

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEST HOUSTON CHARTER ALLIANCE, INC.  
August 19, 2013**

A Regular Meeting of the Board of Directors of the West Houston Charter Alliance, Inc., charter holder for Aristoi Classical Academy, was held on **Monday, August 19, 2013 at 5:30 p.m** at the school, 5618 Eleventh Street, Katy, TX 77493-1971.

1. Call to order and establishment of a quorum. L. Botond called the meeting to order at 5:39 p.m. Also present were T. Polvogt, W. Robb, T. Nunamaker, R. Camper, A. Cox, B. Davidson, L. Cummins and A. Amboree.
2. Hearing of citizens. B. Davidson introduced C. Sturm, her new administrative assistant.
3. Hear report from PTO representative. None
4. Discuss, consider and approve minutes for July 15, 2013 Regular Board Meeting. Motion to approve minutes: T. Polvogt. Second: R. Camper. Approved unanimously.
5. Discuss, consider and approve minutes for July 29, 2013 Special Board Meeting. Motion to approve minutes: T. Nunamaker. Second: T. Polvogt. Approved unanimously.
6. Discuss, consider and approve minutes for August 10, 2013 Special Board Meeting. Motion to approve minutes: W. Robb. Second: A. Cox. Approved unanimously.
7. Discuss, consider and approve facility expansion and/or renovations. No update on our offer to lease the next door property.
8. Discuss, consider and approve plans for refinancing or retiring remaining bond debt. No update.
9. Discuss and get update on Audit Engagement Letter. T. Nunamaker has signed engagement letter. Audit process begins in November.
10. Discuss, consider and approve Budget Amendment. Motion to approve Budget Amendment: T. Polvogt. Second: T. Nunamaker. Approved unanimously.
11. Discuss, consider and approve Budget for 2013-2014. Motion to approve the budget as presented: T. Polvogt. Second: R. Camper. Approved unanimously.
12. Discuss, consider and approve ideas, goals and plans for professional marketing tool. R. Camper will develop outline for September meeting. Type of topics to be developed: Why Classical? Why ACA? Mission/Vision/Philosophy, Classical education for a modern age, producing citizens of virtuous character.
13. Discuss talking points to be covered for the school at Katy Development Council meeting in September. Meeting is September 17. T. Polvogt is sponsoring the school at this meeting. Need to prepare slides of the school for background. Presentation will be Mr. Polvogt interviewing Mrs. Davidson for about 7 minutes about the school. Other board members should attend if possible to be introduced during the presentation.
14. Discuss and consider Fundraising efforts. Each board member should bring names of 2 charitable foundations that might be contacted for fundraising. R. Camper wants a list of specific needs and specific projects for which the school needs funding.

15. Discuss, consider and approve expansion plans such as land lease or purchase and/or construction projects. Covered in item 7.
16. Discuss 14 Principles and possible use of them (or some revised version of them) in the school. Board discussed how the principles or some version of them would be used in the school. There is interest by board members in using a revised version. B. Davidson offered to get a committee to suggest revisions for consideration at the next board meeting.
17. Hear and discuss the report from the Headmaster. BD
  - a. Enrollment
  - b. Financial
  - c. Budget to actual
  - d. Bank reconciliation
  - e. Bond payments and status of tender offer
  - f. Other
  - g. Staff-New science teacher is Denice Best. Math teacher is Michael Harvison. New office staff: Student care is Tiffany Madison, Registrar is Dominique Robledo, Assistant Business Manager is Rhonda Tietz. Still need to hire a Maintenance Manager.
    - There will be training on January 6, 2014 on *Crucial Conversations*.
  - h. Curriculum
  - i. Student Testing
  - j. Extra-curricular-Flag football practice is beginning.
  - k. Before and After School Program
  - l. Summer Programs
  - m. Campus Improvement Plan and Campus Needs Assessment
  - n. Marketing
  - o. Campus Security
  - p. Fundraising/Grants
  - q. Facilities
  - r. Compliance
  - s. Uniform/Dress Code
18. Discuss and consider taking action from Headmaster's Report. None

Adjourned for break at 7:22 p.m.

Reconvened in open session at 7:33 p.m. Went immediately into closed session at 7:33 p.m.

19. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.074 of the Open Meetings Act, for the following purposes:

- A. Personnel/Public Officer Matters

i. Deliberate the selection of prospective candidate(s) for Board of Directors

20. Reconvene in open session. Reconvened in open session at 7:54 p.m.
21. Take action on items discussed in closed session. Motion to elect Mr. Sarver to the board:  
T. Nunamaker. Second: L. Botond. Nay unanimous. Mr. Sarver not elected to board.
22. Hear and Discuss Treasurer's Report. None
23. Hear and Discuss Budget and Finance Committee Report. None
24. Discuss items to be placed on the September Regular Board Meeting Agenda. Katy Area Development Council preparation, Lease, R. Camper's storyboard for marketing, 14 Principles, Contacts for Fundraising – Foundations, Gala Report, Long Term Vision planning for school.
25. Adjourn. Motion to adjourn: W. Robb. Second: T. Polvogt. Approved unanimously. Adjourned at 7:59 p.m.

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Prepared by Lucina Botond

This is a true and correct copy of the minutes of the meeting held on August 19, 2013, as approved by the Board of Directors on August ~~August~~ September 16, 2013.

  
Lucina R Botond, Board President

**A. Classical Academy  
Final Amended Budget  
For period ended August 31, 2013**

		Appropriated 2012/2013 Board Approved 8/20/2012	Increase (Decrease) from Original Budget	Final Budget 08.19.2013
<b>REVENUES:</b>				
	Local	\$ 162,000.00	\$ (37,000.00)	\$ 125,000.00
	State:	\$ 2,143,000.00	\$ 161,000.00	\$ 2,304,000.00
	Federal:	\$ 123,000.00	\$ (23,000.00)	\$ 100,000.00
		\$ <b>2,428,000.00</b>	\$ <b>101,000.00</b>	\$ <b>2,529,000.00</b>
<b>EXPENSES:</b>				
<b>FUNC</b>	<b>DESCRIPTION</b>			
11	INSTRUCTION	\$ 1,132,860.33	\$	\$ 1,132,860.33
12	RESOURCE & MEDIA	\$ 23,917.70	\$ (2,390.00)	\$ 21,527.70
13	CURRICULUM & STAFF DEVELOPMENT	\$ 32,537.00	\$ (3,253.00)	\$ 29,284.00
23	SCHOOL LEADERSHIP	\$ 172,379.10	\$ (17,200.00)	\$ 155,179.10
31	GUIDANCE & COUNSELING	\$ 28,000.00	\$ (2,800.00)	\$ 25,200.00
33	HEALTH SERVICES	\$ 800.00	\$ 80.00	\$ 880.00
35	FOOD SERVICE	\$ 73,769.40	\$	\$ 73,769.40
36	COCURRICULAR /EXTRACURRICULAR	\$ 12,500.00	\$ (1,250.00)	\$ 11,250.00
41	GENERAL ADMINISTRATION	\$ 221,563.07	\$ 22,150.00	\$ 243,713.07
51	PLANT MAINTENANCE & OPERATION	\$ 278,147.70	\$ (13,000.00)	\$ 265,147.70
52	SECURITY SERVICES	\$ 4,462.00	\$ (100.00)	\$ 4,362.00
53	DATA PROCESSING	\$ 42,311.70	\$	\$ 42,311.70
71	DEBT SERVICES	\$ 387,500.00	\$ (38,750.00)	\$ 348,750.00
81	Fundraising	\$ 10,000.00	\$ 500.00	\$ 10,500.00
	<b>TOTAL</b>	\$ <b>2,420,748.00</b>	\$ <b>(56,013.00)</b>	\$ <b>2,364,735.00</b>
	Change in net assets	\$ <b>7,252.00</b>	\$	\$ <b>164,265.00</b>

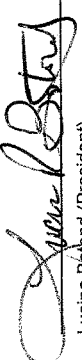
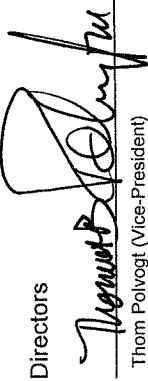
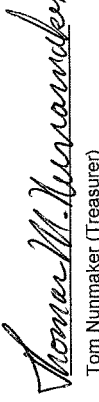



Approved by the West Houston Charter Alliance, Inc. Board

<i>Lucina Botond</i> Lucina Botond (President)	8/19/13	Date	<i>Adriana Cox</i> Adriana Cox	August 19, 2013	Date
<i>Thomas B. Polvogt</i> Thompolvogt (Vice-President)	8-19-2013	Date	<i>Rob Camper</i> Rob Camper	8-19-2013	Date
<i>Tom Nunamaker</i> Tom Nunamaker (Treasurer)	8/19/2013	Date			
<i>William G. Robb</i> William G. Robb (Secretary)	8/19/2013	Date			

ADOPTED BUDGET 2013-2014

	Revenue: Local	50,000
	Foundation School Revenue:	3,150,000
	Federal:	100,000
	<b>TOTAL REVENUES:</b>	<b>3,300,000</b>
	<b>BUDGETED EXPENSES</b>	
		1,453,000.00
		27,423.00
		32,000.00
		177,781.00
		31,000.00
		27,337.00
		130,128.00
		29,849.00
		437,712.00
		307,679.00
		11,400.00
		42,309.00
		233,500.00
		20,000.00
	<b>TOTAL: \$</b>	<b>2,961,118.00</b>
	<b>BALANCE: \$</b>	<b>338,882.00</b>

Approved by the West Houston Charter Alliance, Inc. Board of Directors

	8/19/13		8-19-2013
Lucina Bond (President)	Date	Thom Polvogt (Vice-President)	Date
	8/19/2013		August 19, 2013
Tom Nummaker (Treasurer)	Date	Adriana Cox (Secretary)	Date
	8/19/2013		8-19-2013
William Robb (Member)	Date	Rob Camper (Member)	Date