

**NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS
WEST HOUSTON CHARGER ALLIANCE, INC.**

Notice is hereby given that a Regular Meeting of the Board of Directors of West Houston Charter Alliance, Inc. Will be held on the 18th day of February 2009
At 6:30 p.m., at the school, 5618 Eleventh Street, Katy, Texas 77493-1971.

AGENDA

1. Call to order and establishment of a quorum.
Meeting began at 6:34 pm
2. WHCS presentation on Latin. JPickering
Advised on change in presentation, Ms. Jean Pickering, Principal, turned meeting over to Ms. Porter. Fourth graders presented State Capitals, Presidents, and State of Texas songs. The presentation concluded with a sound-off of the Texas Revolution Timeline.
3. Statement to attendees regarding the Hearing of Citizens agenda item.
4. Hearing of Citizens – Mrs. Laura Fast requested to address the board on the subject of homework. Mrs. Fast stated that the school should err on the side of caution. Her nieces are being overloaded with homework, it's important not to burn the children out. Leading expert Dr. James Dobson does not condone homework for elementary students as they need downtime to process information, time with families and to go to church. Parents become teachers not parents. Quality should be chosen over quantity. Kids required to write an extra page of work depending on grades. Please consider families when making changes. Kids need flexibility for future careers.
5. Approve minutes for the January 21st regular meeting of the Board of Directors. Ms. Lucina Botonds moved to approve minutes, Ms. Edna Green seconded, motion passed.
6. Hear reports from the Administrator on:
 - a. Report on implementation of the Campus Implementation Plan
 - i. Discussed enrollment forms, process, Teachers track who has submitted, then contact parents if not received. Administrator will send an email to advise of the final number enrolled for next year.
 - ii. Math Facts – additional assignment for math begins 3/2/09. Team Leaders trying to coordinate homework across subjects. Students will have a two-week booklet, more efficient use of classroom time. Tracking in two-week chart with a quiz on Friday.

7:20 pm Mr. Tom Polgovt arrived

- iii. WHCS Grade Placement committee – TEA requirement 3,5,8 must pass TAKS test. Second chance available. If child placed rather than promoted into next grade, remediation plan put in place for child with IEP.
- iv. Benchmarks – scores sent home. As needed students taken out of specials to get extra help in math and reading. Math is main focus

and will be taken end of April. Ms. Judith Paul mentioned school website has resources for parents to use.

- b. Report on marketing activities for the WHCS
 - i. Gary Greene Realtors will be meeting on 3/12 with realtors to provide overview. Meeting held at Falcon Point Country Club.
 - c. Report on WHCS Campus Security
 - i. Waiting on bid for electrical. Price comparison of renting large portable lights as needed. Ms. Paul recommended TEA bids office for assistance.
 - ii. Food provider – Have lowered the amount of breakfasts and lunches served and delivered due to low use. Savings \$693.75 / week.
 - d. Report on fundraising activities
 - e. Report on communication plan
 - i. Reviewed, discussed, requested addition of board communication to school.
 - f. Report on audit
 - i. Due in Austin by 2/27/09. Negative equity – response to principal in 2012.
 - ii. Budget vs. PIMS – will be fixed this year – redesign function budget – will be completed by fund accounting. Approved on 8/31 has to be entered 10/08 but was not set up correctly – will be corrected through amendments. Will discuss audit and approve for Saturday – can review responses and provide a letter of disagreement. Audit late due to 2008 conversion to RSCCC
 - g. Report on PTO activities
 - i. Ms. Paul made a motion to invite PTO member to meet with board. Discussed PTO bylaws require members to come or submit information to Board.
 - h. Report on proposed Extra Curricular Activities – question and answer
 - i. Memo of understanding – surveys from parents considered, all activities will be in commons – certified teachers, insurance provided. Current after school activities – plays or cheerleading. Available from 3-6 pm capacity 50 kids Start date 4/1/09. Any investment by program will belong to school. Examples, big screen T.V., musical instruments. Currently anticipate 20-25 kids. Will work with teachers to assist kids with assignments. Administrator will follow up on references. Ms. Paul will google for additional information. There is also some revenue sharing available.
7. Vote held for Vice President of Board, determined no need for closed session. Ms. Botonds nominated Ms. Paul, Ms. Michelle Tzannis seconded, motion passed.
 8. Discuss, consider and approve 403(b) plan for employees MTzannis Ms. Paul confirmed that school does not administer plan. An area of risk is that the organization has set up deductions correctly.
 9. Discuss, consider and approve procedure for Vendor Contracts J.Paul

- a. People will need to schedule meetings with school, will be coordinated all at beginning of year.
- 10. Discuss, consider and approve resolution for signatures at bank JPickering
 - a. Adding Mr. Dwyer and Ms. Botonds, removing former members. Motion to approve, Ms. Tzannis seconded Mr. Polvogt, discussion, passed.
- 11. Discuss, consider and approve School Calendar 2009-2010 DDwyer
 - a. Delayed to next meeting as trying to match Katy's schedule.
- 12. Discuss Training, question, etc. All
 - a. Ms. Pickering trained to provide training to Board members.
- 13. Reports from the Board Committees. Dwyer
 - a. Curriculum, presenting on Saturday.
 - b. Finance, one outside person added to committee, Board Members, Mr. Dwyer and Ms. Paul.
 - c. Enrollment – will schedule meeting for March 31, 2009
 - d. Need a letter to parents to discuss need for volunteers for committees.
- 14. Discuss items to be placed on the March 18th 2009 Regular Board meeting Agenda. All
 - a. Discussed policy in place regarding timing of agenda items.
 - i. Deadline for acceptance of agenda items and materials will be 4:00 PM no less than seven (7) working days prior to the scheduled Board meeting.
 - ii. The Secretary will distributed the draft agenda to the Board electronically not less than five (5) working days prior to the scheduled meeting.
 - b. Routine agenda item should include Finance & Budget separate from the Admin. Report.
 - c. School Agenda
 - d. Interview for additional Board Candidates.
 - e. School presentation of core curriculum
 - f. Approval of minutes from February 18th meeting as well as February 21st Board retreat.
 - g. School Calendar for 2009-2010
 - h. March 31st Enrollment meeting
 - i. Appeals in April
- 15. Adjourn.
 - a. Motion made by Ms. Botonds at 8:01 pm, seconded by Ms. Green Adjourned at 8:31 p.m.

Additional Closed or Executive Session Authority

If during the course of the Board meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any item included in this Notice, then such closed or executive meeting of session as authorized by Sections 551.071, 551.072, 551.073, 551.076, 551.0785, 551.082, 551.0821, 551.083, and 551.084 of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this Notice as the Board may conveniently meet in such closed or executive session.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either: (a) The open meeting covered by this Notice upon the reconvening of this public meeting, or (b) A subsequent public meeting of the Board upon Notice thereof, as the Board shall determine.

The items listed in this notice may be considered in any order at the discretion of the Board of Directors or the Board President, items listed for closed session discussion may be discussed in open session, and items listed in this notice may be tabled and considered at a subsequent public meeting of the Board of Directors upon proper notice.

Certificate of posting or Giving of Notice

On this 13th day of February 2009, at 1 p.m. 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.

Michelle Tzannis
Secretary
West Houston Charter Alliance, Inc.