

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
December 4, 2009**

1. Call to order and establishment of a quorum at 8:26 am. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM), and Brenda Davidson (BD).
2. Discussed and approved minutes from November 20, 2009 meeting. RM made motion to approve, BD second. Approved unanimously.
3. No further recommendations at this time from teachers or staff.
4. BD recommended drafting of new policy and procedure for student emergencies. In what situation should teacher call 911 directly, and in what situation should teacher notify office of incidents?
5. Discussion and drafting of administrator's and committee members' proposed changes to employee handbook:

a. **Page 30: Employee Suggestions and Concerns**

Employee Relations

First sentence: Change the word "supervisors" to "team leaders" and remove "of the School" from the end of the sentence.

Strike the next sentence completely.

Third sentence: change "supervisor" to "team leader." Make this change throughout this section. Substitute "team leader" wherever the word "supervisor" appears.

Second paragraph: Strike the first two sentences completely.

At end of 5th sentence, strike "if feasible."

Page 31, same paragraph: In 7th sentence of paragraph, change term "within 7 days" to "immediately." In 8th sentence, eliminate phrase "director of human resources or the." The final sentence should be changed to read, "The appropriate administrator will investigate the concern, suggestion or incident and respond to the reporting employee in a timely manner."

Comments: Remove this heading. Edit the first sentence of the following paragraph to read, "An employee may always address the Board in writing or during the hearing of citizens portion of the regular meetings. The

Minutes of Regular Meeting of the Policy and Procedure Committee
December 4, 2009 (cont)

second sentence should read, “They may also request leave to have an item placed on the Board agenda and posted in accordance with the Texas Open Meetings Act.”

- b. Add new section just after heading **Whistleblower Complaint**. This heading should be **Performance Reviews**. The wording from Ridgeview Classical in this section may be used. Subheadings should be as follows:
 - (1) Administrators
 - (2) Teachers
 - (3) Staff
 - c. Add final item: **Receipt and Acknowledgement of the Faculty and Staff Manual**. This form is same as Ridgeview’s and provides place for each staff member to sign in acknowledgment of receipt.
6. Discuss agenda for next meeting.
- a. Brenda will bring Region IV required policies list, if possible.
 - b. Brenda will complete job descriptions to add to handbook.
 - c. Compare handbooks of other schools to see if further additions for our handbook are necessary.
7. Adjourn 10:03 am. RM moved, BD second.