

InTech Collegiate High School Board of Governors
Meeting Minutes

February 7, 2008

Board Members Present: Deborah Hobbs, Gary Carlston, Gayle Bowen,
Debora Seiter

Board Members Present Electronically: Nancy Kennedy, Allyson Saunders,
Jim Barta

Staff Present: John Hernandez, Megan Izatt, Ashlee Godfrey

Next meeting: March 18, 2008

I. Announcements

Next Board Meeting: March 18, 2008 at 1:00 pm.
School Lottery: March 21

II. Summary

Approval of Minutes: The minutes from January 8 were discussed and approved.

Approval of Monthly Expenditures from January: The monthly expenditures from January were discussed and approved.

Executive Session for Personnel Issues: The Board of Governors entered into an executive session for personnel issues.

Approval of Personnel: Diane Francom has been hired to teach one period of 11th grade English. We were not able to hire either applicant for the Spanish position.

Approval of Job Description: The job description of the principal's position was discussed and approved.

Approval of Board Policies: The School Community Council Policy, Child-Abuse Policy, Drug-Free Workplace Policy, Industrial Accidents Policy, Student Education and Occupation Plans Policy, Concealed Weapons Permit Holder Policy, and the Credit Card Policy were approved. Parts of the Staff Fringe Benefits Policy were approved, and the School Activity Travel Policy was tabled.

Approval of Cleaning and Custodial Services: Lacey and Debbie would like to be hired as classified employees. However, the Board needs more information regarding how to do this before a decision can be made.

Budget Discussion: Accounts have been separated and time cards will be kept for the different accounts for work done.

Ashlee and Gayle have been reconciling all accounts as well.

2008-2009 Staffing Discussion: Tabled until Jim Baker may be present at the meeting.

Committee Report: Four of the committees gave a brief overview of what they have accomplished since the last Board meeting.

Open/Closed Campus Discussion: Tabled until next meeting.

Principal's Report: John gave a brief overview on what has been happening with the school since the last Board meeting.

III. Discussion

The minutes from the January 8 meeting were discussed and editorial changes were needed.

Ashlee discussed the monthly expenses from January. The Board would also like to express their appreciation to Ashlee and Gayle for all the hard work they have put into the budget and monthly expense report. The auditor's update will be attached to the minutes.

The Board entered into an executive session for personnel reasons at 11:20 am. The Board entered back into regular session at 11:45 am.

Diane Francom has been hired to teach 11th Grade English. Also, we have not been able to hire anyone for Spanish. The applicants that applied, one was not licensed, and one did not have the time to commit to it.

The principal's job description was discussed. The Board wants it noted that applicants holding a license will be given more weight than applicants without a license.

The Board passed the School Community Council Policy, Child-Abuse Policy, Drug-Free Workplace Policy, Industrial Accident Policy, Student Education and Occupation Plans Policy, Employment of Relatives Policy, Concealed Weapons Permit Holder Policy, Credit Card Policy. The Board passed the Workers Compensation, Military Training Leave, Other Leave, Family and Medical Leave, and Retirement sections of the Staff Fringe Benefits Policy. The Health Insurance, Personal Leave, Professional Leave, Short-term Leave without Pay, Parental Leave, Death/Bereavement, Vacations, and Young Children on the Job sections will be brought back before the Board. The School Activity Travel Policy was tabled until next meeting.

Lacey Baker and Debbie Kozlowski have been cleaning the school for the last month. They would like to be hired as classified employees instead of being on contract. The Board would like John to contact Kirk McRae to find out if this is possible. The Board would also like to express their gratitude to Lacey and Debbie for their hard work.

We are currently looking at a budget challenge for the end of the year due to not receiving the full amount we requested for start-up funds from the state and our low enrollment this year. Expenses will be about \$14,000 higher per

month due to the expansion. However, our fixed costs for the next fiscal year should not increase significantly.

The 2008-2009 Staffing discussion was tabled until Jim Baker can attend a Board meeting.

Committee Reports:

- The Curriculum and Program Committee report was tabled.
- The Strategic Planning Committee reported to the Board. They are currently working on a mission statement and also noting inconsistencies in our charter.
- The Search committee gave a job description to the Board.
- The Public Relations Committee/Enrollment and Retention Committee reported to the Board. This month the committee focused mainly on the ribbon cutting and the open house. Debbie S. contacted all the local newspapers and radio ads started for the school. Also, President Albrecht was able to attend the ribbon cutting and USU has offered to post any of our announcements on their website. The committee is currently putting a press kit and list together, and refining the school flyers. Thomas Edison South and North have allowed John and Melissa to talk and pass out flyers to all their 8th graders.

The open/closed campus discussion was tabled until next meeting.

John gave a brief overview of how the school has been doing since the last Board Meeting.

IV. Action Items

Gayle motioned that the minutes from January be approved. Debbie S. seconded the motion and the minutes were unanimously approved. Gayle motioned for the monthly expenses from January be approved. Jim seconded the motion and the monthly expenses were unanimously approved.

Gary motioned for the Board to enter into an executive session for personnel reasons. Gayle seconded the motion. Allyson voted yea, Nancy voted yea, Jim voted yea, Gary voted yea, Gayle voted yea, Debbie H. voted yea, and Debbie S. voted yea. The Board entered into an executive session at 11:20 am.

Allyson motioned for the Board to enter back into a regular session at 11:45 am. Debbie S. seconded the motion. Allyson voted yea, Nancy voted yea, Jim voted yea, Gary voted yea, Gayle voted yea, Debbie H. voted yea, and Debbie S. voted yea. The Board entered back into regular session at 11:45 am.

Gary motioned that the hiring of Diane Francom be approved. Allyson seconded the motion, and Diane Francom was unanimously approved.

Gary motioned for the principal's job description be approved with the suggested changes. Allyson seconded the motion, and the job description was unanimously approved.

Allyson motioned that the school community council policy, child-abuse policy, drug-free workplace policy, industrial accident policy, student education and occupation plans policy, employment of relatives policy, concealed weapons permit holder policy, and the credit card policy be approved. Gary seconded the motion and the above named policies were unanimously approved.

Allyson motioned that the workers' compensation, military training leave, other leave, family and medical leave, and the retirement sections of the staff fringe benefits policy be approved with the amendment to the retirement section. Nancy seconded the motion and the required sections of the staff fringe benefits policy were unanimously approved.

The meeting was adjourned at 1:30 pm.