

**Minutes of Regular Meeting of the Policy and Procedure Committee  
West Houston Charter Alliance, Inc.  
November 13, 2009**

1. Call to order and establishment of a quorum at 8:25 am. In attendance were Lucina Botond (LB) and Regina Argueta-Misra (RM). Brenda Davidson was not present.
2. Discussion on changes recommended by RM and LB (Note, page numbers are as listed in current year's handbook):

a. Page 9: **Time Off to Vote and Jury Duty**

Employees should request time off from the administrator and not from "direct supervisors" as specified in current handbook. Eliminate unnecessary sentence explaining need for administrator to receive two working days notice. Requirement for the notice is enough.

In second paragraph, require employees to show summons to administrator rather than supervisor.

b. Page 12: **Benefits**

Typo in sentence 5: Change "potion" to "portion."

**Return to Work**

If school requests medical certification of fitness for duty upon employee's return from leave, is it correct to allow employee to be reinstated at work prior to receipt of the certification?

**Concurrent Use of Leave**

Check with legal to be sure that this is correct.

c. Page 13: **Recording and Payment of Leave, Holidays and Vacations**

Change first sentence to the following: "The School will record on the employee's time sheet the nature of the absence (personal or sick leave, holidays, vacation time or jury duty)."

- d. Page 14: In fourth paragraph of same section, remove first sentence completely ("The School takes reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that the employees are paid promptly on the scheduled payday.")

(Policy Procedure Committee Minutes Nov. 13 cont.)

e. Page 16: **Personnel Records**

At the bottom of the first paragraph, add inclusion of access to employee files by the Board of Directors to the extent necessary to resolve disciplinary issues. [Check with school attorney to be sure that this is appropriate.]

In second paragraph, first sentence, change “individuals” to singular “individual.”

In third paragraph, first sentence, remove end of sentence which reads “or their direct supervisor.”

Page 17, same section, final paragraph, first sentence: change “human resources department” to “business manager.” In the last sentence of this paragraph, add “and” between “policy” and “may.” Sentence as corrected will read, “Notification of changes to your direct supervisor is insufficient for the purpose of compliance with this policy *and* may result in disciplinary action.”

f. Page 17: **EMPLOYEE EVALUATIONS, REASSIGNMENTS, AND PROMOTIONS**

**Employee Performance Reviews and Evaluations:** Need to move this to a better location in the section.

Add section titled: **Review of Administrator’s and Assistant Principal’s Job Performance.** This will ensure that there is a regular review of administrator’s performance by the school board.

**New Hire Orientation**

Move this paragraph to beginning of document under Employment Objectives heading. It is out of place in the section headed **EMPLOYEE EVALUATIONS, REASSIGNMENTS, AND PROMOTIONS.**

**Introductory Review**

Change third sentence to read, “At the completion of the introductory period, or sooner if deemed necessary by the Administrator, the Administrator will conduct an informal review to discuss the employee’s performance over the first (90) days of employment.

(Policy Procedure Committee Minutes Nov. 13 cont.)

g. Page 18: **Reassignments and Promotions**

Add third paragraph to section which should read:

After an employee has been terminated or has resigned from his/her position, if he/she wishes to be re-employed at the school, he/she must apply for any open position as a new-hire.

h. Page 19: **Administrative Leave**

In first sentence and last sentence, change “Executive Director” to “Administrator.”

i. **Voluntary Termination**

Consider possibility of requesting exit interview.

j. Page 20: **Involuntary Termination**

There is a long list of bullet points which describe reasons that termination may occur. In the 8<sup>th</sup> bullet point, eliminate “a felony or a crime involving moral turpitude” and change to read “Conviction of any crime.”

The 19<sup>th</sup> bullet point is worded “immorality that harms the reputation of the school.” Change this to “immorality that could harm the reputation of the school.”

The 20<sup>th</sup> bullet point reads “physical assault or physical violence.” Change this to read “physical assault, physical violence, or the threat of physical violence.”

k. Page 22: **Safety**

Third paragraph, last sentence, “an” should be “and.”

**Reporting Child Abuse**

Need to determine whether employees have a legal obligation to report suspected abuse only to administrator or also directly to law enforcement.

(Policy Procedure Committee Minutes Nov. 13 cont.)

l. Page 23: **Workplace Violence Prevention**

First paragraph, second sentence says that “the School has adopted guidelines to deal with intimidation, ...” Where are these guidelines?

m. Page 24: **Other Conduct**

Second paragraph, first sentence, take out redundant “of the School.” In the third sentence of the same paragraph, add to the end of the sentence this phrase “and secure the safety of the students immediately.”

**Types of Corrective Action**

This paragraph is found again on page 30. A new heading should be added after Employee Standards of Conduct section entitled LEVELS OF CORRECTIVE ACTION. This section should cover all possible disciplinary actions from verbal warnings to termination.

n. Need to reorganize entire Student Safety section and Employee Standards of Conduct Section. Order doesn't make sense and there are many redundancies.

3. Next week's agenda:

- a. For next time, examine outlines and topics covered by other school handbooks;
- b. Continue to go through all pages of handbooks to make corrections and updates.

4. Adjourned 10:45 am.