

Minutes of the Regular Meeting of the Board of Directors  
West Houston Charter Alliance, Inc.  
(Amended)

January 21, 2010

- 1) Call to order
    - a) Judith Paul called to order the regular meeting of the West Houston Charter Alliance, Inc. Board of Directors at 5:34PM on January 21, 2010 at 5618 Eleventh Street, Katy, TX 77493-1971.
    - b) The following board members were in attendance: David Dwyer, Judith Paul, Lucina Botond, Thom Polvogt, Donelle Hamilton and Regina Argueta-Misra. A quorum was established. In addition, the Administrator, Brenda Davidson, was present.
  - 2) Hearing of the Citizens
    - a) J. Paul conveyed the required statement regarding the Hearing of Citizens.
  - 3) There were no members of the audience present to address the Board.
  - 4) Motion by D. Dwyer to approve the December 15, 2009 Minutes of the Regular Board Meeting. L. Botond second. Motion carried.
  - 5) Motion by D. Dwyer to approve the November 30, 2009 Amended Minutes of the Special Board Meeting. D. Hamilton second. Motion carried. R. Argueta-Misra abstained.
  - 6) Motion by D. Dwyer to discuss, consider and approve hiring and scheduling of a Classical School Consultant to visit and advise the School Board on a variety of matters relating to classical education. R. Argueta-Misra second. Two possible consultants were presented by L. Botond as follows:
    - a. Peter G. Baur is experienced in assisting private schools with strategic planning and implementation of Classical Christian education. The cost for hiring Mr. Baur is \$2500 plus travel expenses.
    - b. George Sanker is the former Director of Ridgeview Classical Schools and has extensive experience with implementing classical education in public charter schools. The cost for hiring Mr. Sanker is \$500 per day plus travel expenses.
- Motion by L. Botond to hire Mr. Sanker and schedule a date as soon as possible. D.Dwyer second.Motion passed.
- 7) Motion by D. Dwyer to discuss, consider and approve the expansion amendment for increasing enrollment as presented by Mr. Willard. D. Hamilton second. The expansion amendment presented was to increase enrollment at the high school level. After discussion of amendment presented and the required submission to TEA on February 1, 2010, D. Dwyer withdrew his motion to approve. R. Argueta-Misra motioned that a board representative(s) work with the administration to develop an expansion amendment for the 2011/2012 school year. D. Hamilton second. Motion carried.
  - 8) The discussion and approval of the Administrator's job description was tabled at this time until Mrs. Davidson can make changes and confer with legal counsel. Changes discussed as follows:
    - Authority to fire, demote as deemed necessary
    - Recommend newly created position to the Board for approval
    - Authority to hire best candidate for an open position
    - Attend and participate in School Board committee meetings as requested or deemed appropriate
    - Omit participation in Executive Sessions as necessary
    - Supervision of students in existing non-academic or sports related activities
    - Recommend all new extra-curricular activities to the Board for approval

- 9) The presentation, discussion and approval of a Gifted and Talented programs was tabled until Mr. Willard is able to address the board with a proposal including funding, and implementation using Core Knowledge.
- 10) The discussion and approval of bank authorization was tabled until Mr. Willard is able to make arrangements for such changes.
- 11) The discussion and approval of Regular Board Meeting agenda procedures was deemed to require no need for change, but simply a commitment from all Board Members to adhere to procedures in place.
- 12) There were no Budget Amendments presented at this time.
- 13) Report from Administrator (see full report attached)

Enrollment – Current enrollment is 304

**Financial**—Deborah Johnson was hired as contract labor in the business office position until Mr. Willard can begin. Mrs. Johnson reported that data entry was behind, but has been working diligently to produce current record.

**Staff Usage**—Recommendation from Mrs. Cummins to change the title from Director of Student Affairs to Dean of Students/Principal's Assistant.

Regarding the “Public Reporting of Progress in Meeting Highly Qualified Teacher Requirements”, Lynn Cummins’ research revealed that the qualification of highly qualified teachers for Charter School is different and tailored specifically to Charter Schools.

**Jason Nolasco will be hired as full time maintenance employee once his contract is completed with Link Staffing.**

**Linda Merrell is filling the Special Education position, and is not interested in the position in the fall. The position will be posted in March to recruit for the 2010/11 school year.**

**Glenna Tabor conducted a staff development session in response to the math benchmark concerns.**

**CPR/First Aid training was conducted for 17 faculty and staff members.**

**RSCCC**— John Syer, Region IV representative is training office staff in their respective modules.

**Curriculum**—Chairman- Lucina Botond, Teachers- Ryan Birsinger, and Gretchen Hempen, Parents- Terri Hellwig and Victoria Crawford, Administration – Brenda Davidson. Meetings have begun.

Lynn Cummins has agreed to teach the second semester “Money Management” course for 7th grade suggested in the Curriculum Committee recommendations from 2009/2010. Class will meet three days a week and have P.E. the other two days.

**Extra-curricular programs**— Scripps National Spelling Bee/WHCS School Wide Spelling Bee scheduled for 1/14/10.

**Fundraising Activities**- Fine Arts Dept. raised \$238 at the December 17<sup>th</sup> silent auction. A Yankee Candle fund raiser will be held for the second semester expenses.

**Campus Improvement Plan**— No report.

**Marketing**--Mrs. Sugg recruited a professional videographer to create a video of junior high students for the website to promote interest in WHCS.

**Student Testing**—Kathleen Haymes has set a tutoring schedule for students within the critical range of the last benchmark testing.

**WHCS Campus Security**—No report

**Facilities**—No Report

**Communication Plan-** No report

**PTO Activities-**

- 14) Reports from Board Committees
  - a) Audit—No Report
  - b) Budget and Finance—No Report
  - c) Fundraising— No Report
  - d) Community Relations—T. Polvogt is going to networking meetings.
  - e) Admissions and Enrollment—No Report
  - f) Curriculum Enrichment—No Report
  
- 15) PTO Board President Report – No Report
  
- 16) No adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071 of the Open Meetings Act was necessary.
  
- 17) Discussion of items to be placed on the February 2010 regular board meeting agenda
  - a) Discuss, consider and approve the January 21, 2010 Regular Board Meeting Minutes
  - b) Discuss, consider and approve the change of Dean of Student Affairs.
  - c) Hear report from Assistant Principal regarding reporting documents and Business office procedures
  - d) Discuss, consider and approve the job description of the administrator
  - e) Present, discuss, consider and approve a gifted and talented program for WHCS
  - f) Discuss, consider and approve financial bank authorizations due to role changes on the board.
  - g) Discuss, consider and approve Budget Amendments
  
- 18) Motion by T. Polvogt to adjourn. R. Argueta-Misra second. Motion passed unanimously.
  
- 19) Meeting adjourned at 8:29PM.

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Submitted by Regina Argueta-Misra

Minutes Approved: \_\_\_\_\_

Certified by: \_\_\_\_\_