

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

September 17, 2009

1. Call to order
 - a. David Dwyer called to order the regular meeting of the West Houston Charter Alliance, Inc Board of Directors at 7:05 pm on September 17, 2009 at 5618 Eleventh Street, Katy, TX 77493-1971.
 - b. The following persons were present: David Dwyer, Judith Paul, Lucina Botond, Thom Polvogt, Brenda Davidson and Regina Argueta-Misra.
2. Statement to attendees regarding the Hearing of the Citizens
3. Hearing of Citizens

No presentation made
4. Motion by D.Dwyer to approve August 6, 2009 Minutes of Regular Board meeting, J.Paul second. L. Botond abstained. Motion carried.
5. Motion by L. Botond to approve August 19, 2009 Minutes of Regular Board meeting, R. Argueta-Misra second. J. Paul abstained. Motion carried.
5. Motion by L. Botond to approve August 22, 2009 Minutes of Regular Board meeting, J. Paul second. R. Argueta-Misra abstained. Motion carried.
6. Tabled discussion & approval of August 28, 2009 Minutes of Regular Board meeting.
7. The board discussed and considered the approval of the Student Handbook.
 - a. B. Davidson reported, per TEA language such as “we do not enroll students that have been expelled...” cannot be included in the handbook. B.Davidson will get TEA policy in writing. Approval tabled.
8. Motion by J. Paul to approve authorizing Business Manager & Interim Administrator to request information from Vinson & Elkins on restructuring or refinancing the school bond. L. Botond second. Motion carried.
9. Interim Administrator report:
 - a. Current enrollment is 301, attendance percentage rate 97.16. Waiting list is 83 (no vacancies in classes with a waiting list).
 - b. Budget & Finance committee is to work with B.Davidson to correct timing of ordering curriculum.
 - c. B.Davidson to form a team to frame structure of Campus Implementation Plan
 - d. B.Davidson requested guidance to map out fundraising activities.
 - e. B.Davidson reported hiring of Jennifer Counter to 5th grade teacher. Maintenance position still open and interviewing will continue. Lynn Cummins hired as interim administrative assistant.
 - f. Substitute files were reviewed and found to be incomplete, lacking various types of information. In some cases, substitutes were allowed in classrooms without proper criminal background check. Administrative staff correcting this situation and all substitutes currently working in classrooms have all proper checks and documentation. J.Paul sought clarification regarding when background checks were done only at time of payment for services, B.Strother confirmed that it was possible that background checks were not completed until she issued payment for services.
 - g. A theft from the business office was reported, a police report has been filed.
 - h. B.Davidson has implemented that a staff representative be present and involved in every extra-curricular programs offered to students.

10. Reports from Committees

- a. Search committee – committee has met and four candidates are being interviewed.
- b. Audit – none
- c. Budget & Finance – presented within Interim Administrator’s report
- d. Fundraising – no action
- e. Community Relations – no action
- f. Admissions & Enrollment – no action
- g. Curriculum Enrichment – no action

11. PTO Board President Report

Work day for parents being implemented. 155 parents & 16 teachers have joined the PTO.
Fall fundraiser begins September 22.
Fundraising efforts going to playground equipment
Meetings to be held 1st Tuesday of each month

12. Discussed items to be placed on next agenda.

Motion to adjourn by J. Paul, second by L. Botond. Motion carried 9:04pm

Certificate of Posting of Given of Notice

On this day September 14, at 6:00 PM, 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, TX 77492-1971 and was readily accessible to the general public at all times.

Minutes approved: _____

Certified by: _____