

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

December 14, 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, December 14, 2010 at 5:30 p.m. at the school, 5618 Eleventh Street, Katy, TX 77493-1971.

1. The meeting was called to order by L. Botond at 5:39PM and a quorum was established. L. Botond, T. Nunamaker, T. Polvogt, R. Misra, and D. Hamilton were present. The Headmaster, R. Johnson was also present.
2. There was no signees for the Hearing of the Citizens.
3. TP motioned to approve the November 2, 2010 Special Board Meeting Minutes. TN second. Motion carried. RM abstained.
4. RM motioned to approve the November 16, 2010 Regular Board Meeting Minutes. TP second. Motion passed unanimously.
5. There was no report from the PTO.
6. A presentation on marketing for the school was given by Mr. Joseph Arlinghaus.
Discussion:
*Mr. Arlinghaus discussed 4 marketing techniques that he would implement simultaneously: Minor Gifts Fundraising, Foundation Gift Giving, Admissions Marketing, and targeting Major Gifts.
*We also discussed the need for a logo and/or crest, and an updated website.
*Mr. Johnson will work with companies to create a logo for the school which will be brought to the Board for approval.
7. RM motioned to approve the proposal for fundraising and marketing by Mr. Joseph Arlinghaus until May of 2011 at which time we will review the extension of contract. TN second. Motion passed unanimously.

7:20 Break

7:27 Reconvene

8. Hear and discuss the report from Headmaster
 - a. Enrollment is at 310.
 - b. Financial
*Mr. Holman, the financial conservator, is working to validate the school's solvency plan. He is mainly working from home.
*We are on track to submit our 2009/2010 audit report on time. All information has been sent to the external auditors. Their draft should be expected by January 19th. It will be reviewed by Mrs. Thompson and be ready to be submitted by January 28th.
*Sheila Grant from Region IV has also been working with the school.
*The Budget to actual statement was given.
* The bank reconciliation statement was given.
 - c. Staff
*It is possible that an ESL teacher may be hired for the Spanish speaking students.
*All faculty and staff will have to be fingerprinted using a company specified by TEA.
 - d. Extra-curricular
*Teachers will be asked to establish after school clubs for the second semester.
*Mr. Johnson will begin the development of a sports program.
 - e. Compliance
*Fall Peims resubmission date—1-20-11
*Mid Year Peims submission—1-20-11

*Audit report due—1-28-11

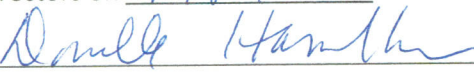
*Finger printing will begin in January.

9. There were no new or revised policies submitted by the Policy and Procedure Committee.
10. RM motioned to approve a revision to the student handbook regarding early release to state “Students may not be signed out after 2:45PM.” TP second. Motion passed.
This is to be placed under the section “Tardies/Early Release” and placed between the statement beginning, “Perfect attendance . . .” and “Please be aware . . .”
11. Discuss, consider and approve a charter amendment and Board resolution to reflect the classical nature of our school. LB
Tabled
Mr. Johnson will ask Mr. Holman about this matter.

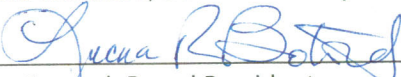
DD joined the meeting at 8:20PM.
12. At 8:22PM, adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071 and 551.074 of the Open Meetings Act, for the following purposes:
 - a. Personnel Matters
 - i. Deliberate the duties and performance of the Headmaster/chief administrative officer.
13. At 8:29PM, reconvened to Open Session.
14. RM motioned to approve the Headmaster informal evaluation dated 11-16-10. TP second. Motion passed unanimously.
15. Items to be placed on the January Regular Board Meeting agenda.
 - *Tabled item #11
 - *Discuss, consider and approve a revised organizational chart for the school.
 - *Discuss, consider and approve a logo for the school.
 - *Hear Treasurer’s Report
 - *Hear Publicity Committee’s Report
 - *Schedule a meeting to discuss Curriculum
16. RM motioned to adjourn. TP second. Motion passed.
Meeting adjourned at 8:36PM.

Submitted by Donelle Hamilton

This is a true and correct copy of the minutes of the meeting held on December 14, 2010, as approved by the Board of Directors on 1-18-11.



Donelle Hamilton, Board Secretary



Lucina Botond, Board President