

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
April 5, 2010**

1. Call to order and establishment of a quorum at 2:23pm. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Brenda Davidson (BD).
2. Minutes- March 22, 2010. RM moved to approve. BD second. Approved.
3. Minutes- March 26, 2010. RM moved to approve. BD second. Approved.
4. Minutes-March 29, 2010. RM moved to approve, BD second. Approved.
5. Nepotism policy: Lynn will forward the TEA response.
6. CEU hours required for teachers: 150 hours in 5 years is required. WHCS requires 30 hours beginning June 1 and ending May 15.
7. Employee Handbook:

Workplace Violence Prevention- The manual says that the school has adopted guidelines for intimidation, harassment, or other threats of violence. This policy was found and was dated 4/19/06 and entitled "Security Policy."
8. Adjourned at 3:30 pm.

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

Lucina Botond, Chair Policy and Procedure Committee

approved 4-19-10 (RAM)