

Minutes of the Regular Meeting of the Board of Directors West Houston Charter Alliance, Inc.

February 18th 2010

- 1) Call to order
 - a) Judith Paul called to order the regular meeting of the West Houston Charter Alliance, Inc. Board of Directors at 5:42PM on February 18, 2010 at 5618 Eleventh Street, Katy, TX 77493-1971.
 - b) The following board members were in attendance: David Dwyer, Judith Paul, Thom Polvogt, Donelle Hamilton and Regina Argueta-Misra. A quorum was established. The Administrator, Brenda Davidson, was not present..
- 2) Hearing of the Citizens
 - a) J. Paul conveyed the required statement regarding the Hearing of Citizens.
- 3) There were no members of the audience present to address the Board.
- 4) Motion by D. Dwyer to approve the January 21st, 2010 Minutes of the Regular Board Meeting. J. Paul requested minor corrections. Motion was withdrawn. D. Dwyer made motion to approve minutes as corrected. T. Polvogt second. Motion carried.
- 5) Motion by D. Dwyer to discuss, consider and approve the title change of Director of Student Affairs to Dean of Students/Principal's Assistant. D. Hamilton second. L. Cummins explained the appropriateness of changing the title based on the job description and duties performed. D. Dwyer expressed concern over the perceived contradiction between "Dean" and "Assistant". D. Dwyer withdrew original motion. D. Dwyer made motion to approve the change to "Dean of Students" omitting the Assistant title. D. Hamilton second motion. Motion carried.
- 6) Heard report from Assistant Principal regarding changes in Business Office procedures
 - a. Money handling procedures to avoid appearance of or actual impropriety have been implemented.
 - b. Modification of staff hours to accommodate work distribution.
 - c. Computer generated Purchase Orders implemented, requiring different individuals to requisition and approve purchases for payment.
 - d. Bond payment is two months behind due to having insufficient procedures in place to accommodate change in staff; payment to be sent via Federal Express on Monday, February 22, 2010. New, documented procedures will prevent this from happening in the future.
 - e. A meeting with underwriter to discuss modifications to the current bond repayment structure will be scheduled after the payment is made.
 - f. Bids on electricity and telephone carriers are being obtained in an effort to reduce costs. Lower rates may be negotiated as available to the WHCS community also.
- 7) The discussion and approval of the Administrator's job description was tabled at this time. J. Paul advised board to adhere to attorney's guidelines while reviewing Administrator's job description for future discussion.
- 8) The presentation, discussion and approval of a Gifted and Talented programs was tabled. A request was made for Mr. Willard is able to present a proposal including funding and faculty requirements, as well as, implementation adhering to Classical methodologies and Core Knowledge curriculum. J. Paul requested that development of GT program involve input from Team Leaders to develop an impact statement addressing impact upon faculty, students, and financials.
- 9) The discussion and approval of bank authorization was tabled until Mr. Willard is able to make arrangements for such changes, including preparing a form for Board Members to sign and present to the bank. Motion by T. Polvogt to remove any non-employee from the school credit card account and authorize B. Davidson and any other staff she chooses to be added to said account. D. Hamilton second. Motion carried.

10) There were no Budget Amendments presented at this time.

11) Report from Administrator (see full report attached)

Enrollment – Current enrollment is 304

Financial—M. Willard began working full time on January 26, 2010.

Staff Usage—Recommendation from Mrs. Cummins to change the title from Director of Student Affairs to Dean of Students/Principal's Assistant.

Jason Nolasco hired as full time maintenance employee February 1.

RSCCC— No Report

Curriculum—Chairman- Lucina Botond, Teachers- Ryan Birsinger, and Gretchen Hempen, Parents- Terri Hellwig and Victoria Crawford, Administration – Brenda Davidson. Meetings have begun.

Lynn Cummins has agreed to teach the second semester "Money Management" course for 7th grade suggested in the Curriculum Committee recommendations from 2009/2010. Class will meet three days a week and have P.E. the other two days.

Extra-curricular programs— Scripps National Spelling Bee/WHCS School Wide Spelling Bee winner was Scarlett Dwyer.

PSIA meetings have begun under D. Hamilton's coordination.

Fundraising Activities- Yankee Candle fund raiser begins.

Campus Improvement Plan— No report.

Marketing--Mrs. Sugg recruited a professional videographer to create a video of junior high students for the website to promote interest in WHCS.

Student Testing—Kathleen Haymes has set a tutoring schedule for students within the critical range of the last benchmark testing.

WHCS Campus Security—No report

Facilities—No Report

Communication Plan- No report

PTO Activities- No report

12) Reports form Board Committees

a) Audit— As of yet John Pehascek has not sent audit to the board. Special Meeting will be necessary because audit must be sent to TEA by the end of February.

b) Budget and Finance—

a. A/P is current after being 60 days behind

b. Purchase orders are now being used

c. Researching the implementation of ID cards for staff and students for tracking textbooks, attendance and lunch

d. Reviewing calendaring

e. School contracts and their expiration dates

f. 1099s and W2s were sent on time

g. Bank accounts have been reconciled through August 2009

c) Fundraising— No Report

- d) Community Relations— Review of By-laws has revealed that Community Relations committee falls under Vice President
 - e) Admissions and Enrollment—No Report
 - f) Curriculum Enrichment—No Report
- 13) No adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071 of the Open Meetings Act was necessary.
- 14) Discussion of items to be placed on the February 2010 special board meeting agenda
- a. Review and approval of audit – if it is received in time to warrant a meeting on Thursday February 25th, 2010
- 15) Discussion of items to be placed on the March 2010 regular board meeting agenda
- a) Discuss, consider and approve the February 18, 2010 Regular Board Meeting Minutes
 - b) Discuss, consider and approve the February 25, 2010 Special Board Meeting Minutes (if any)
 - c) Discuss, consider and approve the job description of the administrator
 - d) Present, discuss, consider and approve a gifted and talented program for WHCS
 - e) Discuss, consider and approve the current lunch program
 - f) Discuss, consider and approve financial bank authorizations due to role changes on the board.
 - g) Discuss, consider and approve Budget Amendments
 - h) Discuss, consider and approve Policies and Procedures Committee Recommendations
 - i) Discuss, consider and approve School Calendar for 2010-2011
 - j) Discuss, consider and approve Budget Calendar for 2010-2011
 - k) Discuss, consider and approve the posting of the professional video on school website
- 16) Motion by D. Dwyer to adjourn. D. Hamilton second. Motion passed unanimously.
- 17) Meeting adjourned at 6:27PM.

Submitted by Regina Argueta-Misra

Minutes Approved: AMENDED MINUTES APPROVED AT MARCH 11, 2010 REGULAR BOARD MEETING

Certified by: Judi Paul