

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
WEST HOUSTON CHARTER ALLIANCE, INC.
October 21, 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, October 21, 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 5:38 p.m. Also present were A. Cox, T. Nunamaker, R. Camper, W. Robb, T. Polvogt, B. Davidson, L. Cummins and A. Amboree.
2. Hearing of citizens. None
3. Hear report from PTO representative. None
4. Discuss, consider and approve minutes for September 16, 2013 Regular Board Meeting. Motion to approve minutes: T. Polvogt. Second: A. Cox. Approved unanimously.
5. Discuss, consider and approve minutes for September 24, 2013 Special Board Meeting. Motion to approve minutes: T. Polvogt. Second: W. Robb. Approved unanimously.
6. Discuss development of current or future property and related issues with Mr. Maxwell, local developer. Mr. Maxwell recommended that school utilize services of land planner (he works with Kerry Gilbert) and an environmental consultant prior to developing lease land and/or purchasing new land. When school develops long term strategy for development and expansion (about 15 years), it is important to involve land planner at that point. Also would be prudent to develop short, mid term and long term plan. Mr. Maxwell sees that staying in current location is probably not ideal in long term because there is little room to expand.

SHORT BREAK AT 6:45 p.m. Back in session at 6:59 p.m.

7. Discuss, consider and approve short and long term plans for school. Board members discussed possibility of additional campuses in future, limits on growth, idea of doing a 15 year plan. Some members wondered about doing specialty campuses like other public schools (math or science focused schools). Tabled action until later date.
8. Discuss, consider and approve charter amendments to file with TEA in January 2014; delegate authority to board member(s) to work with administrators in drafting and filing prior to deadline. Tabled.
9. Discuss, consider and approve facility expansion and/or renovations. Motion to hire Mr. Gilbert to advise on land use for lease property and current property as well as environmental consultant for both pieces of property: W. Robb. Second: T. Polvogt. Approved unanimously.

One minute break. Back in session at 7:47 p.m.

10. Discuss, consider and approve plans for refinancing or retiring remaining bond debt. Motion to delegate authority to Board President to (a) sign letter directing Trustee to pay past due principal with funds being held in school's account at U.S. Bank, and (b) sign certificate declaring that school's indenture has never been amended: T. Polvogt. Second: T. Nunamaker. Approved unanimously.
11. Discuss use of school's branding for marketing purposes. Tabled

12. Discuss, consider and approve ideas and plans for storyboard for professional marketing. Tabled
13. Hear report from Fundraising Committee Chair. T. Polvogt reported that committee members are Cathy Sturm, Holly Zurek, Kelly Grissom and B.J. Sarver. First meeting involved brainstorming ideas on fundraising. Decided to hold a chili cook off sometime this school year.
14. Discuss list of possible charitable foundations to approach as well as list of needs and specific projects. Tabled
15. Discuss update on local charter school(s). T. Polvogt is involved in the Ft. Bend leadership forum. At the meeting he attended recently, he learned that Harmony has 40 different campuses.
16. Discuss "Highly Qualified" Teacher Status. B. Davidson reports that 100% of our teachers are designated as "Highly Qualified."
17. Discuss, consider and approve maintenance agreement. Motion to approve maintenance agreement: L. Botond. Second: T. Polvogt. Approved unanimously.
18. Discuss, consider, and approve bid on roof replacement. Budget allows \$20,000 for roof replacement on admin building. Motion to approve replacement of roof A.S.A.P.: T. Nunamaker. Second: A. Cox. Approved unanimously.
19. Discuss consider and approve Depository Contract information due November 1, 2013. Motion to continue banking with Prosperity Bank: T. Nunamaker. Second: W. Robb. Approved unanimously.
20. Discuss requirement for Board members/school officers to complete and sign Governance Reporting Forms due November 1, 2013 (if not already completed and signed). A. Amboree discussed need for all forms to be completed.
21. Hold 2013 Annual Public Hearing on Financial Management Report (FIRST Report and other Financial Data); hand out copies of report; summary description of report by Tom Nunamaker; allow attendees to comment on report. Bd. Treasurer described report. Business Manager has copies for anyone who wants them.
22. 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. For staff, administrators and board members, there is a training opportunity in June to attend the Society for Classical Learning conference.

Maintenance position still open.

- h. Curriculum. Mr. Nazeck and Mr. Hild from Ridgeview Classical Schools in Colorado will come for training on classical ed and Singapore Math curriculum in January 2014.
- i. Student Testing
- j. Extra-curricular. Lego robotics club has started for 4th – 8th grades. Chess club starting soon.
- k. Before and After School Program
- l. Summer Programs


- m. Campus Improvement Plan and Campus Needs Assessment
 - n. Marketing. Ms. Manna attended Rice Harvest Festival to get school better known.
 - 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. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.0821 and 551.074 of the Open Meetings Act, for the following purposes:
- a. Hear grievance against Headmaster, Assistant Headmaster and teacher by parents regarding their child.

Adjourned to closed session for the above purposes at 7:56 p.m. Both parents were present.

25. Reconvene in open session. Reconvened in open session at 9:02 p.m.
26. Take action on items discussed in closed session. Motion to delegate authority to Board President to contact parents with board decision denying action they requested: T. Nunamaker. Second: R. Camper. Approved unanimously.
27. Hear and Discuss Treasurer's Report. None
28. Hear and Discuss Budget and Finance Committee Report. None
29. Discuss items to be placed on the November Regular Board Meeting Agenda: Fundraising, Headmaster's Expansion Committee, Development of Lease Property.
30. Adjourn. Motion to adjourn: W. Robb. Second: A. Cox. Approved unanimously. Adjourned at 9:48 p.m.

Prepared by Lucina Botond

This is a true and correct copy of the minutes of the meeting held on October 21, 2013, as approved by the Board of Directors on 11/13/13.



Lucina R. Botond, Board President