

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
March 29, 2010**

1. Call to order and establishment of a quorum at 2:12 pm. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Brenda Davidson (BD).
2. Minutes- March 12, 2010. RM moved to approve. BD second. Approved.
3. Minutes- March 20, 2010. RM moved to approve. BD second. Approved.
4. Admissions Policy: When the school is in session, and there are open slots, the school must admit all students; however, if the student's disciplinary history shows problems, the admission can be reversed based on our admissions policy.
5. Employee Handbook:

Under heading "Reassignments and Promotions," add capital E in mention of "employment Objectives" heading. Add paragraph break.

Add statement at the end of this section that specifies if an employee resigns from employment at the school or is terminated from one position, that employee may seek to be rehired for another position as a new employee, filling out a new application and completing a new hire interview process.

Under the heading of "EMPLOYMENT SEPARATION," at the end of the paragraph, add a request for an exit interview from departing employees.

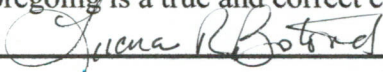
Under "Voluntary Termination," Take out the phrase "Documentation must include evaluations..."

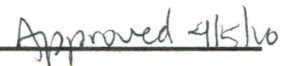
Under "Involuntary Termination," the third sentence should read, "Employment may be terminated at will and without cause, except for an unlawful reason."

The list of reasons for which one might be terminated should be rearranged into a bullet point list.

6. Adjourned at 3:20 pm.

The foregoing is a true and correct copy of the minutes.





Lucina Botond, Chair Policy and Procedure Committee