

# **InTech Collegiate High School Board of Governors**

## Meeting Minutes

***Feb. 8, 2007***

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

*Staff Present:* Steve Zsiray, Megan Izatt

*Public:* Patience Fisher

*Next meeting:* March 8, 2007

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### **I. Announcements**

Next Board Meeting: March 8, 2007 at 1:00 pm  
Employee Policies were discussed and sections I-IV was passed.

### **II. Summary**

Review & Approval of Minutes – The minutes from the last meeting were discussed and unanimously passed.  
Executive Session – An executive session was called to discuss personnel issues.  
Expenditures – The January expenditures were unanimously passed.  
Employee Policies – The employee policies were discussed. Sections I, II, III, IV, and V were passed. Section VI was discussed, but not approved and the rest of the sections needing discussion were tabled until the next meeting.  
Amend Bylaws – Amendment of the Board Bylaws was tabled due to not needing another parent on the Board until next school year.  
Evaluation of Staff/Teachers/Principal – Evaluations were discussed, but as of right now, the school has no approved policy on evaluations.  
TAH Update – David Butler will be hired as the evaluator for the Teaching American History grant.  
Other Items – Steve gave a brief update on the building and on activities happening at the school.

### **III. Discussion**

The minutes from January 4<sup>th</sup>'s meeting were discussed and changes made. Amendments were made to the summary section under employee policies, the sentence: "There were some amendments made, but they are still waiting approval due to more discussion needed," and was replaced with "and are awaiting approval."

With the suggested amendment, Jim motioned for the minutes to be approved. Gayle seconded the motion, and the minutes were unanimously approved. Allyson motioned for an executive session to be called for discussing personnel issues. Gayle voted aye, Nancy voted aye, Jim voted aye, Gary voted aye, Debbie voted aye, Allyson voted aye, and Frank voted Aye. With everyone voting yea, the Board entered an executive session.

Expenditures were discussed. The Board asked for a budget projection to compare to the profit and loss figures. They also asked to know money was deposited into our accounts.

With this discussion, Allyson motioned for approval of the expenditures. Nancy seconded the motion, and the expenditures from January were unanimously approved by the Board.

Employee policies were discussed. For section I, "will be" was changed to is in 1.1 and 1.2.

Allyson motioned for section I to be approved with the above changes. Gayle seconded the motion and section I was unanimously was approved.

In section II, 2.1 now reads as: "The establishment and employment of all certified and classified staff positions will be approved by the Board of Governors (Board)." 2.6 was taken out and 2.7 renumbered to 2.6 and 2.8 renumbered to 2.7. The new 2.6 sentence one now reads as: "Among the most important qualifications for certified employees are professional preparation, professional experience, and the ability to work with others."

With the above changes, Gary motioned for section II of the employee policies to be approved. Allyson seconded the motion and section II was unanimously approved.

In section III, 3.4 was omitted. 3.9 now reads as: "No employee shall have conflicting employment while in the employ of InTech. Determination of such conflict shall be made by the principal. In case of the principal, the Board determines such conflict." The last line in 3.10 now reads as: "voluntary contributions of his/her choice by an InTech employee." In 3.12 in the second line after the word law was inserted: "(Title VII of the Civil Rights Act of 1964 according to Public Law 92-261 approved March 1972)."

With the above changes, Gayle motioned for section III to be approved. Jim seconded the motion and section III of the employee policies was unanimously approved.

In section IV, 4.1.1 now reads as: Teachers will be assigned to classes by the principal. They maybe assigned to extracurricular or co-curricular activities at the discretion of the principal." In 4.1.3, supervisor of transportation was replaced with principal. In 4.1.6, children was replaced with students. In 4.1.11, "which will be computer update" was taken out. In 4.1.13, salesmen was replaced with people. In 4.1.17, punishment was replaced with student discipline. In 4.1.18, "it is necessary" was taken out and must was inserted after teacher in the first line.

With the above changes, Nance motioned for section IV to be approved. Allyson seconded the motion and section IV of the employee policies was approved.

In section V was discussed. In 5.1, "the school personnel office" was replaced with InTech. In 5.2, school was inserted in to the first sentence after one. 5.6, 5.6.1, 5.6.2, 5.6.3, 5.6.4 were all removed and 5.6.5 was renumbered to 5.6. The new 5.6 now reads as: "Compensation for additional duties as determined by the principals and will be approved by the Board."

With the above changes, Gary motioned for section V of the employee policies to be approved. Gayle seconded the motion, and section V was unanimously approved.

Section VI of the employee policies was discussed. The only change proposed was to omit 6.1.2, but it is still waiting approval from the Board.

Amending the Board Bylaws to meet the state requirement of two parent representatives on the Board was discussed. It was decided to table the Board Bylaws amendment until further notice, as two parent representatives are not needed until the '07-'08 school year.

Evaluations of the staff/teachers, and principal was discussed. However, no action was taken as the school does not have an approved policy on evaluations.

David Butler was chosen as the new evaluator for the Teaching American History Grant.

Steve discussed the expansion of our building. Instead of expanding into RP2, an expansion will be built onto our current building. The new expansion will add a PE/Commons area, a PE office, PE storage, a wet kitchen and four new classrooms. Steve also talked about our chess club and also informed the Board that a parent meeting was to be held on February 22 at seven o'clock here at the school.

The meeting adjourned at 3:15 p.m.

Our next Board meeting is scheduled for March 8 at 1:00 p.m.