

InTech Collegiate High School Board of Governors
Meeting Minutes

March 18, 2008

Board Members Present: Gary Carlston, Nancy Kennedy, Gayle Bowen, Allyson Saunders, Debora Seiter

Board Members Present Electronically: Jim Barta

Staff Present: John Hernandez, Megan Izatt, Ashlee Godfrey

Next meeting: April 8, 2008

I. Announcements

Next Board Meeting: April 8, 2008 at 12:30 pm.
Open House March 20 from 6 to 8 pm.

II. Summary

Approval of Minutes: The minutes from February 7 were discussed and approved.

Approval of Monthly Expenditures from February: The monthly expenditures from February were tabled.

Approval of Board Policies: Parts of the Staff Fringe Benefits Policy were approved, and the School Activity Travel Policy was approved.

Approval of 2008-2009 School Fees: The school fees for next school year were discussed and approved.

Approval of 2008-2009 School Calendar: The school calendar for next year was discussed and approved.

Approval of 2008-2009 School Registration Forms: The school registration forms for next year were discussed and approved.

Approval of School Community Council 2008-2009 Funds: The funds for the school community council for next year were discussed and approved. Also, the school community council funds for this school year were amended.

Approval of Staff Evaluation Forms: The forms for staff evaluations were discussed and the Board voted for John to be in charge of them.

Approval of Cleaning and Custodial Services: Lacey and Debbie will be hired as contracted employees for the cleaning and custodial services.

Budget Discussion: Tabled until next meeting.

Graduation Requirements Discussion: Tabled until next meeting.

2008-2009 Staffing Discussion: Tabled until next meeting.

Committee Reports: Tabled until next meeting.

School Community Council Discussion: The school community council policy will be brought before the Board for revision at the next Board meeting.

Open/Closed Campus Discussion: Tabled until next meeting.

Principal's Report: John gave a brief report on how the school has been doing since February's meeting.

III. Discussion

The minutes from February 7 meeting were discussed. Editorial changes were needed.

The monthly expenditures from February were tabled until next meeting. Ashlee discussed the bookkeeper's report. All the audit findings are listed on that report. The credit card policy was passed last month; however, there are a couple more policies that we need to work on for next month. Ashlee will contact the Cache County School District and Nancy will contact the Box Elder School District to find out about their back-up procedures. We do not have a carry forward figure that we thought we had and with the reduction in the amount received from the state for the start-up funds we are experiencing a budget challenge. Gayle will continue to monitor the cash flow with Ashlee.

The school activity travel policy was discussed. The policy will be renumbered for easier reading. The statement saying "when are required to leave the school campus in order to attend school classes or other school activities, the school is encouraged to provide transportation to and from the classes or activities. In those situations where students are required to provide their own transportation to classes, this requirement should be included in the class description. Parents and guardians must be informed of this requirement. In these cases students should be informed that it is their responsibility to arrange for their own transportation" was deleted. The renumber 14 now reads as "No one under the age of 21 shall be authorized to transport students and must provide insurance as stated in the Student Policies under Appendix D." Also, the statement saying "No student may be excluded from participation in any Activity Trip because of inability to pay the cost of the trip" was deleted. The renumbered 27 now reads as "The number of adult supervisors/chaperones will be determined by the principal." The staff fringe benefits policy was discussed. The Professional Leave section now reads as "Professional Development is highly valued and must have the approval of the principal for leave during the school day." In the second paragraph of the Parental Leave section, the wording "sick leave" was changed to read personal illness. In the Death/Bereavement section "full-time contracted personnel" was changed to read contracted personnel. The vacations section was deleted. In the Young Children on the Job section "who require tending" was deleted. With the above changes all sections of the proposed additions to the staff fringe benefits policy were adopted. The

fire evacuation policy did not need to be voted on and was changed to an information item.

The school fees for the 2008-2009 school year were discussed and approved. The school calendar for the 2008-2009 school year was discussed. The UEA break will be changed to read fall break.

The school registration forms for the 2008-2009 school year were discussed. The statement "lack of good faith academic effort" in the Continued Attendance Beyond Admission was deleted. A statement reading "If there are any medical concerns you would like to discuss with the school, please contact the Main Office at (435)753-7377" was added to the main page. The box in the sibling information section reading "if not in school, why" was deleted. The medical information section was deleted due to repetition on the Health Summary page.

Alice Carlisle talked to the Board regarding the funds for next year's school community council. The School Community Council would like to spend \$1500 for a site license for Geometer Sketchpad for the math classes, \$2,000 for health textbooks, and the rest on other needed health/PE equipment and supplies. Alice found out that the money set aside for the Ed Net fee for the Spanish class would not be needed. Alice also asked that this year's carry over of \$1,600 be amended so that it may be used for English textbooks.

The forms for Staff Evaluations were discussed. The Board was given examples from both Thomas Edison Charter Schools and the Cache County School District. John has decided he would like to use the forms from Cache County School District to perform staff evaluations.

John talked to Kirk McRae at the Cache County School District regarding hiring Lacey and Debbie as classified employees for the cleaning and custodial work at the school. Where they are already employees of the school, any time they worked over 40 hours would need to be paid at time and a half. This in turn would reflect on their retirement and other benefits as well. In the long run, it would be more cost effective for the school to hire them on a contract for the cleaning and custodial work.

The budget discussion was tabled until next meeting.

The graduation requirements discussion was tabled until next meeting.

The 2008-09 staffing discussion was tabled until next meeting.

The committee reports were tabled until next meeting.

The School Community Council policy will be brought back to the Board the next meeting for revision. Our current policy does not meet all the requirements mandated by the legislature currently.

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

John gave a brief overview of what's happened at the school since the last Board meeting. John and Melissa have visited both Thomas Edison campuses and talked to their 8th grades. They also passed out flyers to them as well. Radio ads have also started playing again. The school has an open house scheduled from 6 to 8 pm on Thursday, March 20.

Gary would like it noted that meetings have been arranged with USU and Cache County School District in regards to our charter and our partnerships. The discussions will include finances, programs, and the placement of the charter. Debbie S. will email highlights from the last couple of months for the meetings. Gary also has spoken to Steve Stokes and he is aware of our financial concerns.

IV. Action Items

Allyson motioned for the minutes from February 7 to be approved with the editorial changes. Gayle seconded the motion and the minutes were unanimously approved.

Gayle motioned for the monthly expenditures from February 7 to be tabled. Nancy seconded the motion and the monthly expenditures were tabled until the next meeting.

Nancy motioned for the School Activity Travel Policy to be approved as amended. Allyson seconded the motion and the policy was unanimously approved.

Gayle motioned for the Staff Fringe Benefits Policy to be approved as amended. Nancy seconded the motion and the policy was unanimously approved.

Allyson motioned for the school fees to be approved. Debbie S. seconded the motion and the school fees for the 2008-2009 school year were unanimously approved.

Allyson motioned for the school calendar to be approved as amended. Nancy seconded the motion and the school calendar for the 2008-2009 school year was unanimously approved.

Allyson motioned for the school registration forms to be approved as amended. Debbie S. seconded the motion and the school registration forms for the 2008-2009 school year were unanimously approved.

Nancy moved to approve the school community council funds for the 2008-2009 school year and to accept the amendment to the 2007-2008 school year funds. Debbie S. seconded the motion and it was unanimously approved.

Allyson moved for the Board to go forward with a pilot student for evaluation to the principal. Nancy seconded the motion and it was unanimously approved.

Gayle motioned for the Board to adjourn at 3:15 pm. Nancy seconded the motion and the Board adjourned.