

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
April 19, 2010**

1. Call to order and establishment of a quorum at 2:06 pm. In attendance were Regina Argueta-Misra (RM) and Brenda Davidson (BD).
2. Minutes- April 5, 2010 BD moved to approve. RM second. Approved.
3. Minutes- April 12, 2010 no meeting
4. Employee Handbook:

Types of Corrective Action- Omit “Types of Corrective” new heading should be Corrective Action.

Employee Relations- In the first sentence, added “Team Leader” and omit second “of the school”.
Omit “director of human resources”.
5. Letter from the Administrator was added at the beginning.
6. Regina will work on headings and sections and prepare for Maureen’s review.
7. Adjourned at 3:08 pm.

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

Regina Argueta-Misra, Policy and Procedure Committee