

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEST HOUSTON CHARTER ALLIANCE, INC.  
July 21, 2014**

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, July 21, 2014 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 5:30 p.m. Also present were W. Robb, J. Craig, A. Cox, T. Nunamaker, B. Davidson, A. Amboree, L. Cummins and M. Watson.
2. Hearing of citizens. T. Polvogt addressed the board regarding attending the Western Conservative Summit in Colorado. He gave a summary of the conference including speakers and negative opinions of the Common Core. Mr. Polvogt expressed an interest in trying to replicate the conference here. L. Botond asked him to share contacts on the subject with headmaster.
3. Thank Thom Polvogt for his service to Aristoi Classical Academy. Thanks were offered by several administrators and board members. B. Davidson gave a gift to Mr. Polvogt of a tree planting in his honor. L. Botond thanked Mr. Polvogt for being faithful to the school and expressed hope that he would be seen at the school often. A. Cox thanked him for being dedicated and devoted especially when he didn't have children attending the school.
4. Discuss, consider and approve minutes for June 16, 2014 Regular Board Meeting. Motion to approve minutes: W. Robb. Second: T. Nunamaker. Unanimous Approval.
5. Discuss, consider and approve minutes for June 23, 2014 Special Board Meeting. Motion to approve minutes: A. Cox. Second: T. Nunamaker. Unanimous Approval.
6. Discuss consider and approve any items related to expansion or renovation in preparation for 2014-15 school year and beyond, including but not limited to: classroom space issues, property issues, and issues relating to possible school relocation in the future, and architectural and construction related projects. Discussion about using Alief Baptist Church for classroom space. Fire Marshall visit and inspection are pending. Bringing in portable buildings was discussed and concerns about parking were raised. B. Davidson stated that housing the students on campus was preferable to delaying the start of school. L. Botond asked the school board to help research and consider all options for other sites. B. Davidson suggested the option of possible staggered start times in order to allow time to bus students to another site if necessary. Administration has been informed by city that the application for a Special Use Permit for Alief has been delayed by the city, so this has slowed down the lease of classrooms for grades 6-9. In regard to the offer the school made on land on Morton Rd., we have not received any response.
7. Discuss, consider and approve Charter Amendment Request for Additional Site and accompanying Board Resolution for lease of classroom space from Alief Baptist Church to house Junior High and 9th Grades for 2014-15. L. Botond stated that it was the same form the board approved with Redeemed Christian Church of God, but with Alief Baptist Church and that TEA requires the school to show a certificate of occupancy before approval is granted. Motion to approve Charter Amendment Request for Additional Site and accompanying Board Resolution for lease of classroom space from

Alief Baptist Church to house Junior High and 9th Grades for 2014-15: W. Robb.  
Second: T. Nunamaker. Board reviewed Document. Unanimous Approval. Board Members signed resolution.

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

- A. Personnel/Public Officer Matters

- i. Deliberate the selection of prospective candidates for Board of Directors  
Board went into closed session at 8:26 p.m.

9. Reconvene in open session. Reconvened in open session at 8:42 p.m.
10. Take any action necessary from closed session. Motion to elect G. Hamby to the board: T. Nunamaker. Second: W. Robb. Ayes: none. Nay: L. Botond, J. Craig, T. Nunamaker, W. Robb. Motion failed.
11. Discuss, consider and approve plans for refinancing or retiring remaining bond debt and financing for expansion projects. Self Help Mortgage declined to finance school. A. Amboree reported that Amegy and Comerica banks were interested in refinancing debt and that Comerica may want to finance new property and construction as well. The terms would be 3.5% interest for 3 years, and possibly lower. The payment would be around \$30,000/month. The principle we owe is approximately \$950,000. It was decided to put this item on the agenda for the special meeting on July 26<sup>th</sup> in order for the board to vote on the refinancing commitment letter from Comerica.
12. Discuss STAAR Results. L. Cummins distributed the data packets. Overall, the scores were passing. Math in upper elementary was strong (we can confirm this with Lynn, but I think all grades “passed” as scoring is set by state). B. Davidson stated that 4<sup>th</sup> grade had the largest number of new students. She also stated that it is normal for upper elementary in a classical school to perform a little lower on the STAAR because the curriculum does not parallel the state. TEA will not give out academic ratings this year, only a “met standard” or “did not meet standard” indication for each school.
13. Discuss, consider and approve potential name change for charter holder. L. Botond stated that the grant writer believes that West Houston Charter has a negative connotation. A charter name change was discussed. Suggestions included Aristoi Classical Alliance, ACA, Aristoi Classical Alliance, Inc., Friends of Classical Education, Aristoi Classical Academics, and Aristoi Classical Academies. Motion to change the name on the charter to Aristoi Classical Academy, Inc.: T. Nunamaker. Second: A. Cox Unanimous Approval. L. Botond stated that the TEA paperwork needed to be done and recommended the item be put on the Special Meeting Agenda for July 26<sup>th</sup>.
14. Discuss, consider and approve revised Facilities Use Policy. B. Davidson stated that the rate was changed from \$100/hour to \$275 for 4 hours and \$50 an hour after that. Groups made up of only our students do not have to pay, but groups that serve outsiders have to pay. The board went over the request and policy forms. W. Robb suggested adding corporation name, staff, teachers, administration, board members, officers, directors, and agents to the hold harmless portion. He also suggested adding disease, and negligence including negligence of Aristoi. Item was tabled while documents were revised.
15. Discuss and reconsider purchase of Singapore Math curriculum in light of expense and other considerations. Kinder-Eighth math was approved at the last meeting, with the approval made contingent on the price fitting within the budget. B. Davidson expressed that Singapore math is the best, but she has determined that the transition shouldn't be all

at once. Due to logistics and a burdensome price tag, B. Davidson suggested starting this year with K-3 using Singapore Math while grades 4-8 continue with Saxon and ask those teachers to pilot Singapore to get an idea of how they will transition to Singapore in grades 4-8 the following year.. Saxon Algebra 1 is what 9<sup>th</sup> grade will use. T.

Nunamaker expressed concern over the transition being spread out. B. Davidson stated that Regents regretted their decision to transition all at once. She will provide the training for all teachers this year so that the transition will be smooth. Motion to approve Singapore Math Curriculum for Kindergarten through third grade for the 2014-2015 school year: T. Nunamaker. Second: A. Cox Unanimous Approval.

16. Discuss, consider and approve revision of Student Handbook regarding grading of late homework and projects. M. Watson proposed this change in the student handbook for late work:

**Proposed addition to “Grading/Homework” on page 13 of *ACA Parent/Student Handbook***

“Beginning in grade 6, no late homework will be accepted. Assignments not turned in on time will be recorded as a 0. Major papers and projects will be penalized one letter grade (or 10%) for each day they are late. After 5 days, the student will receive a 0. This policy also applies when a student fails to make up a test on the date designated by his or her teacher.”

\*To be positioned as the last paragraph in the above mentioned section

Concerns were raised over the loss of accountability due to the homework not being accepted at all. M. Watson discussed his experience with a tiered homework system and his desire to foster responsibility and accountability in a way that allows quick recovery for the students. Certain excuses (for example being in the ER) will be allowed. Motion to approve revision of Student Handbook regarding grading of late homework and projects: T. Nunamaker. Second: A. Cox. Unanimous Approval.

17. Discuss, consider, and approve proposal from American Business Machines for copier usage. A. Amboree stated that the lease for the copier expires this August. We have credits through ABM for an additional copier and will need one for our new site. B. Davidson expressed her reservations about American Business Machines not following through with what they say. A. Amboree stated that the rate for ABM is \$0.005/copy and \$0.007 for Xerox. Item was tabled until the August meeting. Break taken at 7:27 p.m. Reconvene at 7:33 p.m.
18. Discuss, consider and approve drafting of Strategic Plan for school. L. Botond stated that Mr. McGee from Hill Country Christian School spoke at the Society for Classical Learning Conference and strongly advocated for a strategic plan. Without a long-term plan it is difficult to establish a direction and get donations. A strategic plan covers the next 5-10 years. Starting a committee to pursue the plan was discussed. Concerns were raised about getting parents to volunteer for the committee. B. Davidson suggested that

the Campus Improvement Plan would be a good starting point and asked if the notes from the meetings on the plan could be titled Campus Improvement Plan. L. Botond asked the board members to come to the next regular meeting with key areas and large ticket items for the plan. Item was then tabled until August meeting.

19. Discuss. Consider, and approve Engagement of McConnell and Jones as auditor for the year ending August 31, 2014 A. Amboree stated that the firm wants the school to prepare the information for the audit and that the firm would go over it. The engagement letter was not ready. Item tabled until Special Meeting on July 26<sup>th</sup>.
20. Discuss Depository Contract. A. Amboree stated that if we go with Comerica for our refinancing, they want our depository contract too. She also expressed her desire to stay with Prosperity bank. The contract is due on November 1<sup>st</sup>. No action.
21. Discuss School FIRST Preliminary Rating Appeal. L. Botond stated that the appeal had been postmarked at 4:30 and emailed at 4:55. It was noted that 3 fails closes your school, so we needed to appeal the preliminary rating failure.
22. Hear and discuss the report from the Headmaster. BD
  - a. Enrollment-down to 531 from 560 due to parental decisions made after attending parent meetings. There is a hold on enrollment due to facilities. IF it stays at 531, the budget will be adjusted accordingly.
  - b. Financial
  - c. Budget to actual-The school is below budget but July and August have a lot of expenditures. A. Amboree stated that the school would probably be able to get a new roof before school starts. B. Davidson wanted to clarify that if curriculum is ordered on this budget, it is for this budget regardless of when the school pays for it. A. Amboree mentioned the possibility of using the current cushion to pay down debt for the school.
  - d. Bank reconciliation- As of 6/30, there is \$674,980.32 in the bank.
  - e. Bond payments and status of tender offer
  - f. Other. B. Davidson publicly thanked L. Botond for attending the Society for Classical Learning Conference.
  - g. Staff-Admin para and student care are hired. C. Sturm may move to the new site.
  - h. Curriculum
  - i. Student Testing
  - j. Extra-curricular
  - 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
23. Discuss and consider taking action from Headmaster's Report. None

24. Hear and Discuss Treasurer's Report. T. Nunamaker stated he would be looking at the new budget and would have it ready for the August regular meeting.
25. Hear and Discuss Budget and Finance Committee Report. T. Nunamaker expressed an interest in informing Mr. Conlan and the Morton family that, regarding the school's offer to purchase land, we are in the budget process and would like to know how to best allocate our resources. Tabled.
26. Discuss items to be placed on the August Regular Board Meeting Agenda. Budget Approval and amendment, facilities use policy, copier contract, strategic plan, depository contract.
27. Adjourn. Motion to adjourn: T. Nunamaker. Second: W. Robb. Unanimous approval. Adjourned at 8:45 p.m.

Prepared by Julie Craig

This is a true and correct copy of the minutes of the meeting held on July 21, 2014, as approved by the Board of Directors on August 25, 2014.

  
Lucina R. Botond, Board President