

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

**January 8, 2008**

*Board Members Present:* Deborah Hobbs, Gary Carlston, Gayle Bowen, Nancy Kennedy, Allyson Saunders, Jim Barta, Debora Seiter, Frank Stewart

*Staff Present:* John Hernandez, Megan Izatt, Ashlee Godfrey

*Next meeting:* February 7, 2008

**I. Announcements**

Next Board Meeting: February 7, 2008 at 11:00 am.

Parent meeting: January 29, 2008 at 6:30 pm.

**II. Summary**

Approval of Minutes: The minutes from December 11 were discussed and approved.

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

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

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

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

Approval of Salary Adjustments: The Board voted to adjust salaries for InTech employees so that they would be brought in to compliance with Board policy.

Approval of Policies: Tabled until next meeting.

Approval of Board Bylaws: The addition of a liability clause died due to lack of a motion. The Board approved the addition of a treasurer to the Board.

Approval of Cleaning Bid: The Board voted to approve the hire of Lacey Baker and Debbie Kozlowski to clean the school until the bid process can be completed.

Approval of Personnel: The Board voted to continue our contract with The Center for the Schools of the Future to keep Theresa Burch with us.

Budget Discussion: All accounts that are currently running over will be locked and no money will be allowed out of them. Also, all departments will submit a budget request to the treasurer and the principal.

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

Enrollment Discussion: The Board is currently looking at strategies to increase our enrollment for the coming school year.

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 December 11 were discussed. Editorial changes were needed.

The monthly expenditures from December were discussed. Questions regarding transportation and FSA claims were discussed. The school needs to look at possibly establishing a set number of miles for trips between the school and Salt Lake City and other frequently traveled to cities. The FSA claims just need to be listed as FSA claims and do not need to be detailed.

The monthly expenditures from November were discussed. The money that was used from TAH to pay Steve's salary was put back into the TAH account where there were questions regarding the policy on salaries being paid from the TAH account.

The monthly expenditures from October were discussed. Questions regarding the company 401k match, payments to the US Treasury, and lunch accounts were asked. The company 401k match is a mislabel in Quick Books. The portion of the retirement funds the school pays is actually covered by the State. The school receives a specified amount in our monthly allotment. The school pays the US Treasury every quarter; however, October was paid separately. While the monthly expenditures show that the school paid out more for lunch than was brought in, the account is not going over. Some students pay for lunch on a monthly basis, and other students pay for several months in advance.

The Board moved to enter into executive session at 2:10 pm. The Board moved to enter back into a regular session at 3:15 pm.

Adjustments to salaries were discussed. Also, JaDean Frehner spent 20 hours outside of work to fill out the CU-SAP report. John requested that she be compensated at her hourly wage for the work she did outside of school.

The approval of policies was tabled until next meeting.

The Board Bylaws were discussed. The addition of a liability clause died due to a lack of motion. The Board added the following statement: "3.3 – The treasurer shall be elected by the Board at its August meeting for two years. The treasurer shall be authorized to sign school checks, works with the principal regarding budgets, and other duties as the Board may authorize and direct."

The cleaning contact with Shining Image has been cancelled. Lacey Baker and Debbie Kozlowski have offered to clean the school for \$1600 a month. That is over \$1000 less than we would be paying Shining Image. A contract needs to be written

up with the duties expected outlined. Before Lacy and Debbie can officially be hired, the school needs to obtain one more bid.

Theresa Burch is currently employed as an Ameri-Vista Volunteer through the Center for Schools of the Future and is assigned to our school. She currently is in charge of the school's website, newsletter, mass emails, and plans the school ski days. Her contract is scheduled to end January 26, 2008 unless we are willing to pay \$5,000 to the Center for Schools of the Future to continue her employment.

A spread sheet will be created for staff to fill out to list their long-term and short-term needs. These sheets will be turned into John and Ashlee. Also, all of the school accounts that are running over or are reaching their limit will be locked and money will not be coming out of them.

#### Committee Reports:

- The Curriculum and Program Committee reported to the Board. They currently are putting a pathway to graduation form together for students and parents. Specific classes that are needed to graduate will be listed on this form as well as all other requirements needed to graduate InTech. When the form is complete, Melissa, the school counselor, will orient all students. Also, Melissa will train some parents to be mini-class advisors to help other parents understand their student's needs to graduate. Committee members have also been talking to Heather Thomas and Vince Lafferty at USU regarding the ed-net classes.
- The Search committee has not met as of yet.
- The Public Relations Committee reported to the Board. The school needs to communicate what our mission is. As of right now students and parents are a little confused as to what the mission of our school is. The Board also needs to set up a meeting to meet with students so they may voice their concerns as well. Also, there currently are no clear communication pathways with people in the community or USU. We need to work on opening up those communication pathways.
- The Enrollment and Recruitment Committee reported to the Board. The committee is currently working on strategies to attract students to InTech.

The Board discussed the lottery and the Board looked at the state law. The school does not have to hold a lottery if we do not have enough students apply to fill our grade quotas. However, we need to notify students no later than March 31 if they have been accepted or not as per state law.

John gave a brief review of how the school is doing since the last Board meeting. We currently are trying to set up a basketball team and hopefully a soccer team for spring. We are also looking at possibly having a Cross-Country team in the fall. We have contacted Greenville Elementary about the use of their gym for the basketball team; however, Sky View's gym is being redone and they have first call on Greenville's gym. So, John is currently in the works of contact USU about use of facilities on campus for PE use for the school. Also, a parent meeting is scheduled for January 29, 2008 at 6:30 pm.

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

Debbie H. motioned for the minutes from December 11 be approved with the editorial changes. Gayle seconded the motion and the minutes from December 11 were unanimously approved.

Debbie H. motioned for the monthly expenditures from the month of December to be approved. Allyson seconded the motion and the monthly expenditures were approved.

Gayle motioned for the monthly expenditures from the month of November to be approved. Debbie H. seconded the motion and the monthly expenditures were unanimously approved.

Nancy motioned for the monthly expenditures from the month of October to be approved. Jim seconded the motion and the monthly expenditures were unanimously approved.

Jim motioned for the Board to enter into executive session. Debbie H. seconded the motion. Jim voted yea, Debbie H. voted yea, Gary voted yea, Allyson voted yea, Gayle voted yea, Frank voted yea, Debbie S. voted yea, Nancy voted yea. With every Board member voting yea, the Board entered into executive session at 2:10 pm.

Allyson motioned for the Board to enter back into a regular session. Gayle seconded the motion. Jim voted yea, Debbie H. voted yea, Gary voted yea, Allyson voted yea, Gayle voted yea, Frank voted yea, Debbie S. voted yea, Nancy voted yea. With every Board member voting yea, the Board entered back into regular session at 3:15 pm.

Debbie H. motioned that all salaries for InTech employees be brought into compliance with Board policy including work load modifications were necessary as determined by the principal. Gayle seconded Debbie H.'s motion and it was unanimously accepted.

Debbie H. motioned that Heidi Reeder be made a temporary employee as of January 7 for the remainder of the school year. Allyson seconded Debbie H.'s motion and it was unanimously accepted.

Gayle motioned that JaDean be compensated for her work on the CU-SAP report. Debbie S. seconded the motion and it was unanimously accepted.

Debbie H. moved to amend the bylaws as prescribed. Allyson seconded the motion and was unanimously approved.

Debbie H. motioned for Gayle to be approved for the position of Board treasurer. Frank seconded the motion and Gayle was unanimously approved as the Board Treasurer.

Frank motioned that Lacey and Debbie be temporarily hired for their cleaning services until the bid process has been completed. Gayle seconded the motion and it was unanimously approved.

Debbie S. motioned that Theresa Burch be retained for the rest of the year. Frank seconded the motion and it was unanimously approved.

Gayle motioned for the Board meeting to adjourn at 4:46. Debbie H. seconded the motion and the Board adjourned.