

# **InTech Collegiate High School Board of Governors**

## Meeting Minutes

***Dec. 6, 2006***

*Present:* Gary Carlston, Debbie Hobbs, Gayle Bowen, Jim Barta, Nancy Kennedy, Ashlee Godfrey, Steve Zsiray, Megan Izatt, BrookeAnn Watterson

*Excused:* Frank Stewart, Allyson Saunders

*Next meeting:* Jan 4, 2007 at 9:30 a.m., InTech Board Room

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### **I. Announcements**

Next Board Meeting: January 4, 2007

Emergency plan passed and employee policies discussed.

### **II. Summary**

Review & Approval of Minutes – The minutes from the last meeting were discussed and unanimously passed.

Lunch Program – We will no longer be contracting with USU for the lunch program.

Budget and Expenditures – The budget and expenditures were unanimously passed.

Employee Policies – The employee policies were discussed.

There were some amendments made, but they are still waiting approval due to more discussion needed.

Emergency Plan – The emergency plan was passed with the proposed amendments.

### **III. Discussion**

The minutes from November's Board meeting were discussed. Changes were made to the wording of sections of the minutes regarding the Teaching American History grant.

Nancy motioned for the proposed amendments be approved. Gary seconded the motion and the amendments were unanimously approved.

With the amendments approved, Debbie motioned for the minutes to be approved. Gayle seconded the motion and November's meeting minutes were unanimously approved.

JaDean Frehner was to attend and discuss the school lunch program; however, due to a family situation she was not able to attend. Steve discussed the lunch program. USU catering has consistently made mistakes regarding the lunch order and one time did not deliver lunch. USU catering has refused to serve lunch when USU is out on breaks and after USU is out for the school year. This means USU Catering would not serve lunch during USU's spring break or after the first week in May. Due to the circumstances we are now trying to find someone else to cater lunch

Ashlee discussed the budget with the Board. Our budget keeps growing due to the State increasing the funds we receive. However, the increase in funds has been held back and separated from the rest of the money incase the State needs to make adjustments for our low student count. On page 3 of the budget overview our total projected budget for the fiscal year. The Board has also requested that Ashlee call the auditors and ask them about a purchasing system to be put in place. Also a credit card log will be started to track the credit card.

Nancy motioned to pass the monthly expenditures for November. Jim seconded the motion and the monthly expenditures were unanimously passed.

Steve gave the Board, as an information item, an adjusted projected budget for the next five years. The adjusted budget takes into account our low student numbers from this year.

The employee policies were discussed. Changes were made to pages 1, 3, 4, and 5 of the policies. The employee policies are still being discussed and a new updated copy will be sent out for the next meeting.

The emergency plan was discussed. It was decided that there will be no code word used in any situation, the main office will announce over the phone what needs to be done. Also a card system will be implemented with the lock down procedures. Every teacher will be given a green card and a red card. Teachers will slide the green card under their door if everything is fine in their classroom. They will slide the red card out if there is a student missing. If there is no card near the door, the main office and the police will know that classroom is in trouble.

With the proposed amendments to the emergency plan, Gayle motioned for it to be approved. Jim seconded the motion and the emergency plan was unanimously approved.