

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

21ST day of January 2009

At 6:30 p.m., at the school, 5618 Eleventh Street, Katy, Texas 77493-1971.

1. At 6:32 p.m. Mr. David Dwyer, President of Board, called to order and announced a quorum.
2. Presentation by WHCS First Graders on Shurley Grammar Skills. Decision to move item #2 to later during meeting for greater attendance of parents and students for those students presenting Shurley Grammar.
3. Hearing of Citizens
Welcome message to audience by Mr. Dwyer
6:35 p.m. Mr. Thom Polvogt Director arrived.
4. Hearing of Citizens - Board recognized Mr. Fernando Garcia, who has 3 children in attendance at 6th and 7th grades. Mr. Garcia expressed disappointment regarding discussions held at December board meeting regarding school expansion, stating that Ms. Jean Pickering, Principal is a champion of the school expansion. Mr. Garcia stated that expanding the school would be increasing resources of the school for the children rather than taking resources away. Mr. Garcia expressed disappointment that board was offered opportunity to speak to parent of Junior High students in audience and chose not to but addressed another member of the audience. Mr. Garcia expressed his disappointment in statements by the board, "it's been a long day" and the perception the board is always saying no.
Mr. Dwyer expressed confidence in Principal Jean Pickering.

Item #2 Presentation by WHCS First Graders on Shurley Grammar Skills

Presentation by First Graders in Shurley Grammar

Introduction: Mr. Dwyer had requested Principal to provide a sampling of classical education at school for each board meeting.

First Grade Teachers introduced: Brenda Davidson & Laurie

Principal Jean Pickering provided background information regarding program, which begins at first grade and continues. All teachers at the school, regardless of topics taught attended an in-service on Shurley Grammar.

Mrs. Davidson advised that this method makes English Easy by placing the rules into jingles. Students memorize jingles that give them the information to remember. It's a team effort. Currently there are 34 students at this level.

Students sang songs for Sentence structure, nouns, adverbs, verbs, adjectives and article adjectives.

5. Approve minutes for the December 17th regular meeting of the Board of Directors. Mr. Dwyer requested motion, Ms. Edna Green, Director made motion, Mr. Polgovt seconded, motion approved.

6. Accept the resignation of Vice President, Ms. Melinda Mikeska. Discussed service to the board by Ms. Mikeska for the past 4 years. Thanked her and acknowledged she will be missed. Mr. Polgovt made a motion to accept, Ms. Pickering seconded, Motion accepted.

7. Mr. Tom Haynes to present on communication strategy to enable greater parental involvement.

Background: Mr. Dwyer requested Mr. Haynes to provide some guidance regarding communication strategy options to board. Explained he has received comments that information does not reach parents. Discussed that thank you strategy for fundraising means thanking the donor seven times.

Mr. Haynes provided handout. A Communication Strategy for the West Houston Charter School. Discussion of the diversity of the school's audience would require multiple methods of communication. Determined that there are multiple levels of communication, macro for school wide, grade specific and classroom specific. Discussed current methods:

- Sign in front of building, not functional at this time
- Planners
- Teacher/ Parent communication via email or phone
- Twice monthly newsletter
- Website – confirmed additional functionality

Agreed Principal Pickering would prepare communication strategy for presentation at next meeting.

8. Hear reports from Administrator on:

Principal Pickering presented refreshments to the board in honor of School Board Month, thanking the board for its service.

Board and Principal discussed agenda format that changed when items not in use were removed. There is a request by Principal to return other Administrative Concerns on Agenda. See enclosure Administrator's Report January 21, 2009 which addressed each of the below areas.

- a. Enrollment Growth Plan – Four plans presented, steady growth with High School, Steady Growth with no High School, Rapid Growth and slow growth. **Enclosed.**
- b. Report on implementation of the Campus Improvement Plan – beginning to work on open enrollment that will be 3/2/09 through 4/6/09. Planning an open house at the beginning and the end of the enrollment period. However, pending answer from TEA regarding the expansion plan may not be able to hold lottery, as enrollment cap may not be known. Discussed regarding when the open houses were held last year and the number of attendees. Board suggested holding open house prior to the enrollment period.
- c. Report on marketing activities for the WHCS - Discussed past marketing plans regarding open houses. Seeking volunteer to do this for school on a regular basis. Discussed snow festival that will be held on 3/28/09 from 10 am –3 pm. There will be 10,000 lbs of snow. Ms. Judith Paul, Director, inquired into insurance and licensing. Ms. Pickering confirmed school was in compliance. Science night will be held 1/23/09.
- d. Report WHCS Campus Security – Will be installing 15 solar lights at front of building.
- e. Report on fundraising activities – no discussion
- f. Report on status of the WHCS facilities – Implementing new kitchen nutrition program. Currently paying \$6,000/ mo for a caterer. Will be putting luncheon service in house on a smaller scale before the end of the year. Ms. Michelle Tzannis, Director,

inquired about training, Principal Pickering confirmed staff has already completed health and food safety training for cafeteria. Mr. Dwyer mentioned that upcoming legislation might result in school lunches being required to have no transfat.

9. Discuss, consider and approve TEA application amendment. **Enclosed.**
Reviewed education plan for grades 9-12. Discussed two resolutions to be sent in. High School would possibly open in 2010 with 1 9th grade class. Confirmed not necessary to resubmit growth plan if High School is not expansion route taken. Discussion if language component requires 2 or 3 years of a foreign language. Principal Pickering will research. All classes listed are in accordance with State Guidelines which the exception of the addition of logic. Rhetoric classes added for Juniors and Seniors as essential for classical education. Can amend class offerings as needed. Course descriptions were based on State and other school resources. Discussed four growth plans. Confirmed if not approved, an amendment can be filed every year. Business plan included with materials shows increased payments on bond.

8:24 Adjourn for break

8:34 Reconvening

Motion made by Ms. Tzannis to submit the steady growth plan with high school to State. Ms. Pickering seconded motion. No discussion. Motion approved. Plan will be submitted next Tuesday.

10. Discuss any budget amendments – Discussed that banks no longer accept dual signature checks. Will need to add bank resolution to February agenda. Need to review March 2007 minutes to confirm board approval needed for single purchase over \$10,000.

11. Discussed items to be placed on February 2009 regular board meeting Agenda.

- 403B plan – Ms. Tzannis
- Campus Security
- Nominate VP of Board
- Schedule additional interviews for the Board- will need closed sessions
- Resolution for signatures at bank
- Approve next year's calendar
- Communication Plan – Ms. Pickering
- Extra Curricular activities – Administrative Report – question & answer session – after school activities for Core Knowledge
- Proposal on dealing with Vendor contracts – Ms. Paul
- Presentation by students in Latin.

12. Schedule February 18th, 2009 at 6:30 PM date for the February meeting.

13. Adjourn.

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.

Certificate of posting or Giving of Notice

On this 15th day of January 2009, at ____ p.m. this Notice was posted on a bulletin board or other conspicuous location at a place convenient to the public at the West Houston Charter School, 5618 Eleventh Street, Katy, Texas 77493-1971 and was readily accessible to the general public at all times.

Michelle Tzannis
Secretary
West Houston Charter Alliance, Inc.