

**Minutes of Regular Meeting of the Policy and Procedure Committee  
West Houston Charter Alliance, Inc.  
May 10, 2010**

1. Call to order and establishment of a quorum at 2:15 p.m. In attendance were Brenda Davidson (BD), Regina Argueta-Misra (RM), and Reggie Johnson (RJ).
2. RJ and BD will complete a read through of the Employee Handbook.
3. RJ, BD and RM suggested Latin phrases for the cover of the handbook.
4. Determined that we would submit the amended Employee Handbook to the Board on May 20, 2010, Maureen Singleton on Monday. The completed handbook should be ready for teachers by the first week of June.
5. Adjourned at 3:24 p.m.

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



Regina Argueta-Misra, Member of Policy and Procedure Committee