

Minutes of a Regular Meeting of the Board of Directors
West Houston Charter Alliance, Inc.
May 17, 2011

A Regular Meeting of the Board of Directors of the West Houston Charter Alliance, Inc., charter holder for West Houston Charter School / Aristoi Classical Academy was held on Tuesday, May 17, 2011 at 5:45 p.m. at the school, 5618 Eleventh Street, Katy, TX 77493-1971.

1. The meeting was called to order by L. Botond at 5:45PM and a quorum was established. L. Botond, R. Misra, T. Nunamaker, T. Polvogt, K. Crabb, and D. Dwyer were present. The Interim Headmaster, Mrs. Cummins, the Director of Operations and Finance, Mrs. Thompson, and the TEA Conservator, Mr. Holman, were also present.
2. Hearing of Citizens. The following Citizen comments were heard:
 - a. Ms. Mary Porter: Expressed support for self-contained classrooms
 - b. Mr. Ryan Birsinger: Expressed need for caution during transition to avoid eliminating good things from previous Headmaster.
 - c. Mr. Mark Chance: Expressed the need for continuity in curriculum and method in teaching
 - d. Ms. Kathryn Mills: Expressed that Saxon is too hard for Kindergarteners
 - e. Ms. Ruth Anne Kormash: Expressed that Saxon phonics is excellent for reading and spelling
 - f. Ms. Gretchen Hempen: Expressed desire for consistency and more math/science manipulatives
 - g. Ms. Terry Sugg: In favor of Communitas if shortened; likes 14 principles; wants curriculum consistency
3. Discuss, consider and approve the April 19, 2011 Regular Board Meeting Minutes. LB
 - a. Motion to approve minutes: DD Motion 2nd: RM Vote: Unanimous in favor
4. Discuss, consider and approve the May 2, 2011 Special Board Meeting Minutes. LB
 - a. Motion to approve minutes: RM Motion 2nd: DD Vote: Unanimous in favor
5. Discuss, consider and approve the May 5, 2011 Emergency Board Meeting Minutes. LB
 - a. Motion to approve minutes: RM Motion 2nd: KC Vote: Unanimous in favor
6. Consider ratification of actions taken at May 5, 2011 Emergency Board Meeting. LB
 - a. Motion to ratify actions taken at May 5 Emergency Board meeting: KC Motion 2nd: RM
Vote: Unanimous in favor
7. Discuss and consider board meeting procedure to take motions and seconds prior to any discussion. TP
 - a. Resolved that members will try to plan out motions prior to each board meeting and will have read minutes prior to meetings
8. Hear report from the PTO.
 - a. Ms. Bauman reported that attendance at activities has been up this year;
 - b. PTO raised enough money to purchase a complete playground set for the coming year.
 - c. Installation of playground will be a parent effort. When complete, PTO will officially donate the equipment to the school.
9. Discuss termination of Mr. Johnson as headmaster.
 - a. DD explained that the evidence considered by the Board highlighted a chain of poor decisions and made termination unavoidable because the school was put at risk by actions of Headmaster.
 - b. TN expressed opinion that board's decision to terminate Mr. Johnson was not a "witch hunt" and that the board has only the best interests of the school and its students at heart.

- c. KC stated that although he was not at the emergency meeting, and the Mr. Johnson is a personal friend of his, he would have voted in favor of his dismissal.
- d. LB gave a summary of the compliance issues that influenced the board's decision to dismiss Mr. Johnson.
- e. TP provided an illustration to help the audience understand the board's position.
- f. RM pointed out that at no time were any children ever in danger. Teachers needed consistency and it was not provided.
- g. Motion: TN moved to appoint TN to collate the board's various investigations of RJ's conduct and to create a report to be placed in RJ's employment file.
Motion 2nd: KC
Vote: Unanimous

10. Discuss and consider appointments to search committee for Administrator and plans for committee moving forward. DD

- a. Motion: DD moved to appoint 2 parents, 2 teachers, 2 staff, and one other board member.
Motion 2nd: TP
Vote: Unanimous
Discussion: DD will receive resumes and give to members of committee. Phone interviews will be done for 2-3 candidates and then top people will be brought to the Board for final interviews.

11. Discuss and Consider Accreditation Information/ Assignment of Accreditation Status to Aristoi Classical Academy for 2010/2011. ST

Discussion: Mrs. Thompson explained what "warned" status means. School was given status due to financial issues in 2008/2009 and 2009/2010 school years including late submission of audits and budget variances above 10%.

To be in compliance with state regulations the school was obligated to post this information where it could be easily located by the public. The information was published in the Katy Times, on the school Web page, and was to be posted for discussion at a board meeting within 30 days of the date of notice (by March 31, 2011). Upon approval of these minutes, the final requirement will be satisfied although it is later than the deadline.

LC noted that Mr. Johnson received a certified letter dated 3/1/11 notifying the school of its posting requirements and the 30 day deadline. Mr. Johnson did not share this notification with other staff members. Had the business office received this letter earlier, there would have been enough time to comply in a timely manner. But the business office was not made aware of the change in status until the end of the month when Ms. Thompson was notified by someone from TEA rather than by the headmaster.

RM inquired if there the school will suffer any consequences for not posting in a timely manner. Mrs. Thompson spoke with TEA and there is no penalty for a late response as long as all of the requirements of the letter are met. Mrs. Thompson and her staff are working on completing the response.

12. Hear and discuss the report from the Interim Administrator. LC

- a. Enrollment: Possibility of 2 7th grades – can't exceed 20/class w/o charter amendment. 309 returned paperwork; waiting on 42 new students.
- b. Financial
 - i. Budget to actual
 - ii. Bank reconciliation
- c. Staff
 - i. Evaluations-Lynn Cummins, Charny Beck and Denise Cummins will complete evaluations for all teachers by next week.

- ii. Redefining Job Description for some of non-teaching Staff and Posting for Same: plan to combine secretary and administrative assistant roles
 - iii. Current state of school wide staffing for the 2011-2012 school year.
 - d. Curriculum
 - e. Student Testing
 - f. Extra-curricular-Awards ceremonies scheduled May 31.
 - g. Campus Improvement Plan and Campus Needs Assessment: Deadline is May 31, 2011
 - h. Marketing
 - i. Campus Security: Need a fence around campus to prevent people just walking through
 - j. Fundraising – Dinner and other proposed ideas: Dinner cancelled; perhaps have dinner in the Fall
 - k. Facilities: Power outage cost \$700 to repair. A dead pine tree needs removed. Getting bids for A/C work.
 - l. Compliance
 - i. Highly Qualified Teacher Update for Teachers and Paraprofessionals:
 - Summer PIEMS due June 16
 - 2 teachers NOT highly qualified but are in program; may be HQ as paraprofessionals
 - Jr High teachers are HQ but not certified (no H.S. credit for adv courses)
 - 4 teachers in program for certifications
 - ii. Compliance calendar for state and federal guidelines
13. Discuss Title 1 Process underway and hear about progress and deadlines for completion. LB
 - a. Region IV sign-off on May 31, 2011
 - b. Review Campus Improvement Plan and Needs Assessment in June
14. Discuss, consider and approve the use of Title 1 Money to assist a teacher in paying for certification class. LC
 - a. Table – should be 100% HQ for 2011-12 year
15. Discuss, consider, and approve recommended changes in curriculum for 2011-2012 School Year: LB
 - a. Core Knowledge (With TEKS Alignment)D. Cummins summarized Core Knowledge TEKS alignment
 - b. Dance: Because of Ms Hovis' resignation, we will have P.E. w/o dance for 2011-2012; savings of \$17,000 - \$35,000
 - c. Saxon Math vs. Envision Math. Still need manipulatives: Kinder and 1st have Saxon for next year; cost to start other grades is \$12,600; Envision is missing some components; Envision training cost \$200 - \$400 for unlimited teachers; Motion to adopt Saxon math for entire elementary: RM, 2nd: DD, Vote: Unanimous; Board agreed to budget Saxon for K-5.
 - d. Gifted and Talented: C Beck said GT program not required for Charter Schools. Recommended some sort of differentiation training for teachers.
 - e. Junior High Math: Using Holt Math. New teacher for 2011-12 will certify in August to be able to teach up to 12th grade. This will allow our students to get high school credit for Algebra I and other advanced math courses.
 - f. Latin: K. Potter endorsed Cambridge Latin. Wheelock is a college text and not much fun. Cambridge is much better for our age groups and is used by most of the districts in the area. Online component is available at a cost of \$170 for 70 licenses.

- g. Technology: Technology teacher will have duties amended to include teaching K-8 with lesson plans.
 - h. Saxon Phonics: Have materials for K-3.
 - i. Spelling: Past year had no set curriculum. Have Journey K-5 and Imagine It K-1.
 - j. Shurley English: Will be mandatory curriculum for all teachers. Mr. Birsinger to train teachers over summer.
 - k. Plato program: Ms. Sugg explained Plato; it is a management and compensatory education system; includes in-class tutorials that move from lowest to on-level; Satisfies Title 1 requirements for home-bound students; ACA network cannot handle it, but worked around by increasing cache; Additionally, only 13 of 32 PC's work and students cannot access their accounts; 1 cost for Plato is \$25,000.
 - l. Motion: LB to Purchase Cambridge Latin Unit 1 and online for grades 5-8, create technology course for grades K-8 as required by TEKS, Reconfirm use of Core Knowledge K-8, Shurley English for grades 1-8, Saxon Phonics for grades K-3, Adopt Logos spelling and State Adopted spelling for K-6. Motion 2nd: KC; VOTE: Unanimous
16. Discuss, consider and approve educational plan that reflects classical curriculum. LB
- a. TEA wants to know how TEKS are integrated into classical program, i.e., how do you make state requirements, Core Knowledge, etc. classical? CIP answers some of these questions. We will clarify what the TEA needs for this and have it ready for approval at the June board meeting.
17. Discuss, consider and approve summer school for junior high students and related student policies. LC
- a. Summer School is not required for Charter Schools.
 - b. Motion: RM to offer summer school for junior high students. 2nd: TN. Motion failed unanimously. No summer school will be offered.
18. Discuss, consider and approve change in length of school day. LB
- a. Motion: RM; Motion 2nd: KC to shorten school day by eliminating Communitas and reorganizing the day with 50 minute Jr. High classes, 5 minute break between class. Start time 7:45, dismissal at 3:15.
 - b. Motion was tabled pending revision of schedule by S. Mitchell.
19. Discuss, consider and approve removal of 14 Principles from School and assemblies.
- a. Motion: DD; 2nd: KC: to appoint KC and Mr. Birsinger to suggest revisions to 14 principles.
 - b. Vote: Unanimous.
20. Discuss, consider and appoint planning team for Fundraising Efforts. TN
- a. Motion: TN; 2nd: KC: to appoint TN to organize a fundraising committee consisting of 2 faculty or staff, 2 parents, TN as chair.
 - b. Vote: Unanimous.
21. Hear and discuss the Treasurer's Report. TN – None
22. Hear and discuss the Publicity Committee Report. KC – None
23. Discuss, consider and approve logo and/or crest for School. KC

- a. KC and Mr. Birsinger showed examples of Logos and Crests designed by a graphic artist. The board gave its opinions on the designs favored by the various members.
- b. Motion: RM; 2nd: DD, to adopt Logo on page 4, exhibit g as shown except that color of flame may be changed from gold to another color such as red.
- c. Vote: Unanimous

24. Discuss, consider and approve summer office hours. LC

- a. Motion: RM; 2nd: KC to adopt summer office hours of 8-4.
- b. Vote: Unanimous

25. Discuss, consider and approve Charny Beck and Board as supervisors to Denise Cummins so long as Lynn Cummins is acting as Interim Administrator. LB

- a. Motion: LB; 2nd: DD to appoint Charny Beck and the Board as supervisors to Denise Cummins so long as Lynn Cummins is acting as the Interim Administrator.
- b. Vote: Unanimous

26. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071 and 551.074 of the Open Meetings Act, for the following purposes: Adjourn: 6:35; Reconvene in closed session 6:41 pm.

a. Legal Matters

- i. Consultation with legal counsel concerning matters on which the attorney's duty to WHCS under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws

b. Personnel /Public Officers

- i. Deliberate the appointment, employment, or duties of the Administrator/ Headmaster.
- ii. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of Lynn Cummins.
- iii. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of Charny Beck.
- iv. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of Angela Martin.
- v. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of Shelley Boles.
- vi. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of Breanna Leisner.

27. Reconvene to Open Session. Adjourn closed session 8:56pm, reconvene in open session 9:05pm.

28. Take action on matters discussed in closed session.

- a. Motion: RM; 2nd: TP; to delegate LB to write letter to R. Johnson denying his request for severance pay.

i. Vote: Unanimous

- b. Motion: RM; 2nd: KC to authorize Lynn Cummins to pay B. Leisner as agreed in closed session

i. Vote: Unanimous

- c. Motion: RM; 2nd: TP to modify the duties, work schedule and pay of C. Beck as agreed in closed session.

- i. Vote: Unanimous
 - d. Motion: RM; 2nd: TP to modify the duties and pay of D. Cummins as agreed in closed session.
 - i. Vote: Unanimous
 - e. Motion: RM; 2nd: TN to pay L. Cummins as agreed in closed session
 - i. Vote: Unanimous
 - f. Motion: RM; 2nd: KC to rescind previous Administrators actions with respect to the employment ~~status~~ of A. Martin
 - i. Vote: Unanimous
 - f(2). Motion: RM; 2nd: TP to authorize L. Cummins to carry out the plan as discussed in closed session regarding the employment of A. Martin
 - i. Vote: Unanimous
 - g. Motion: RM; 2nd: TP to approve actions as agreed in closed session with respect to S. Boles.
 - i. Vote: Ayes – 4 LB, KC, TP, TN, Nays – 2 DD, RM
 - g(2). Motion: RM; 2nd: TP to authorize L. Cummins to carry out the plan as discussed in closed session regarding the employment of S. Boles.
 - i. Vote: Unanimous
29. Discuss, consider and approve new At-Will Agreements for Staff and Teachers.
- a. Motion: TN; 2nd: KC to adopt the new At-Will agreements for Staff and Teachers.
 - i. Vote: Unanimous
30. Discuss items to be placed on the June Regular Board Meeting agenda.
- a. Time sheet policy for staff
 - b. Teacher and staff salaries
 - c. Plato
 - d. CIP and Needs Assessment
 - e. 14 principles
 - f. DCA cardigan for fall dress code
 - g. DCA Mary Perry of TEA, item 16 from this agenda.
 - f. DCA New grading policy
 - e. DCA Board training
31. Adjourn Motion: DD; 2nd: KC; to adjourn Vote: Unanimous TIME: 12:21 am 5/18/11.

This is a true and correct copy of the minutes of the meeting held on May 17, 2011, as approved by the Board of Directors on June 21, 2011.



Lucina Botond, Board President