

**Minutes the Special meeting of the Board of Directors
West Houston Charter Alliance., Inc.**

A Special Meeting of the Board of Directors of the West Houston Charter Alliance, Inc., charter holder for West Houston Charter School, was held on Monday, June 7, 2010, at the school, 5618 Eleventh Street, Katy, TX 77493-1971.

1. Call to order and establishment of a quorum: By Lucina Botond at 5:33 pm
 - a. LB, DH, RM, TP, DD & RJ present.
2. TP made motion to approve minutes as corrected DH second. Motion carried
3. RM made motion to discuss, consider and approve changing the 18 child limit per class. DH second.
Discussion:
 - a. Major change in 5th grade, 9 students did not pass the second round of TAKS, which would potentially create a problem in the number of students in the 5th and 6th grade.
 - b. Voting in this policy does not mean that the class size will change, but that we have the ability to go over in necessary classes in a case by case basis.
 - c. This would be an extension of policy that is already in place because siblings and staff children already have a spot at the top of the waiting list.
 - d. RM Withdrew motion.
4. LB made motion to limit class size to 18 children except in limited circumstances as follows 1. Incoming children of staff members or 2. Children retained from the previous school year. 3. Class size will not exceed 20 in these circumstances. DH second. Motion carried, DD voted nay.
5. RM made motion to discuss, consider and approve any budget amendments, DH second
Discussion:
 - a. More money is expected from the state
 - b. School is still in default with the bondholder and additional payments are necessary.
 - c. School is currently losing money on the lunch program because our current provider requires that the school buys 110 lunches when the school only sells 60 – 70.
 - d. No budget amendments were ready for voting on at this time.
6. LB made motion to discuss, consider and approve the change of the school's name to reflect our classical school status. RM second. Discussion:
 - a. RJ proposes that we use "Aristoi" a Greek word meaning striving for excellence. Aristoi Classical Academy.
 - b. TP proposes that our location be included in the name.
 - c. DD proposes that the name change involve parent involvement.
 - d. LB made motion to change the school's name to reflect our classical school status in the next few months. DH second. Motion passed unanimously.
 - e. RJ will write a letter to parents sharing the Board's intention to change the school's name, encouraging parent input.
7. DD made motion to discuss and consider changes to the school schedule including starting and ending time for the school day starting in the 2010-2011 school year. RM second. Discussion:
 - a. RJ proposed that the starting time be at 7:45 allowing time for "Comunitas" – short time for starting the morning. Also extending the day to 3:30 allowing for specific time for additional reading and math instruction time. Schedule is not made yet, but math and reading classes would be increased, not every class period would be increased.
 - b. DD asked how this would impact hourly staff. Unknown.
 - c. RJ added that after school tutorials will also be in place (based on teacher recommendation and parent approval). There is also the option of utilizing Springboard.
 - d. DH brought up the concern of tardies.
8. TP made motion to change the school times. DH second. Motion passed unanimously.
9. DH made motion to approve Board Bylaws. RM second.
 - a. In section 3.1 –

- i. Administrator cannot be included as a board member.
 - ii. If the board drops below 5 members, it can still operate.
- b. In section 3-11
 - 1. Telephone conferencing is only allowable in the case of an emergency or because of public necessity as defined in Texas Open Meetings Act.
 - 2. Videoconference is possible if a quorum of the board is present in one location.
- c. Section 3.15
 - i. Conflict of interest is a new section that has been added.
- d. Section 5.5
 - i. Treasurer is part of the audit committee
- e. Other changes are minor and having to do with capitalization and grammar.
- 10. RM made motion to approve bylaws as amended. TP second. Motion carried unanimously
- 11. RM made motion to approve revised Governance Policies. DH second. Discussion
 - a. Grammatical changes & clarifications
 - b. Staggered elections refer to even numbered years and odd numbered years
 - c. Candidate qualifications
 - i. Added a requirement that board members become familiar with Texas law
- 12. TP made motion to approve Governance Policies. DD second. Motion passed unanimously.
- 13. TP made motion to discuss, consider and approve revised Board Policies. RM second. Discussion:
 - a. All decisions will be made in the light of the mission, philosophy, goals and objectives established by the Board for the Charter Holder and School.
 Motion passed unanimously.
- 14. Duties and responsibilities:
 - a. School Board is governed by the TOMA and we must fulfill duties as a public corporation
 - b. Wording was all changed to reflect Texas state law.
 - c. Grammatical correction
 - d. RM made motion to approve the Duties and Responsibilities as amended. TP second. Motion carried unanimously.
- 15. Adjourned for a short break 7:57pm
- 16. Reconvened 8:03pm
- 17. DD made motion to discuss, consider and approve the revisions of the Employee Handbook. TP second. Discussion:
 - a. Individual Pay or merit pay will be omitted due to the legal ramifications. Details have to be soundly organized and structured prior to implementation. Therefore, we will omit this section.
 - b. Page 22 under Dressing and Grooming. Earrings or other body adornment should not be visible for men. Body piercings other than earrings for woman should not be visible.
- 18. DD made motion to approve the revised Employee Handbook subject to any changes that may be forthcoming from the possible change of title from Administrator to Headmaster. Motion carried unanimously.
- 19. DD made motion to approve the title from Administrator to Headmaster. DH second. Discussion:
 - a. RJ proposed that Headmaster is more in line with what his position entails.
 Motion carried.
- 20. Adjourned to Closed Session 8:24pm
- 21. Reconvened in Closed Session 8:28pm
- 22. Reconvened in Open Session 9:27pm
- 23. RM made motion to approve the Headmaster's job description as amended in closed session. DD second. Motion carried unanimously.
- 24. Discussion to be placed on the June 17, 2010 Regular Board meeting agenda
 - a. Schedule a Strategic Planning Meeting
 - b. Schedule a Headmaster Workshop

25. RM made motion to adjourn. DD second. 9:35pm

Submitted by Regina Argueta-Misra
WHCA Board Secretary

Minutes approved: _____

Lucas Botana 6/17/10

Certified by: _____

Regina Argueta-Misra