

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
July 19, 2010**

1. Call to order and establishment of a quorum at 2:22 pm. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Reggie Johnson (RJ).
2. Minutes Approved from July 12. RM moved to approve, RJ seconded.
3. Admissions policy. TEA says can't hold admissions until discipline files are complete.
4. Take out "Staff Discipline" policy from list of policies to be written (taken from list made at June 28 Policy Meeting).
5. Homework Policy: 5th grade and up can plan on 20 minutes per subject.
4th grade should have 10 minutes per subject
1st-3rd grade should have 5 minutes per subject and will have time in class to work on homework.
6. Field Trip Policy: Teachers should request with 3 weeks notice unless some rare opportunity come up. Parents should have 2 weeks notice.
7. Adjourned at 4:20.

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

Lucina Botond 8/13/10

Lucina Botond, Chair Policy and Procedure Committee