

approved
6/14/10

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
June 7, 2010**

1. Call to order and establishment of a quorum at 2:23 p.m.. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM), Reggie Johnson (RJ), and Lynn Cummins (LC).

2. Began at section on Testing/Placement.

3. Academic Field Trips

Make clear that chaperones may not bring additional children on field trips.

4. Eliminate section on fees for Fine Arts and Science.

5. Problem Resolution

Eliminated references to Disciplinary Hearing Board as there is none. Specify that if parents have a dispute with the Headmaster, the parent may request a hearing with the school board.

Eliminate a note that changes to the handbook will be in writing as an amendment and will require signature of students and parents.

6. Eliminate section on bacterial meningitis.

7. Eliminate section on Options and Requirements for providing assistance to students who have learning difficulties or who may need special education.

8. Change section on "Technology Acceptable Use Policy" to Technology Appropriate Use Policy. Introductory paragraph, second sentence should read "Our curriculum utilizes online web resources for research, instruction and to meet the technology goals."

Eliminate next three paragraphs and keep the section titled "Succinct Advice" with 10 rules. Add rule 11 to read "Do not use a computer without supervision."

8. Adjourned at 3:30 p.m.

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

Lucina R. Botond, Chair of Policy and Procedure Committee

Minutes of Policy and Procedure Committee West Houston Charter Alliance June 28, 2010

Called meeting to order at 2:29, with Reggie Johnson and Regina Argueta Misra present.


List of Policies to be found or written

create a binder for policies

- a. Accessibility: handicapped access
- b. Admissions policy student handbook
- c. Registration & Enrollment Policy
 - i. How are children distributed across the classrooms?
- d. Fees policy: Headmaster
- e. Child protection policy: Charney Beck
- f. Grievance Policy – employee handbook
- g. Curriculum Policy -Headmaster
- h. Purchasing Procedures policy Headmaster
 - i. campus purchasing procedures
- i. Freedom of Information Policy -Susan Lang
- j. Health & Safety Policy Headmaster/Jamie Boreman
- k. Home-school Policy –student handbook Headmaster
- l. Homebound Policy --student handbook
- m. Property Rental (found & needs review) may or may not need to revise Headmaster
- n. Pay & Salary Policy -Headmaster
- o. Discipline Policy –Headmaster & Dean of Students
- p. Sex Ed Policy- Headmaster
- q. Sp Ed Policy – Charney Beck & Headmaster
- r. Staff Discipline - Headmaster
- s. Whistleblower Policy (employee handbook)
- t. Equal Opportunity Employment Policy employee handbook
- u. Homework Policy student handbook Headmaster
- v. Field trips Policy student handbook Headmaster
- w. Security Policy: campus security Headmaster
- x. School Improvement/Development Headmaster
- y. (Campus Improvement Policy)
- z. School self evaluation Policy Headmaster & Board Member (Thom Polvogt?)
- aa. Volunteer Policy PTO Board
- bb. Staff Leave of Absence Policy employee handbook Headmaster
- cc. Communication Policy: between campus & families Headmaster
- dd. Technology Use Policy student handbook
- ee. Attendance Policy
 - i. Staff employee handbook Headmaster
 1. Including meetings
 - ii. Children student handbook Headmaster
- ff. Faculty evaluation Policy - Headmaster

Adjourned at 3:45 pm.

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


Regina Argueta-Misra, Member of Policy and Procedure Committee.