham's anniversary milestone and bright future. The Windham School District's team of principals and department leaders left the meeting motivated to meet and surpass the communicated expectations. Many participants noted that it was a relevant, beneficial and encouraging event that set the stage for success and celebration throughout the year.

DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING REVISION OF WBP-11.12, "INVESTMENT POLICY" AND RESOLUTION ADOPTING THE INVESTMENT POLICY

Mr. O'Banion presented the WBP-11.12, "Investment Policy" for annual review. He said this review is 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. There were no substantive changes to the policy--only minor grammatical changes regarding investments in eligible investment pools.

Mr. O'Banion said interest bearing bank deposits are added as allowable investments to be consistent with the Public Funds Investment Act. He asked for the Board's approval of the policy as presented along with a resolution adopting the Investment Policy.

Chairman Wainwright asked the Board for a motion.

Mr. Wingate moved that the WSD Board of Trustees approve the annual review of the Windham Board Policy 11.12, "Investment Policy", and Resolution Adopting the Investment Policy as presented and that the Chairman sign the resolution adopting the policy.

Mr. McCombs seconded the motion, which prevailed unanimously when called to a vote.

PRESENTATION ON TECHNOLOGY-BASED PROCESS IMPROVEMENTS

Cesar Trevino, Applications Development Supervisor in the WSD Information Technology (IT) Department, highlighted the latest IT enhancements that support Windham's productivity and efficiency. He discussed Windham moving from a manual to an electronic approval process which has reduced approval time from an average of 16 days to four days.

Mr. Trevino shared some information about the electronic processes that have recently been implemented:

- The minimum number of students per class is 22, however, some of the classrooms are not large enough to accommodate 22 students, in those instances the campus can now electronically request a Class Size Waiver for the standard class size.
- Since Windham enrollment is based on student eligibility criteria, there are times when a request needs to be considered to deviate from the criteria; the campus can also submit Enrollment Criteria Waiver requests electronically.
- Due to the need to keep WSD's stakeholders informed in a timely manner, IT created an electronic Social Media Content Submission process that allows WSD employees to submit content for consideration to be posted on the WSD website and Facebook page.
- The Human Resources Action Form is used to facilitate the submission of requests to Human Resources for actions like posting and filling vacancies, transferring employees, and other staffing related actions. This process is the one with the largest impact organizationally since processing time has been reduced down from weeks to three business days or less. Mr. Trevino used the Human Resources Action Form as an example to illustrate how the electronic process works.

Mr. Trevino shared some of the electronic processes currently in development which include:

- IT is working with the General Counsel on a project to review and update Windham's policies electronically.
- IT is also working with the Library Services department to implement a workflow to process waivers from those units where space is insufficient to accommodate the required number of books.

Chairman Wainwright thanked Mr. Trevino for his presentation and asked him to return in about six months with an update on the person hours saved for the electronic approval processes that were discussed in the presentation. The Chairman also asked that the hours saved be converted into dollars saved.

Chairman Wainwright thanked everyone for attending the meeting. The next meeting of the WSD Board of Trustees will be Thursday, December 12, 2019, at the Crowne Plaza Hotel in Austin.

ADJOURNED

Accordingly, the 315th meeting of the Windham School District Board of Trustees recessed at 11:00 a.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.