

**Minutes of REGULAR MEETING OF THE BOARD OF DIRECTORS
WEST HOUSTON CHARTER ALLIANCE, INC.**

October 15, 2009

- 1) Call to order
 - a. David Dwyer called to order the Regular Meeting of the West Houston Charter Alliance, Inc. Board of Directors at 6:30 pm on October 15, 2009 at 5618 Eleventh Street, Katy TX 77493-1971.
 - b. The following persons were present: David Dwyer, Judith Paul, Lucina Botond, Thom Polvogt, Brenda Davidson, and Regina Argueta-Misra.
- 2) Statement to attendees regarding the Hearing of Citizens
- 3) Hearing of Citizens
 - a. No citizens signed up to speak
- 4) Motion made by J. Paul to approve August 28, 2009 Special Board Meeting minutes with following revisions: J. Paul was present and meeting adjourned at 9:04 AM, second by T. Polvogt, Motion carried unanimously.
- 5) Motion made by R. Argueta-Misra to approve September 17, 2009 Regular Board Meeting minutes, J. Paul second motion with provision that the Statement to the citizens be added and items be renumbered. Motion carried unanimously.
- 6) Motion made by T. Polvogt that terms be structured for WHCS Board Membership. J. Paul second. D. Dwyer tabled motion for research and review of Board By-laws. Proposal is that terms begin and end on a fixed date. Details to be refined at a later date.
- 7) Motion made by J. Paul to clarify Board policy regarding comp. time for staff, L. Botond second. Motion carried unanimously. After much discussion clarification of policy is as follows: 1. Staff must track hours worked. 2. Overtime must be pre-approved by Administrator. 3. Overtime hours can be collected as comp. time and must be scheduled at a mutually convenient time for staff and school.
- 8) Motion made by T. Polvogt to Approve Budget Amendments for Health, Health Portable AED, and ACP-3 teachers on the condition that stimulus money (Title 14 funds) is made available for this expense. J. Paul second. Motion carried unanimously.
- 9) Motion made by J. Paul to approve central office staff Job Descriptions
Tabled to allow completion of Job Descriptions

9) Interim Administrator Report

- Enrollment - 307, waiting list 58
- Financial –
 - a. requests for stipends for sports, B. Davidson was directed to pose this request to the B&F committee first.
 - b. request made for use of local days first, then state days. B. Davidson was directed to follow the law, Statute Amended 22.003 Education Code which states that the school district will not restrict the order in which an employee may use the state minimum personal leave.
- Staff –
 - a. Mrs. Ashley Shaw requested that she be relieved of her duties for health reasons. Mrs. Cecilia Guel was hired to take over that class for the remainder of the year.
 - b. Ms. Becky Strothers submitted her resignation effective Friday, October 9, 2009.
 - c. Federal funds have become available that will allow WHCS to offer teaching staff to earn the designation of Highly Qualified Certified Teachers.
- RSCCC – The Gradebook component of RSCCC is now being used to track grades and attendance.
- Curriculum –
 - a. Curriculum orders were completed October 8, 2009
 - b. B. Davidson and L. Botond will assemble the 2009/2010 Curriculum Committee.
- Student Testing – No report
- Extra-curricular - Mr. Ferguson has formed a cross-country team and plans to form a volleyball and basketball team.
- Campus Improvement Plan
 - a. B. Davidson requested the School Board assign a liason for the Campus Improvement plan and the suggested committee make up.
- Marketing - None
- Campus Security – Follow up to stolen funds from business office include; locked doors, changed locks, locked cabinets, safe purchased, and a report and policy of theft prevention written.
- Fundraising – A meeting planned for October between Interim Administrator and D. Dwyer.
- Communication Plan – No report
- Facilities – No report
- PTO Activities – Spirit shirts are in. Red Ribbon week is scheduled for October 26-30. Focus of fundraising activities remains playground equipment.

10) Hear reports from Board Committees

- Search Committee – T. Polvogt reported that a recommendation to the board for an Administrator is forthcoming.
- Audit – T. Polvogt reported that the same auditor will be used this year.
- Budget and Finance – No report

- Fundraising – D. Dwyer reported that fundraising efforts are being coordinated.
- Community Relations – No report
- Admissions and Enrollment – No report
- Curriculum Enrichment – L. Botond reported that she has been in communication with B. Davidson and the formation of a committee is underway.

- 11) Discuss items to be placed on the November 19, 2009 Regular Board meeting Agenda
- a. Board Candidate Interviews
 - b. Status update from Policies & Procedures and By-laws review groups
 - c. PTO reports
 - d. Discuss, consider & approve Job Descriptions

- 12) Motion to Adjourn at 7:55pm by: R. Argueta-Misra second: T. Polvogt
- a. Motion carried.

Additional Closed or Executive Session Authority

If during the course of the Board meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any item included in this Notice, then such closed or executive meeting of session as authorized by Sections 551.071, 551.072, 551.073, 551.076, 551.0785, 551.082, 551.0821, 551.083, and 551.084 of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this Notice as the Board may conveniently meet in such closed or executive session.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either:

(a) The open meeting covered by this Notice upon the reconvening of this public meeting, or (b) A subsequent public meeting of the Board upon Notice thereof, as the Board shall determine.

The items listed in this notice may be considered in any order at the discretion of the Board of Directors or the Board President, items listed for closed session discussion may be discussed in open session, and items listed in this notice may be tabled and considered at a subsequent public meeting of the Board of Directors upon proper notice.

Minutes respectfully submitted by:

Regina Argueta-Misra

Board Secretary