

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
April 30, 2010**

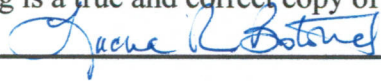
1. Call to order and establishment of a quorum at 8:33 a.m. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Brenda Davidson (BD).
2. Employee handbook. Began at page 17 of draft.

Asked current business office manager, Bill Melton, to report on exempt vs. non-exempt time keeping and allotment of vacation days. Comp. pay is applicable to non-exempt employees only.

Consider a policy to submit a master sheet on comp. time so that Bill can keep track of days taken in excess of sick days allotted and can apply earned comp. time for those excess sick days. This would make it easier to be sure that no one is taking of too much comp. time.

3. Adjourned at 9:37 a.m.

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

 5/3/10

Lucina R. Botond, Chair of Policy and Procedure Committee