

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
November 6, 2009**

1. Call to order and establishment of a quorum at 8:19 am. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM), and Brenda Davidson (BD).
2. Discussed and approved minutes from October 30, 2009 meeting. RM made motion to approve, BD second. Approved unanimously.
3. No further recommendations at this time from teachers or staff.
4. Discussion and drafting of administrator's and committee members' proposed changes to employee handbook.
 - a. BD recommended creation of a personal letter from BOD or principal regarding the vision and philosophy of the school.
 - b. Page 1: Under heading **Organization Description**, need to add note about the legal structure of our organization. For example, the BOD is a governing body under Texas law. When rewriting paragraph, try to make it less formal, more personal.
 - c. Each employee needs a handbook with a copy of his/her own job description included.
 - d. Page 1: Under heading **Employment Relationship**, Rewrite this to make it more clear. Include explanation that it is enrollment that dictates number of positions open at WHCS. If enrollment drops to certain levels, teaching positions would decrease as well. As an open enrollment school of choice, enrollment is difficult to predict over time.
 - e. Page 2: Under heading **Employment Objectives**: Create hiring teams. For teacher hiring, administrator will include team leader and department head in final employment decisions. In hiring non-teaching staff, administrator will include appropriate staff member(s) as well as a member of the BOD.
 - f. Bottom p. 2: There is a redundant mention of "at will" employment which was already mentioned on page 1. Need to combine the two in one place in the handbook.
 - g. Page 3: **Medical Examinations**: Need to clarify the medical examinations requirement for staff. Can review KISD employee handbook to see if a medical examination can be required prior to employment and in what situations that would be appropriate.
 - h. Page 4: **Employee Background Checks**: Need to add language with new legal requirement that disallows schools from hiring anyone with a criminal conviction. In first paragraph, add requirement that background checks will be federal, and state and will include fingerprints.
 - i. Page 5: **Nepotism and Conflicts of Interest**: In first paragraph, remove the word "entering."

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- j. Page 6: **Exempt / Non-Exempt**: Typo in entitled. Need to specify who is “exempt: and who is “non-exempt.” Label each job description at the school as exempt or non-exempt.
 - k. Should rewrite outline of whole handbook to make the handbook better organized and easier to use. Look at comparison handbooks from other schools, including from Ridgeview Classical Charter, for well-written and organized handbooks.
5. Discuss agenda for next meeting. Include same items for next week.
6. Adjourn 10:23 am.