

InTech Collegiate High School Board of Governors

Meeting Minutes

December 11, 2007

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

Excused Members: Frank Stewart

Staff Present: John Hernandez, Megan Izatt, Ashlee Godfrey

Public: Jim Peterson, Patria Julnes

Next meeting: January 8, 2008

I. Announcements

Next Board Meeting: January 8, 2008 at 1:00 pm.
John Hernandez will continue to act as principal until June 30, 2008.

II. Summary

Approval of Minutes: The minutes from October 9 were discussed and approved.

Approval of Contracts: The lease contract was discussed and approved. The retirement contract for Dr. Zsiray was discussed and approved.

Executive Session: The Board of Governors went into an executive session for personnel issues.

Approval of Salary Adjustments and Legislative Bonuses: The approval of salary adjustments and the CU-SAP and Friday activities compensation were tabled until next meeting. The Board voted that all employees who met the criteria be paid their legislative bonuses.

Monthly Expenditures for November: The Board discussed the monthly expenditures and tabled until next meeting.

Monthly Expenditures from October: The Board discussed the monthly expenditures and tabled them until next meeting.

Budget Expenditures: The bell system for the building addition and the software for the computers was discussed and approved.

Approval of Auditor's Report: The auditor's reported to the Board. The Board accepted the auditor's report.

Approval of Bookkeeper's Report: Jim and Ashlee explained the bookkeeper's report to the Board. The Board accepted the bookkeeper's report.

Approval of Policies: Tabled until next meeting.

Approval of Board Bylaws: Tabled until next meeting.

Approval of Change of Cleaning Contract: Tabled until next meeting.

Budget Discussion: The Board discussed the yearly budget.
Open House Discussion: The Board discussed the open house.
Five committees were created as a result of the discussion.
English 1010 Discussion: The English department will not allow InTech to teach English 1010. The eleventh grade English class will continue to be taught the same way by Mrs. Liddle.
USU Connection to InTech Discussion: The Board discussed the school's connection to USU with the discussion of the open house.
Principal's Report: John gave a brief report on how the school is doing.

III. Discussion

The minutes from November were discussed. Changes were made to the monthly expenditures discussion. We only paid the treasury a late fee for two months.

The lease agreement for our current building and the expansion was discussed. The lease agreement now states that it will begin on January 1, 2008 and will go to December 31, 2018. Also, the retirement contract from Dr. Zsiray was discussed. Dr. Zsiray will continue on as a consultant to be paid in the amount of \$15,000.

The Board voted to enter into an executive session for personnel matters. The Board voted to enter back into a regular session. John Hernandez will continue out the year as the acting principal at a salary of \$70,000. Also, John's student teacher, Heidi Reeder, will continue to teach in his place the rate of \$100 per working day until the Board meets again.

The approval of salary adjustments and compensation for the CU-SAP & Friday activities was tabled until next meeting. The legislative bonuses will be made out to staff and faculty according the guidelines mandated by the state.

Approval of the monthly expenditures from November was tabled until next meeting.

Approval of the monthly expenditures from October was tabled until next meeting.

The Board discussed the budget expenditures. The bell system for the addition will be done by Kevin Izatt; Kevin is the one who installed the current bell system in our current space. It will cost the school \$800 plus supplies. The software for the computer lab was also discussed.

The auditors from Wiggins and Company reported to the Board on their findings from the July 1, 2006 to June 30, 2007 audit they performed. The auditors also discussed the management report findings. The Board needs to authorize the opening and closing of bank accounts. The school needs to initiate a two-person check system. Ashlee may not be one of the people to sign the checks; Deborah Hobbs and John have been asked to fill that role. All the above actions also need to be stated in Board minutes. The auditors also suggest that a copy of all contracts and grants documents be given to Ashlee for keeping and copies also be kept on school grounds for ease of access. Also, the school needs to keep backup copies of all records and

state where the backup copy is kept. Once a year in the Board minutes it needs to be stated who has authorization to use the credit card. Also, every day supplies should not be charged on the credit card; the school needs to implement a purchasing policy. Independent contractors should be required to complete W-9's for proper IRS reporting requirements and should not be paid until the documentation is received. The school also needs to make and maintain personnel files. The files need to include any pay rate adjustments and employment issues and be kept in a secure location. Also, all payroll disbursements need to be reviewed by at least one other person beside the preparer to prevent errors in payroll reporting. The school also needs to create and keep a "donated asset" log for all donated items. Also, someone needs to be designated to accept gifts on behalf of the school and to provide the donor a receipt of the donation. The school also needs a fidelity bond in place. The fidelity bond needs to cover anyone who handles money for the school, whether they just accept money and write out receipts to depositing money. The school also is in noncompliance with Utah State Office of Education requirements when it comes to records management. Ashlee is working on the areas above with the help of Jim Peterson to come into compliance with the State Office requirements.

Ashlee and Jim Peterson discussed the bookkeeper's report. This report was created in response to the management report of the auditors. Ashlee has agreed, with the help of Dr. Zsiray and Jim Peterson, to make the necessary changes to conform to state law and the auditor's recommendations. Ashlee also will put a matrix together that will list all of the grants with dates and amounts. Ashlee will also put a timeline together of when the auditor's recommendations will be met.

Approval of the school activity travel policy was tabled until next meeting.

Approval of the addition of a liability clause to the Board bylaws was tabled until next meeting.

Approval of a change in our cleaning contract was tabled until next meeting.

The Board discussed the yearly budget. According to the numbers Jim received from the state, the legislature has found the money to give teachers the full \$2,500 raise. This will increase all teachers' salaries according to their FTE. Also, the school has approximately \$60,689 from last fiscal year.

The Board discussed the results from the open house. Jim and Allyson compiled their notes from the meeting. One of the main concerns that parents have is curriculum. How does our current curriculum meet state standards, and how are we going to help students meet curriculum needs in areas we currently offer no instruction in? Also, what is the school's strategic plan for the future? How are we going to meet the increased demands of our students, and how are we going to meet the promise of students receiving an associate's degree when they graduate? The Board has authorized the creation of five committees: a curriculum and program committee, a strategic plan committee, an enrollment and retention committee, a principal search committee, and a public relations committee. The curriculum and program committee will be headed by Jim Barta and John Hernandez and Melissa Seidle, from the school, will sit on that committee. Patria Julnes, a parent, will be the chair of the strategic plan committee and Gary Carlston will sit on that committee as well. Gayle Bowen will chair the enrollment and retention committee with Nancy Kennedy on the committee as well. The principal search committee will be chaired by Deborah Hobbs and Patria Julnes will also sit on that committee. The

public relations committee will be chaired by Debora Seiter with Frank Stewart sitting on the committee. Allyson will continue to work on school policies. The Board will also continue to look into the matter of how USU can help the school fulfill the promise of an associate degree to those students who qualify.

The English department of USU will not allow InTech to teach English 1010 to the junior class. John has talked to the department head and the person in charge of concurrent enrollment for the English department. Both have replied that the Department is unwilling to compromise on its policy. Therefore, Mary Heers will no longer be needed to teach English 1010. John had talked to her and she understands the situation and does not want to teach at InTech unless it is going to be an English 1010 class. So, the junior class will continue to take eleventh grade English from Mrs. Liddle for the rest of the year.

John gave a brief overview on how the school is doing.

IV. Action Items

Gary motioned to amend the lease agreement so that it will go from January 1, 2008 to December 31, 2018. Nancy seconded the motion and the amendment to the lease agreement was unanimously approved.

Gayle moved to accept the retirement contract with Dr. Zsiray. Nancy seconded the motion and the retirement contract was approved.

Gary motioned to accept the auditor's report given by Wiggins and Company. Allyson seconded the motion and the auditor's report was unanimously accepted.

Jim Barta motioned for acceptance of the Bookkeeper's report with the stipulation that a timeline of events with completion dates and a matrix of grants be presented in response to the Auditor's report. Allyson seconded the motion and it was unanimously approved.

Gary motioned the Board authorized the creation of committees to meet the needs of the school. Gayle seconded the motion, and the creation of committees was unanimously approved.

Gary motioned for the Board to enter into an executive session for personnel matters. Nancy seconded the motion. Gary voted yea, Nancy voted yea, Deborah H. voted yea, Debora S. voted yea, Gayle voted yea, Jim Barta voted yea, and Allyson voted yea. The Board entered into an executive session at 3:15 pm.

Jim Barta motioned for the Board to exit the executive session and move back into a regular session. Allyson seconded the motion. Gary voted yea, Nancy voted yea, Deborah H. voted yea, Debora S. voted yea, Gayle voted yea, Jim Barta voted yea, and Allyson voted yea. The Board moved from an executive session back into a regular session at 4:00 pm.

Jim Barta motioned that John be moved to the position of principal with a salary of \$70,000 for the rest of the school year. Nancy seconded the motion and it was unanimously approved.

Gary motioned for the Board to move ahead with the bell system installation. Allyson seconded the motion and it was approved.

Gary motioned for the school to go ahead with the acquisition of the needed computer software. Jim Barta seconded the motion and it was approved.

Gary moved that the Legislative amount of bonuses that the Legislature approved be given to all eligible employees. Allyson seconded the motion and the Legislative bonuses were approved.

Nancy motioned that the sub for John receive a \$100 per working day starting December 10, 2007 until the Board meets again. Jim Barta seconded the motion and the sub was unanimously approved.

Nancy motioned for the Board to adjourn. Gary seconded the motion. The Board of Governors adjourned at 4:48pm.