

**NOTICE OF REGULAR MEETING OF THE POLICY AND PROCEDURE
COMMITTEE
WEST HOUSTON CHARTER ALLIANCE, INC.**

Notice is hereby given that a meeting of the Policy and Procedure Committee of West Houston Charter Alliance, Inc. will be held on the 20th day of November 2009 at 8:15 a.m., at the school, 5618 Eleventh Street, Katy, Texas 77493-1971.

AGENDA

1. Call to order and establishment of a quorum.
2. Discuss and approve minutes from November 6 and November 13, 2009 meetings.
3. Review of any recommendations made to administrator by teachers regarding student handbook, student code of conduct or employee handbook.
4. Discussion and drafting of administrator's proposed changes or updates to any or all policies or procedures.
5. Discussion and drafting of proposed changes by any other members of Policy and Procedure Committee.
6. Review of any sample policies and procedures gathered through committee member research.
7. Schedule the next Policy and Procedure Committee meeting
8. Discuss items to be placed on the next Policy and Procedure Committee meeting Agenda.
9. Adjourn.

Certificate of posting or Giving of Notice

On this 16th day of November 2009, at 3:00pm, this Notice was posted on a bulletin board or other conspicuous location at a place convenient to the public at the West Houston Charter School, 5618 Eleventh Street, Katy, Texas 77493-1971 and was readily accessible to the general public at all times.

Lucina Botond
Chair, Policy and Procedure Committee
West Houston Charter Alliance, Inc