

**InTech Collegiate High School
Board of Governors
Meeting Minutes for April 21, 2009**

The InTech Board of Governors met on April 21, 2009, at InTech Early College High School from 4:00 pm until 6:00 pm.

Board Members Present: Debora Seiter (Chair), Jim Dorward, Mike Liechty, Nancy Kennedy, Gayle Bowen, Jim Peterson (Treasurer), Deborah Hobbs (Secretary), J.R. Dennison

Staff Present: Jason Stanger (Executive Director), and faculty members--Jim Baker and Connie Morgan

Next meeting: May 12, 2009 from 4:00pm until 6:00 pm at InTech.

Debora Seiter, Board Chair, called the meeting to order. She welcomed everyone and thanked them for their dedication to the promise that is InTech. She especially thanked the additional faculty/staff who were present and invited them to future meetings. She then led the attendees in the Pledge of Allegiance.

The March minutes were read and Nancy Kennedy moved to accept the minutes as read. Jim Peterson seconded the motion. The InTech minutes for March 10, 2009, were unanimously approved.

Treasurer's Report

Jim Peterson reported that he had met with Jason last Friday to review the internal audit. The bank reconciliations have been completed. Jim pointed out that Jason has stayed on course. The cash-flow reported is up-to-date. Jason has been cleaning up the books. He has met 98% of the auditors' requests.

Debbie Hobbs moved that the report be accepted; Jim Dorward seconded the motion; and it carried unanimously.

How does the future look with the Legislature? Jim noted the following:

1. Reduction in education 5.2-5.5%
2. Could use the federal stimulus monies to back fill the cuts facing us
3. This is a one-time deal.
4. Next year could be worse. Some people in finance in the State Office said that districts should build up a reserve in case the reduction in monies is bigger next year.

Debbie Hobbs moved that the Treasurer's Report be approved; Nancy Kenney seconded the motion. The Treasurer's Report was unanimously approved.

Action Items

Fringe Benefits

Jason recommended that the Board adopt Cache's schedule for an FSA policy. Mike Liechty made the motion; Jim Dorward seconded; and the motion was carried unanimously. The Employee Leave Policy was tabled until the May Board meeting.

Discussion/Information Items

Executive Director's Monthly Progress Report

a. Jason shared with the Board a projected surplus of \$10,000. The current debt load is \$134,000, down from \$173,000.

b. There has been a 96% rate retention at InTech.

c. ProForma Statement FY 10

1. State revenue cut 17%
2. There will be additional funding.
3. Most of the changes are in the state revenue.
4. List of cuts reveals the following:
 - Six and a half days have been cut from teachers' work schedule.
 - Must spend local effort CTE funds before we can receive add-ons.
 - Teachers salaries are lower from 2009-2010.
 - All teachers are now on scale. We've lost one FTE.
 - Insurance is the big change because we moved to single coverage (which is what the original policy stated) from family coverage.
 - Student support—counseling—over scale but now is in scale.

The budget for review is Jason's first draft. He noted that InTech will continue using Cache (Sky View) for food service. Deb Seiter asked about the monies that may be due to InTech. Jason said that he has these concerns under control. In addition, Jason pointed out that the other early college charter schools have had a 10% in students. For example, Ames has 50 more students but five days of paid work have been cut. In Cache, 8 days have been cut which is a 4.2% reduction. Steps and lanes have also been reduced. Nancy Kennedy reported that Box Elder is keeping its steps and lanes.

Jim Peterson pointed out that the Board will have to adopt a budget at the June 2009 Board Meeting. In addition, Jim pointed out that historically projections of revenue rates have been conservative. What is going to happen this year is anybody's guess.

Mike Liechty asked Jason if he were freezing salaries or jumping into new scales. Jason's proposed budget for FY 2010 includes the new scales.

Evaluation of Executive Director's Performance

According to Board policy, Jason needs to be evaluated in his role as Executive Director of InTech. Nancy suggested that the Board look at Box Elder's evaluation forms. She will send a copy to the Board Chair—Deb Seiter. The question was raised about what the other charter schools do? Ames has been around the longest. Perhaps we should look at their procedure.

Review of Open and Public Meetings Regulations

Jason distributed up-dated policy to all Board members. These are to be added to the Board binders.

Executive Session

The Board then moved into Executive Session. Deb Seiter took a roll call. The Board voted unanimously to move into Executive Session which was held on personnel issues. Once out of Executive Session, Nancy Kennedy moved that the Board pass the recommendation made in the Executive Session. Debbie Hobbs seconded the motion. The motion carried unanimously.

Adjournment

Debbie Hobbs moved that the meeting be adjourned. Nancy seconded the motion and it was approved unanimously. The next meeting will be on June 9, 2009, at InTech from 4:00 pm until 6:00 pm.