

InTech Collegiate High School Board of Governors

Meeting Minutes

May 10, 2007

Board Members Present: Gayle Bowen, Allyson Saunders, Gary Carlston, Jim Barta, Frank Stewart

Excused Members: Nancy Kennedy, Deborah Hobbs

Staff Present: Steve Zsiray, Ashlee Godfrey, Melissa Seidle

Next meeting: June 21, 2007

I. Announcements

Next Board Meeting: June 21, 2007 at 9:30 am.

II. Summary

Review and Approve Minutes – Minutes from March 8 and April 19 were tabled for changes.

Monthly Expenditures – Ashlee will make the requested changes.

Proposed 2007-2008 Budget – The proposed budget needs to be brought back to the next Board meeting.

Building Update & Lease Agreement – The Board had several questions This still needs to be approved by the USU Board of Regents.

Expulsion Policy – Utah law states that only the Board of Governors may expel students.

Inappropriate Language Policy- Tabled until June.

Comprehensive Guidance Plan – Melissa Seidle discussed stating a comprehensive guidance plan for the school.

Special Education Teacher – Steve hired Janene Dykstra to handle the special education.

Board Training – Gayle, Debbie and Steve attended training in Ogden. They would like to bring the trainer here to discuss our policies.

Teacher Request for Days - Stephanie Kawamura mailed a letter to Board members discussing teacher vacation, sick, and work days request policy.

Part Time & Full Time Benefits – Tabled until further notice.

Policy VIII Staff Fringe Benefits – Tabled until further notice.

Policy XII School Community Council – Tabled until further notice.

Suicide Prevention – Tabled until further notice.

III. Discussion

The minutes from March 8 and April 19 were tabled due to needing changes.

The monthly expenditures were discussed. Ashlee switched the salaries that were listed under the Gates funds to be listed under the State funds. Ashlee will also list out miscellaneous expenditures.

The Board discussed the proposed budget for the 2007-2008 school year. The Board would like a template to be picked and would like it to be followed for the budget. Gayle will contact the Thomas Edison Accountant about the template. Steve will also check with the state for a template. Steve will also check to be sure we have the funds for a \$1,500 raise. The budget for the 2007-2008 school year will be brought back to the Board in June.

The Board was updated on the progress for the building expansion. We will be adding 9,000 square feet onto our current 15,000 square feet. The rent has been estimated to be \$24,558 for the total space as of this time. The Board also discussed the lease agreement. The Board would like to see a year to year lease, not a 15 year lease. Other questions the Board raised were on property taxes, do we assume the property tax or does Woodbury, and what does the risk management involve. Also, if the school defaults on payment, why is the school responsible for all legal fees if legal proceedings are started? The Board would like these questions answered before any action is taken. Also, the sell of buildings RP1 and RP2 has yet to be approved by the USU Board of Regents.

The student expulsion policy was discussed. Utah law states that the only entity who can expel students is the Board of Governors. No action was taken on this policy; it has been tabled until June.

The inappropriate language policy has been tabled until June.

Melissa Seidle, the school counselor, discussed the need for a comprehensive guidance plan. The plan would include school SEOPs with students and their parents and other counseling aspects needed at the school. The plan has potential for state funding and other program help if implemented right. Melissa is also looking at joining professional groups in the State of Utah that would also help the program.

The school needed a special education employee. To fill this need Steve hired Janene Dykstra. She will work through the rest of this school year, and next school year as well.

Gayle, Debbie, and Steve attend training in Ogden. The training discussed the role of a Charter School Board of Governors and their policies. All three would like the presenter to come to the school and help design school policies. Also, a book was handed out at the presentation about school policies.

Stephanie Kawamura, the school science teacher, sent a letter about teacher request days for off time. She asked that her situation from this year not dictate the policy in regards to teacher leave days.

All other agenda items have been tabled until the book from the Board training has been read by all Board members.

IV. Action Items

Board Minutes – Allyson motioned that the Minutes from March 8 and April 19 be tabled until changes could be made. Gary seconded the motion.

Monthly Expenditures – Allyson motioned that the monthly expenditures for the month of April be approved. Jim seconded the motion and the expenditures were unanimously approved.

Special Education Teacher – Allyson motioned that Janene Dykstra be approved for hire for the special education position. Gayle seconded the motion and Janene Dysktra was unanimously approved.

Gayle motioned to table the rest of the policies until the Board reads the book handed out at the training in Ogden. Jim seconded the motion and it was unanimously approved.

Allyson motioned that the Board meeting be adjourned. Gayle seconded the motion, and the Board meeting was adjourned at 2:30 pm.