

**InTech Collegiate High School Board of Governors**  
Meeting Minutes

***April 19, 2007***

*Board Members Present:* Debbie Hobbs, Gayle Bowen, Allyson Saunders,  
Gary Carlston, Jim Barta

*Excused Members:* Nancy Kennedy, Frank Stewart

*Staff Present:* Steve Zsiray, Ashlee Godfrey

*Public:* None Present

*Next meeting:* May 10, 2007

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**I. Announcements**

Next Board Meeting: May10, 2007 at 1:00 pm  
All employee policies that have been discussed have been approved.

**II. Summary**

Review & Approval of Minutes – The minutes from March 29 were discussed and unanimously passed. The minutes from March 8 were discussed and tabled until next meeting.

Monthly Expenditures – Changes to the monthly expenditures were needed, with the changes the monthly expenditures were passed.

Time Between Classes – For the rest of this year it will stay the same. For next year passing times will move to 4 minutes and a 25 minutes lunch.

Proposed Salaries For Next Year – Steve needs to submit the proposed budget for next year before action may be taken.

Wellness Policy – The wellness policy was discussed and passed.

Expulsion Policy – Discussed and tabled until next meeting due to lack of information.

Employee Policies – All policies listed under agenda item 8 were discussed and passed.

Agenda items 9, 10, and 13 were tabled until the next meeting.

Other Items of Business – Debbie will attend English interviews and Jim will attend Math interviews. Inappropriate language policy was discussed, and discussion will continue next meeting. School renovations were discussed and the Board will continue to be posted on events.

### III. Discussion

The Board discussed the minutes from March 29<sup>th</sup>'s meeting. No changes were needed. Minutes from March 8<sup>th</sup>'s meeting were tabled due to needed changes and explanations.

The monthly expenditures were discussed. Gayle asked about the restrictions regarding grants and would like the profit and loss fixed to show class for easier reference. Currently the Gates foundation money lists salaries for employees, and it should not, Ashlee will fix for next meeting.

Time between classes was discussed. For the rest of the current school year passing times will remain the same. For next year passing times will move from two minutes to four minutes between classes and lunch will be extended to 25 minutes.

The proposed salaries for next year were discussed. Before action may be taken, Steve needs to prepare a budget for next year.

The wellness policy was discussed. The policy needs to be reformatted to copy the rest of the policies.

The expulsion policy was discussed. Examples from Thomas Edison were looked and were discarded due to being too weak. Gary will contact Carol Lear and try to get an example policy from the state office. No action was taken on the expulsion policy, and was tabled until next meeting.

Employee policies were discussed. In policy VI, Principal/CEO Contract and Compensation Salary, on 6.1 the word beginning was taken out. Policy VIII, Termination of Employment, was discussed. The first sentence of policy VIII, Termination of Employment, now reads as: "No employee may earn career employment status, however, may be dismissed for cause before the completion of the term..." Policy IX, Substitute Teachers, reads as: "The teacher will arrange for a substitute as early as possible." Policies X, Guidelines for Student Teacher, and XI, Grievance Procedure, were discussed, and no changes needed. Policy XII, School Community Council, was discussed, but was not passed. However, Gary motioned for Steve begin formation of the School Community Council as per state law, and have the policy come back to the Board for approval. Allyson seconded the motion, and the motion was unanimously approved. Policy XIII, Purchasing Procedure, was discussed, and no changes were needed. Policy XIV, Accounting Procedure, was discussed. 14.6.4.4 now reads as: "Mileage for approved travel will be reimbursed at a rate equivalent to the federal amount or at the actual cost for other forms of ground transportation." Policy XV, Employee Standards of Conduct on Gifts and Compensations, was discussed, no changes were needed. Policy XVI, Records Management Policy, was discussed, no changes were needed. XVII, Instructional Program Policy, was discussed. 17.1 now reads as: "All classes to be taught and textbooks to be used will be approved in advance by the Governing Board." Policy XVIII, Community Use of School Facilities, was discussed and now reads as "InTech facilities are not for use of the community." Policy XIX, Use of Privately Owned Property, was discussed, no changes were needed. Policy XX, Loaning of School Property, was discussed, no changes were needed. XXI, Keys, was discussed. The last sentence of 21.1 reads as "Students are not to be in the building unless accompanied by a supervisor and or teacher." Policy XXII, Alternatives and Repairs to Buildings, Grounds, and Equipment, was discussed. 22.1 now reads as "No major

alterations, additions, or repairs shall be made by anyone to school property, unless approved by the Board of Governors. XXIII, Video/DVD Usage Policy, was discussed, no changes were needed.

Interviews for teaching positions will be held soon. Debbie will attend the interviews for the position of a part time English teacher and Jim will attend the interviews for a full time math teacher.

A policy for Inappropriate Language was discussed; the policy needs to state that there is no swearing on school grounds at any time. Due to the issue not being on the agenda, it will be voted on at the next Board Meeting.

The Board wants to be kept up to date on the building renovations project. The Board also suggested that a Plan B should be created incase building renovation are completed.

All remaining items of the agenda were tabled until the next Board meeting.

The next Board meeting will be held May 10 at 1 o'clock.

#### **IV. Action Items**

Board Minutes – Allyson motioned for approval of March 29<sup>th</sup>'s minutes. Jim seconded the motion and the minutes were approved.

Monthly Expenditures – Allyson motioned for approval of the monthly expenditures. Jim seconded the motion and the monthly expenditures were approved.

Wellness Policy – Allyson motioned for approval of the Wellness policy. Gary seconded the motion and the Wellness policy was approved.

Employee Policies – Gary motioned for policy VI, Principal/CEO Contract and Compensation/Salary, to be approved. Gayle seconded the motion, and policy VI, Principal/CEO Contract and Compensation/Salary, was approved. Gary motioned for policy VIII, Termination of Employment, to be approved. Allyson seconded the motion and policy VIII, Termination of Employment, was unanimously approved. Jim motioned for policy IX, Substitute Teachers, to be approved. Allyson seconded the motion and policy IX, Substitute Teachers, was unanimously approved. Allyson motioned for policy X, Guidelines for Student Teaching, to be approved. Gayle seconded the motion and policy X, Guidelines for Student Teaching, was unanimously approved. Jim motioned for policy XI, Grievance Procedure, to be approved. Allyson seconded the motion, and policy XI, Grievance Procedure, was unanimously approved. Gary motioned for policy XIII, Purchasing Procedure, to be approved. Gayle seconded the motion, and policy XIII, Purchasing Procedure, was unanimously approved. Gayle motioned for policy XIV, Accounting Procedures, to be approved. Jim seconded the motion, and policy XIV, Accounting Procedures, was unanimously approved. Gary motioned for policy XV, Employee Standards of Conduct on Gifts and Compensations, to be approved. Allyson seconded the motion and policy XV, Employee Standards of Conduct on Gifts and Compensations, was unanimously approved. Gary

motioned for policy XVI, Records Management Policy, to be approved. Allyson seconded the motion and the policy XVI, Records Management Policy, was unanimously approved. Allyson motioned for policy XVII, Instructional Program Policy, to be approved. Jim seconded the motion and policy XVII, Instructional Program Policy, was unanimously approved. Allyson motioned for policy XVIII, Community Use of School Facilities, to be approved. Gary seconded the motion and the policy XVIII, Community Use of School Facilities, was unanimously approved. Allyson motioned for policy XIX, Use of Privately Owned Property, to be approved. Jim seconded the motion, and the policy XIX, Use of Privately Owned Property, was unanimously approved. Allyson motioned for policy XX, Loaning of School Property, to be approved. Jim seconded the motion, and policy XX, Loaning of School Property, was unanimously approved. Gary motioned for policy XXI, Keys, to be approved. Jim seconded the motion, and policy XXI, Keys, was unanimously approved. Jim motioned for policy XXII, Alternatives and Repairs to Buildings, Grounds and Equipment, to be approved. Allyson seconded the motion and policy XXII, Alternatives and Repairs to Buildings, Grounds, and Equipment, was unanimously approved. Allyson motioned for policy XXIII, Video/DVD Usage Policy, to be approved. Gary seconded the motion and policy XXIII, Video/DVD Usage Policy, was unanimously approved. Policy XII, School Community Council, was discussed. Gary motioned for Steve to set up the School Community Council by the State guidelines and for the policy to come back to the Board. Allyson seconded the motion, and the motion was approved.