

**Minutes of Regular Meeting of the Policy and Procedure Committee  
West Houston Charter Alliance, Inc.  
October 30, 2009**

1. Call to order and establishment of a quorum at 8:15 am. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM), and Brenda Davidson (BD).
2. Review and Discussion of teacher recommendations provided to administrator regarding employee handbook:
  - a. Make consistent title throughout when referring to principal or superintendant, or administrator so there is less confusion.
  - b. Introduction on page 1: Try to clarify when changes to handbook might be made to give teachers and staff adequate notice. Discussion of fact that Board of directors may adopt changes it deems necessary to implement during the current school year; however, most often, ratified changes to handbooks or code of conduct will be implemented for 2010-2011 school year in order to give staff as much notice of changes as possible.
  - c. Personal and Sick Leave, p. 7: Take out the mandate of which order sick days will be used (personal leave days vs. state leave days) as is consistent with law and which board has already clarified will be at teachers' discretion.
  - d. Leave Under Family and Medical Act, p. 10: Check with TEA to see how this applies to Charter Schools specifically.
  - e. Personnel Records , p. 16: Add provision by administrator of CEU certificates in teacher files.
  - f. New Hires, p. 17: Correct typo and change wording to provide for New Hire Orientation.
  - g. Documentation of Employee Performance, p. 19: Principal should have responsibility of documentation of employee performance to include information that makes it clear whether terminations are voluntary or involuntary under IRS guidelines.
  - h. Health, Safety and Welfare of Students, p. 21: Clarify that any implication of improper relationship between an employee and a student may subject the employee to termination. Also need to look up and add specific legal language for reporting requirements in case of known or suspected child abuse or neglect. Get specific state requirements on duty of school and administration to report death threats made by students.
  - i. Student Records, p. 22: Add FERPA requirements.
  - j. Visitors in Workplace, p. 23: Employee guests and visitors should be accompanied by employee at all times when on campus.
  - k. Dressing and Grooming, p. 28: There should be no unnatural hair color, visible tattoos or visible writing on the body, among other changes.
  - l. Tobacco/Smoking on premises or during work hours: Get legal guidance on setting rules for smoking.

- m. School Property and Usage, p. 29: Be sure there is no sharing of passwords with employee family members or anyone else.
- n. Add new heading for Employee Disciplinary Actions so that levels of discipline are clearly described.

**Policy and Procedure Minutes October 30, 2009 (cont.)**

- 3. Adjourn at 10:55 for short break.
- 4. Reconvene meeting at 10:53.
- 5. Discuss items to be placed on agenda for next meeting:
  - a. Discuss recommended changes for handbooks or code of conduct made by administrator, staff or committee members.
  - b. Analyze samples of various policies in other schools' handbooks and policy and procedure guidelines.
- 6. Adjourn 11:02 am.

*Approved 11/6/09 ARB*