

**Minutes of Regular Meeting of the Policy and Procedure Committee  
West Houston Charter Alliance, Inc.  
January 15, 2010**

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. No further recommendations at this time from teachers or staff.
3. BD spoke to TEA regarding policies and procedures on file there. She was told that the school cannot change any procedures or policies that are already approved by the state as part of our charter or amendments.
4. BD confirmed with TEA that there are no policies required by the TEA for charter school handbooks outside of federal and state laws.
5. BD proposed that we ask TEA whether the most recent handbook on file there is the one still in effect. Should more recent changes to the handbook(s) be on file with TEA to be valid? The last employee handbook on file was dated November 2002.
6. Discuss agenda for next meeting.
  - a. Brenda will call TEA regarding the handbooks and what we must file with TEA.
  - 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 10:02 am.