

West Houston Charter Alliance, Inc
Regular Meeting of the Board of Directors
August 19, 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 6:38pm on August 19, 2009 at 5618 Eleventh Street, Katy, TX 77493-1971.
 - b. The following persons were present: David Dwyer, Lucina Botond, Thom Polvogt, Brenda Davidson and Regina Argueta-Misra.
2. Hearing of the Citizens
 - a. The required statement was read regarding the Hearing of the Citizens was completed by David. The regular three minute limit was emphasized and Thom Polvogt was the time keeper.
 - a) Victoria Crawford presented a petition in support of reconsidering Margaret Hori and Kristin Hori as teachers in any available for which they are qualified this fall. Ms. Crawford also spoke in support of the board in that she appreciated the time and effort put forward by the members, also mentioning that parents are not always privy to information that the board may have. Ms. Crawford emphasized that though she has not always agreed with the board's decisions she has always been respectful and asked that all parents also do so.
 - b) (attachment of petition will be provided)
 - c) b.) Andrew Botond addressed the audience, noting that he had been a strong proponent of the former administrator and had addressed the previous board in support of her. Mr. Botond's overall concern was the manner in which WHCS has been publicized recently citing Instantnewskaty.com and strongly criticized those who have chosen to "drag this great school's reputation through the mud based solely on guesswork". Mr. Botond was requested to conclude by D. Dwyer as he was exceeded his 3 minutes.
 - d) (attachment of Mr. Botond's letter will be provided)
3. Motion to consider and approve the resignation of Ms. Green was made by Lucina Botond and Regina Argueta-Misra second. Motion carried. David Dwyer thanked Ms. Green's for her time and dedication.
4. Motion to consider and approve the resignation of Ms. Tzannis was made by Regina Argueta-Misra and Thom Polvogt second. Motion carried. David Dwyer thanked Ms. Tzannis for her time and dedication.
5. David Dwyer moved to elect Regina Argueta-Misra as Secretary to the Board of WHCA. Lucina Botond second. Motion carried.
6. Motion by T. Polvogt to approve June 17th, 2009 Minutes of Regular Board meeting, L. Botond second. Motion carried.
7. Motion by T. Polvogt to approve July 1st, 2009 Minutes of Emergency Board Meeting, L. Botond second. Motion carried.
8. Motion by T. Polvogt to approve July 9th, 2009 Minutes of Special Board Meeting, L. Botond second. Motion carried.
9. Motion by R. Argueta-Misra to approve July 27th, 2009 Minutes of Special Board Meeting, L. Botond second. Motion carried.
10. No action or the approval of August 6th, 2009 Minutes of Special Board meeting. Minutes were not available for review.
11. The board discussed and considered the approval of the Employee Handbook.
 - a. B. Davidson asked that language be added to the handbook requiring male staff to wear collared shirts.
 - b. B. Davidson asked that "thong" sandals be replaced by "flip flop" sandals and added that appropriate tennis shoes would be acceptable for teachers to wear whenever medically necessary.

- c. B. Davidson requested clarification of current policy requiring that students with more than 3 early releases be given a detention. D. Dwyer asked that B. Davidson verify the law and revisit the issue in regard to the Student Handbook.
 - d. B. Davidson requested that overtime for office staff be approved so that work could be completed in order to be ready for school opening.
 - e. D. Dwyer moved to authorize B. Davidson to approve necessary overtime and submit a budget amendment to adequately document the additional monies for the next board meeting. L. Botond second. Motion carried.
 - f. R. Argueta-Misra moved to include a signature page certifying that each employee has read and agrees to abide by the handbook with the above noted changes. L. Botond second. Motion carried.
12. The board discussed and considered the approval of Technology Policy for school.
 - a. Verification that Kathleen Haymes is the Webmaster. Policy is based on Federal No Child Left Behind Policy.
 - b. T. Polvogt moved to approve, L. Botond second. Motion carried.
13. Motion made by R. Argueta-Misra to approve the Dyslexia Policy for school, T. Polvogt second. Motion carried.
14. The board discussed and considered & approved the revisions to Board Committees as follows.
 - a. All Board appointed committees are responsible to the West Houston Charter School Board of Directors. No policies or procedures may be put in place without the approval of the Board. The Board President is responsible for the creation of the standing committees, naming the chairs of the Board Committees and their committee structure, and the removal of the committee at large if determined that the committee is no longer needed or relevant. Committee Chairs are responsible for filling the open positions on their committee and shall make every effort to inform the community of openings on their committee in hopes of drawing the very best talent available to serve. Committee chairs may be selective when certain skill sets are required for that committee.
 - b. L. Botond moved to accept revisions to Board Committee Descriptions and clarification that all committees report to full board for final approval, T. Polvogt second. Motion carried.
15. Budget Amendments not finalized and no action was taken.
16. T. Polvogt presented report regarding the Insurance Review. Insurance was determined to be adequate.
17. B. Davidson presented the Interim Administrator report.
 - a. Current enrollment is at 310 with a waiting list of 134.
 - b. Openings are presently only in the 8th grade. The Special Education position has been filled (Holly Zureck) and Ruth Ann Kormash has filled the interim 1st grade position. The 5th grade teaching position has not been filled, B. Davidson has an appointment with one highly qualified applicant, and there is one other applicant that can be considered.
 - c. B. Davidson expressed great appreciate to parents and staff for their support.
 - d. B. Davidson conveyed how impressed she and staff have been with Mr. James Daniels' Circe Training.
 - e. B. Davidson assured the board that though critical components of the curriculum had not been ordered in time for the first week of school, the children would not lose any instruction time. Teachers are prepared and will be able to focus on core subjects as planned. B. Davidson stressed the need to order all curriculum items in the spring for the fall.
18. The board heard F. Garcia's report from the PTO
 - a. F. Garcia stressed the PTO's desire to work more closely with the board and administration

- b. Consignment sale resulted in a uniform reserve that would be available to families with need.
 - c. PTO will have a presence at Meet the Teacher Night
 - d. PTO will host Meet & Greet on the first day of school
 - e. The next PTO meeting will be held September 1, 2009 at 8am. Meetings will alternate between mornings and evenings to accommodate all parents.
19. T. Polvogt gave report on the Search Committee
- a. To consist of 7 members, (2) Board, (3) Teachers, (2) Parents
 - b. This committee is responsible for posting the job, collecting resumes, background checks, telephone & face to face interviews, and presenting a recommendation to the full board.
20. Reports from Committees
- a. Budget & Finance – none
 - b. Audit – members of this committee are Charney Beck, Becky Strothers, Kevin Smith CPA and Craig Narum CFP.
 - c. Curriculum – Circe Training Aug 19 – 21; has provided clarity for teachers.
21. Adjournment to closed or executive session was not necessary.
22. Reconvene – n/a
23. The board discussed, considered and approved restructuring of Central Administration as follows
- a. AP Duties & Responsibilities should include – campus safety and security, discipline, facility maintenance interior and exterior communication, master calendar and other duties as assigned.
 - b. B. Davidson noted that filling the Administrator position should come first.
 - c. It was decided that D. Dwyer and B. Davidson would outline a job description before any further action would be taken
24. Discuss consider and approval regarding Public Relation issues was combined with #25 (see below)
25. L. Botond made a motion to allow board members the authority to speak to parents regarding facts relating to information related to the board and the school. Citing that such communication is not to be relayed as official Board communication. R. Argueta-Misra second. Motion carried.
26. The board discussed the need to have a special meeting the final week of August to discuss, consider and approval Budget Amendments.

Motion to Adjourn by L. Botond, second by R. Argueta-Misra. Motion carried. 8:16pm

Minutes approved: _____

Certified by: _____