

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

## Meeting Minutes

***July 12, 2007***

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

*Excused Members:* Deborah Hobbs, Jim Barta

*Staff Present:* Steve Zsiray, Megan Izatt, Ashlee Godfrey

*Public:* Jim Peterson

*Next meeting:* August 6, 2007

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### **I. Announcements**

Next Board Meeting: August 6, 2007 at 3:30 pm.

### **II. Summary**

Approval of Minutes: The minutes from June 21<sup>st</sup> were discussed and approved.

2007-2008 Budget Adoption: The Board discussed the budget adoption for the 2007-2008 school year, and approved the budget with the understanding that it is a projection.

Monthly Expenditures – The Board discussed the monthly expenditures and tabled the expenditures until August 6.

Board Bylaws – Board bylaws were discussed. The Bylaws were amended.

Personnel Approval – Tabled until next meeting.

Professional Services Agreement for Jim Peterson – a contract for professional services with Jim Peterson was discussed and tabled until August 6.

Student Policies – The student policies were discussed and approved.

Executive Sessions: An executive session was called for personnel issues.

### **III. Discussion**

The minutes from June 21 were discussed. Changes were needed on the second page on the last sentence. It now reads as "Due to there being many policies that have either changed or been added, and the Board needing more time to review these, the Board asked that student policies be tabled until July."

The budget for fiscal year 2007-2008 was discussed. Jim Peterson helped Ashlee and Steve put the budget together. However, the \$25,000 that the University is giving to help supplement the rent needs to be figured into the budget. The Board also wants it to be noted that this budget is a projection based on 180 students and is likely to change based on our student numbers. At this point in time, we currently have 141 students registered for the '07-'08.

The monthly expenditures were discussed. Due to the Board not receiving the monthly expenditures in their packets, they were tabled until August 6. The Board Bylaws were discussed. By law, the Board of Governors must have two parent representatives on the Board. Section 1 Membership of the Board Bylaws now reads as:

- 1.1 The membership of the Board of Governors (Board) is comprised of eight members.
- 1.2 Members will serve two-year terms from the date of their appointment and may be reappointed for additional terms.
- 1.3 Appointments made in filling a vacancy are selected as follows:
  - 1.3.1 2 members from Utah State University appointed by the Dean of the College of Education and Human Services.
  - 1.3.2 1 member from Cache County School District appointed by the Cache County School Board President.
  - 1.3.3 1 member from Logan, Rich, or Box Elder School Districts to serve on a two-year rotating basis appointed by the respective local school board president.
  - 1.3.4 2 parent members who have students enrolled in the school. These positions are elected by said parents.
  - 1.3.5 2 members from the business community, appointed by the Board of Governors.
- 1.4 Members of the Board will serve without compensation.

These bylaw changes must be approved by Cache County School District before becoming effective.

Approval of personnel for the next year was discussed. Due to budget constraints a broad approval on positions was unanimously supported.

A contract for professional financial services with Jim Peterson was discussed. However, due to the Board not receiving the contract prior to the meeting, this item was tabled until August 6.

The student policies were discussed. The following sections of the document were deleted due to them being information items and not policy: absences, career exploration presentations, dances, homework policy, lockers, lost and found, parent-teacher's conferences, school day, school lunch, and tardies. The following policies were deleted due to them being emphasized elsewhere: probation of students. The following policies were added: cheating and plagiarism, delegation of authority, dress code/uniform, electronic media/information, high school graduation requirements, inappropriate language, personal electronic devices, policy for collecting payments, public affection, skateboards/rollerblades, and visitors to the school. The following policies were regrouped under the heading Students with Special Concerns: students with special needs/disabilities, pregnant students, and married students.

The Board called for an executive session to discuss personnel issues at 5:15 pm. The Board moved back into regular session at 5:40 pm.

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

Allyson motioned for the minutes from July 12 to be approved with the above changes. Nancy seconded the motion, and the minutes were unanimously approved.

Allyson motioned that the budget for the 2007-2008 school year be approved with the stipulation that this be a projected budget based on 180 students, and that we are approving positions, not names. Gayle seconded Allyson's motion; and it was unanimously approved.

Gayle motioned that an administrative back up contingency plan be developed based on a projection of 150 students. Allyson seconded the motion, and it was unanimously approved.

Allyson motioned that the monthly expenditures be tabled until August 6. Gayle seconded the motion, and the monthly expenditures were tabled until August 6. Frank motioned to approve the amendments to the Board Bylaws. Nancy seconded the motion, and the amendments to the Bylaws were unanimously passed.

Allyson motioned that the second parent member of the Board be added by October 1, 2007. Gayle seconded the motion, and it was unanimously approved.

Allyson motioned to table the Professional Service Contract with Jim Peterson. Nancy seconded the motion and the contract was tabled until August 6.

Allyson motioned that the personnel be approved based on the enrollment of 180 students. Gayle seconded the motion, and the personnel were unanimously approved.

Frank motioned for the student policies to be approved with the above changes.

Gayle seconded the motion and the student policies were unanimously approved.

Gary motioned for the Board to move into an executive session. Gayle seconded the motion. Nancy voted yea, Allyson voted yea, Gayle voted yea, and Frank voted yea. With every member voting yea, the Board moved into an executive session at 5:15 pm.

The Board voted to move out of executive session at 5:40 pm. Nancy voted yea, Allyson voted yea, Gayle voted yea, and Frank voted yea. With every member voting yea, the Board moved out of executive session at 5:40 pm.