

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
April 9, 2010**

1. Quorum established at 8:20 am. BD, RM, LB present.
2. Page 17 of Employee Handbook: "Other Conduct" should be changed to "Other Prohibited Conduct"


Legal Question: If parent is menacing or behaves badly on campus, can he/she be prohibited from volunteering or being on campus without an invitation except for the carpool line?

Phrase "of the school" is not necessary throughout (The Administrator of the School...).

Change method of incident reports.

3. Page 10: Vacation / Non Duty
Consider changing vacation of 3 weeks to be allowed only after 10 years of employment.
4. Adjourned at 10:05 a.m.

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



Lucina Botond, Chair Policy and Procedure Committee