

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

**246<sup>th</sup> MEETING**

The Windham School District Board of Trustees met in session on Tuesday, May 20, 2008, at the Sheraton Austin Hotel in Austin, Texas.

**BOARD MEMBERS PRESENT:**

Oliver Bell, Chairman  
Gregory (Greg) Coleman, Secretary  
Eric Gambrell  
Janice Harris Lord  
Terrell McCombs  
Tom Mechler  
J. David Nelson  
Leopoldo (Leo) Vasquez, III

**BOARD MEMBERS ABSENT:**

Pastor C. L. Jackson

**WINDHAM STAFF MEMBERS PRESENT:**

Debbie Roberts, Superintendent  
Michael Mondville

**TEXAS DEPARTMENT OF CRIMINAL  
JUSTICE STAFF MEMBERS PRESENT:**

Brad Livingston  
Bryan Collier  
Melinda Bozarth

**CONVENED**

Oliver Bell, Chairman, called the meeting of the Windham School District (WSD) Board of Trustees (Board) to order on Tuesday, May 20, 2008, at 2:25 p.m. in accordance with Chapter 551 of the Texas Government Code, the Open Meetings Act. A quorum was present and the 246<sup>th</sup> meeting of the Board was declared open.

Chairman Bell reported that the Board was committed to providing the opportunity for public presentations on topics posted on the meeting agenda, as well as public comment on issues within its jurisdiction as provided in Board Rule 300.1. Persons interested in providing presentations at the meeting were required to complete a registration card and submit it at least ten (10) minutes prior to the meeting's posted start time. As no cards were received prior to the required deadline, the Board would not hear public presentations on posted agenda topics.

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING  
CONSENT ITEMS**

Chairman Bell called the Board's attention to the Consent Items on the agenda (Attachment A), which consisted of the minutes of the March 26, 2008, meeting, multiple employment requests and approval of excused absences.

Chairman Bell asked if there were any comments, objections or amendments to the Consent Items. Noting there were none, he stated the Consent Items were approved as submitted.

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON THE RESOLUTION  
REGARDING TEXAS ASSOCIATION OF SCHOOL BOARD (TASB) – SPONSORED  
MEDIA HONOR ROLL**

Chairman Bell introduced Debbie Roberts, WSD Superintendent.

Ms. Roberts informed the Board that Fox 34 TV in Lubbock shared the success of the Windham School District with Texas viewers this past February. Reporter Christal Bennett and photojournalist Aaron Drury visited the Daniel Unit in Snyder to produce an extensive, high-quality series about offenders and correctional education, along with covering employment issues that face offenders when they are released. They worked closely with Principal Kitty Gunn, Windham staff and offender students, obtaining positive, informative interviews. The Texas Department of Criminal Justice (TDCJ) Public Information Officers Jason Clark and Michelle Lyons worked with WSD and Fox to coordinate these reports. The result of this collaboration was a five (5) part series. The first three (3) segments of the series were concerned with WSD and can still be viewed on the station's website. They covered Education in the Prison System, Jobs Behind Bars, and Life Skills Taught in Prison. Ms. Roberts concluded by stating it was a pleasure to nominate Christal Bennett and Aaron Drury to the TASB Media Honor Roll.

*Eric Gambrell made a motion that the WSD Board of Trustees approve the nominations for the Texas Association of School Board Media Honor Roll as presented.*

*Terrell McCombs seconded the motion which passed unanimously when called to a vote.*

Tom Mechler asked Ms. Roberts to forward the Board a link to the Fox 34 website.

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING WSD  
BOARD POLICIES**

**WBP-07.18, "WINDHAM SCHOOL DISTRICT PERFORMANCE EVALUATIONS AND  
PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM" (PDAS)**

Michael Mondville, WSD General Counsel, stated that WBP-07.18 was used to evaluate WSD teachers and was required by the Texas Education Agency. He requested the Board approve the revised policy and that this serve as the annual review of this policy as required in WBP-2.00 "Windham School District Board of Trustees Responsibilities."

*Janice Lord moved that the WSD Board of Trustees approve the revisions to WBP-07.18, "Windham School District Performance Evaluations and Professional Development Appraisal System (PDAS)" as presented.*

*Greg Coleman seconded the motion which prevailed unanimously when called to a vote.*

**WBP-07.26, "WINDHAM SCHOOL DISTRICT EMPLOYEE GRIEVANCE PROCEDURES"**

Mr. Mondville informed the Board that WBP-07.26, "Windham School District Employee Grievance Procedures" has been reformatted and rewritten to improve the process, clarify procedures and make the grievance system more manageable for employees. He asked that the Board approve the revisions and that this serve as the annual review of this policy.

*Mr. McCombs made a motion that the WSD Board of Trustees approve the revisions to WBP-07.26 "Windham School District Employee Grievance Procedures" as presented.*

*Mr. Mechler seconded the motion which prevailed unanimously when called to a vote.*

**REPEAL OF WBP-10.10, "MICROFILMING OF STUDENT EDUCATIONAL RECORDS PLAN"**

Mr. Mondville stated that he was recommending the repeal of WBP-10.10, "Microfilming of Student Educational Records Plan" as the policy is very dated and will be replaced by a Superintendent Directive. The exact requirements for preservation of student records are determined by the Texas State Library and Archives Commission. The use of a Superintendent Directive versus a Board Policy will allow more flexibility to adjust to rapid technology changes. Board approval is requested.

*J. David Nelson made a motion to approve the repeal of WBP-10.10, "Microfilming of Student Educational Records Plan."*

*Leo Vasquez seconded the motion which prevailed unanimously when brought to a vote.*

**SUPERINTENDENT'S REPORT**

Ms. Roberts informed the Board that beginning January 1, 2009, the Internal Revenue Service will implement regulations that impose additional recordkeeping requirements and fiduciary responsibilities on educational employers that provide a 403(b) tax-deferred compensation plan to their employees. These regulations increase the similarities between 403(b) plans and other employee-sponsored deferred compensation plans, such as 457(b) plans and 401(k) plans.

Under the proposed regulations, school employers will be required to maintain a legally binding "plan document", more closely monitor employee contributions and investment providers, and approve certain loans, transfers and distributions from their employees' 403(b) accounts.

Windham has submitted a request for proposal to try to find a third party administrator to provide this service. She stated that she fully supports this initiative and feels the District needs to do

more to get WSD employees to invest in this type of retirement account. She added that currently WSD has a very low participation in the 403(b) program and does not offer a 457 program. Final approval on this endeavor will be made by the Board.

**ADJOURNMENT**

There being no further business, Chairman Bell adjourned the 246<sup>th</sup> meeting of the WSD Board of Trustees at 2:31 p.m.