

Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
August 6, 2010

1. Call to order and establishment of a quorum at 9:12 a.m. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Reggie Johnson (RJ).
2. We need a **gift or donation acceptance policy**.
3. **Grading policy:** draft presented by RJ. Part of grade will be narrative written by teacher on each student. To be considered in final grade is letter grade earned plus student effort and behavior. Grades can be moved up or down depending on teacher observation. Need to specify in policy to what degree teacher narrative can move grades.
4. Need **Vendor Policy:** If we provide a platform for vendors to come in and solicit teachers and staff, what competitors should be allowed to come? Need to be sure there is adequate choice and that school doesn't endorse any one option.
5. **Homework Policy:** Need to add a statement that the purpose of homework is Mastery. It should be purposeful and meaningful. RJ prepared a chart showing homework amounts to be expected.

K-2: up to 20 minutes per night.
3-4: Between 30 and 60 minutes per night.
5th: English and Math 15-20, History, Science, Latin 10-15
6th and 7th: 20 minutes per subject
8th: 20-25 minutes per subject
6. **Academic Services Policy:** Prepared by Charny Beck to cover RTI, Special Ed referrals, 504, Child Abuse and Neglect.
7. **In House Purchasing Policy:** All purchases made by the school by staff and faculty require P.O.s to be signed by headmaster or designee. Staff must then have signed P.O. and receipt for processing.
8. **Sex Ed Policy:** WHCS does not teach sex ed as a stand alone course; nor does the school teach sex ed as part of a science course.
9. **Building Use Policy:** Need to eliminate portion of #2 which states that the school can deny use of the school if the rental may harm the school's reputation. Also change the Distribution of Non School Literature section which disallows distribution of materials on school grounds without headmaster approval. Change this to prohibit distribution of obscene materials and the requirement that no materials of any kind may remain on school grounds after the rental is complete.
7. Adjourned at 11:25 a.m.

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



Lucina Botond, Chair Policy and Procedure Committee

8/13/10