

Minutes of the Regular meeting of the Board of Directors
West Houston Charter Alliance, Inc.
November 16, 2010

The Regular Meeting of the Board of Directors of the West Houston Charter Alliance, Inc., charter holder for West Houston Charter School was held on Tuesday, November 16, 2010 at 5:30 p.m. at the school, 5618 Eleventh Street, Katy, TX 77493-1971.

1. The meeting was called to order at 5:35PM by L. Botond, and a quorum was established. L. Botond, R. Misra, D. Dwyer, K. Crabb, T. Polvogt, T. Nunamaker, and D. Hamilton were present. The Headmaster, Mr. R. Johnson was also present.
2. There were no signatures for Hearing of the Citizens.
3. TP motioned to approve the October 19, 2010 Regular Board Meeting Minutes. DD second. Motion passed.
4. DD motioned to approve the October 18, 2010 Special Board Meeting Minutes. KC second. Motion passed.
5. Discuss, consider and approve the November 2, 2010 Special Board Meeting Minutes. DH Tabled.
6. No PTO report was given.
7. Hear and discuss presentations from companies regarding the branding, promotion, and marketing of the school. RJ
Mr. Jeff Linder from JBMA Inc. gave a presentation about branding and marketing for our school.
Discussion:
It was determined that more information is needed from the school in order to tailor any branding or marketing solution specifically to our school: our goals, our audience, our needs and our absolutes.
8. No proposals or actions flowed from the branding presentation.
9. Discuss, consider and approve long and short term strategic goals for the school. RJ Tabled until further notice.
10. Discuss, consider and approve new or revised policies as submitted by the Policy and Procedure Committee. LB
 - a. DD motioned to approve the Building Use Policy as submitted. TP second. Motion passed unanimously.
 - b. KC motioned to approve the Textbook Policy and Procedures as submitted. RM second. Motion passed unanimously.
 - c. TP motioned to approve the Cash Policy and Procedures as submitted. DD second. Motion passed. TP, DD, LB, TN, KC, DH voted yes. RM voted no.
11. David Dwyer offered his resignation as Treasurer of the Board, and it was accepted.
12. Discuss, consider and elect a new member to the position of Treasurer of the Board.
Discussion:
The general duties of Treasurer were discussed: meet monthly with the Headmaster and the Business Office Manager, and help with the audit.
DD nominated Tom Nunamaker as Treasurer of the Board. RM second.
Motion passed unanimously.

13. Hear and discuss the report from Headmaster
 - a. Enrollment—Currently at 308 and holding steady.
 - b. Financial—The administration has been working with our conservator, Mr. Holman. He is currently reviewing our solvency plan.
 - i. Budget to actual—see handout
 - ii. Bank reconciliation—see handout
 - c. Staff—Mrs. Stoltz has been promoted to Assistant Director of Operations. Ms. Amboree has been hired as the Assistant Director of Finance.
 - d. Student Testing—Baseline tests were given at the end of October. The next test will be given in February.
 - e. Campus Improvement Plan—Mrs. Stoltz, Mrs. Thompson, and Mr. Johnson attended a Region 4 training on the development of the Campus Improvement Plan. By the end of January, the plan will proceed with development.
 - f. Compliance
 - i. PEIMS –Final State Report 1st submission due 12/2
 - ii. Reading Readiness due 12/15
 - iii. 2009/10 Title XIV Final Expenditure due 12/15
 - iv. 2009/10 Special Ed Final Expenditure due 12/15

Discussion:

It was asked that the Headmaster report be placed earlier in the agenda to allow for discussion with the Director of Operations and Finance regarding finance and budget questions.


Break 7:55PM

Reconvene 8:00PM

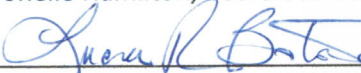
14. 8:03PM Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071 and 551.074 of the Open Meetings Act, for the following purpose:
 - a. Personnel Matters
 - i. Deliberate the duties and performance of the Headmaster/chief administrative officer.
- TP left the meeting at 8:50PM.
15. 9:14PM Reconvened to Open Session.
 16. No action needed on matters discussed in closed session.
 17. Discuss items to be placed on the December Regular Board Meeting agenda.
 - a. Dca minutes from 11-02-10
 - b. Hear and discuss branding/marketing presentations.
 - c. Dca amendment for name change
 - d. Present, dca grant writing committee
 - e. Dca new org chart showing new positions.
 18. RM motioned to adjourn. DH second.
Meeting adjourned at 9:23PM.

Submitted by Donelle Hamilton

This is a true and correct copy of the minutes of the meeting held on November 16, 2010, as approved by the Board of Directors on 12-14-10.



Donelle Hamilton, Board Secretary



Lucina Botond, Board President