

InTech Collegiate High School Board of Governors
Meeting Minutes

November 11, 2008

Board Members Present: Debbie Hobbs, Jim Dorward, Debbie Seiter, Nancy Kennedy, Gayle Bowen, Jim Peterson, and JR Dennison

Staff Present: Jason Stanger

Public Present: None

Next Meeting: January 13, 2008

I. Announcements

Next Board Meeting: January 13, 2009 at 10:00 AM in Innovation Campus Building 1770, Conference Room #116.

II. Summary/Discussion

Welcome

- 1) Jim Peterson was elected to fill the vacant parent position and has joined the board.

Approval of Board Minutes from Oct 14

- 1) Agendas will now be posted on the public meeting notices website, <http://www.utah.gov.pmn> The board approved the minutes from Oct 14.

Approval of Monthly Expenditures from October

- 1) The board has been provided with detailed expenditure reports in the past, but if a treasurer is approved with responsibility to review expenditure reports and then report any concerns to the board, only expenditure summaries will be reviewed by the full board in the future. The board approved the expenditures for October.
- 2) The chart of accounts in QuickBooks should be fixed by the next board meeting and allow an actual-to-budget report be produced from QuickBooks for future meetings.
- 3) The auditor, Wiggins & Co will report at the next board meeting

Approval of CUSAP

- 1) Jason Stanger presented the 2008-09 CUSAP plan. The board approved the plan as presented.

Approval of Changes to Employee Policies

- 1) The board reviewed multiple proposals for changes in the employee policies that:
 - a. Replaced provisions that used “contract language” with “at-will” language
 - b. Made changes to the benefit policy to allow for some job descriptions to receive differential benefits
 - c. Replaced the FMLA policy to reflect InTech’s exemption from the law (due to InTech’s size)
 - d. Change the formal title of InTech’s executive from “CEO/Principal” to “Executive Director/Principal”
- 2) The proposed policy revisions were reviewed and amended in real-time in the meeting using a computer/digital projector. Changes were approved by the board on a policy-by-policy basis. The board took no action on the “Staff Definitions” policy change proposal and referred it back to Jason Stanger for rework (this policy will be brought back to the board in a future meeting).

Approval of Changes to the Student Fee Policy

- 1) Although the school is already meeting the requirements, the written fee policy was missing specific provisions required by fee law requiring some additions to its language. These required changes were approved by the board.

Nomination and Appointment of Board Officers

- 1) Due to staffing changes on the board and at the school, the board needed to appoint a new Treasurer and Secretary.
- 2) The treasurer’s role is to serve as an “internal auditor” for the school and board.
- 3) The secretary’s role is to keep board meeting minutes. The secretary may have the assistance of the school secretary in the final drafting and dissemination of the minutes.

Information Items

- 1) The board briefly discussed plans for an upcoming partnership breakfast at USU
- 2) The board briefly discussed faculty morale and ways the board may be able to assist in maintaining high morale during a fiscally difficult year
- 3) Jason Stanger presented the board with information relative to how the board is covered under the school’s “Errors and Omissions” and “General Liability” insurance.
- 4) Jason Stanger presented the board with a monthly update on InTech’s strategic goals.
 - a. Retention after 1 month is 97%
 - b. InTech’s deficit has been reduced to about \$50,000
 - c. InTech is implementing an 8 period week starting in Jan

III. Action Items

Jim Dorward moved that the October 14 board minutes be approved. JR Dennison seconded the motion. Motion approved 6-0, with one abstention, Debbie Hobbs.

Jim Peterson moved that the October expenditures be approved. Nancy Kennedy seconded the motion. Motion approved unanimously.

Debbie Hobbs moved to approve the CUSAP. JR Dennison seconded the motion. Motion approved unanimously.

Jim Dorward moved to approve changes to the Student Fee Policy. JR Dennison seconded the motion. Motion approved unanimously.

Nancy Kennedy moved to approve changes (as amended in the meeting) in the Hiring Process policy. Jim Peterson seconded the motion. Motion approved unanimously.

Jim Peterson moved to approve changes (as amended in the meeting) in the Professional Staff Contracts and Compensation policy. Debbie Hobbs seconded the motion. Motion approved unanimously.

JR Dennison moved to approve changes (as amended in the meeting) in the Principal/CEO Contract and Compensation policy. Jim Dorward seconded the motion. Motion approved unanimously.

Nancy Kennedy moved to approve changes (as amended in the meeting) in the Termination of Employment policy. JR Dennison seconded the motion. Motion approved unanimously.

Debbie Hobbs moved to approve changes (as amended in the meeting) in the Staff Fringe Benefits policy related to Health Insurance. Jim Peterson seconded the motion. Motion approved unanimously.

Nancy Kennedy moved to approve changes (as amended in the meeting) in the Staff Fringe Benefits policy related to FMLA. Jim Dorward seconded the motion. Motion approved unanimously.

Jim Peterson moved to approve minor formatting and contract language changes throughout the employee policies manual (as amended in the meeting). Jim Dorward seconded the motion. Motion approved unanimously.

Debbie Hobbs moved to approve the addition of Bylaw 3.3, which describes the responsibilities of the board treasurer. JR Dennison seconded the motion. Motion approved unanimously.

Debbie Hobbs nominated Jim Peterson as Board Treasurer. JR Dennison seconded the nomination. Nomination approved unanimously.

Debbie Seiter nominated Debbie Hobbs as Board Secretary. Nancy Kennedy seconded the nomination. Nomination approved unanimously.

Debbie Hobbs moved to adjourn, JR Dennison seconded the motion. Motion approved unanimously.