

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.