

InTech Collegiate High School Board of Governors

Meeting Minutes

September 11, 2007

Board Members Present: Gary Carlston, Deborah Hobbs, Nancy Kennedy, Allyson Saunders, Gayle Bowen

Excused Members: Jim Barta, Frank Stewart

Staff Present: Steve Zsiray, Megan Izatt, Ashlee Godfrey

Public: Jim Peterson

Next meeting: October 9, 2007

I. Announcements

Next Board Meeting: October 9, 2007 at 1:00 pm.

II. Summary

Approval of Minutes: The minutes from August 6 were discussed and approved.

Monthly Expenditures for August: The Board discussed the monthly expenditures and they were passed.

'07-'08 Budget – The budget for the current school year was discussed.

Board Bylaws – We need a policy, procedure and a timeline for how Board members are elected or replaced.

Student Numbers: We are still resting at 131 students.

U-Pass Report – The Board looked at the U-Pass report for the school from last year.

Principal's Report: Steve gave a brief report on how the school is doing.

III. Discussion

The minutes from August 6 were discussed. Changes were needed in the Summary section. Fess was change to read as fees, and Boar was changed to read as Board.

The monthly expenditures for the month of August were discussed. Gayle asked that the actual amount spent versus the projected amount spent be shown on the monthly expenditures. Questions were asked regarding the late fee paid to the US Treasury. No changes were needed.

The Board voted to move item number 4, '07-'08 budget, to an information item. Steve asked that Jim Peterson create a budget based on 140 students, and a budget based on 130 students. According to the budget based on 140 students the school would be in the red by \$10,882.66. If the school finally rests at 130 students, the school will be in the red by \$68,800.37. There is a surplus from last year, as of right now it is estimated to be \$64,300.00. The Board has the option of using the surplus to help offset the deficit or of finding other ways to offset the deficit. Also, the rent

on the budgets needs to be shown as the gross amount, not the net, and the \$25,000 from USU needs to be shown as a separate line item.

The Board Bylaws were discussed. A policy and procedure for how and when new Board members are elected needs to be created. Also, a timeline needs to be stated. The Board needs to add one more parent member by November 1, 2007. Gayle and Steve will meet with the PTO president to try and create this policy.

The School is currently has an enrollment of 131 students. The school is working on recruitment. Radio ads have been playing on the main county stations, the school will have a float in the USU homecoming parade, and the school is holding an open house every night the week of the 17th from 5 to 7 pm. A sub-committee for recruitment to work with Steve will be created. Gayle will chair the committee, and Debbie, Frank, and Steve will sit on the committee. The committee will review the current marketing efforts and report to the Board the results and suggested improvement. Also, focus groups will be held with students and parents to find out why they attend InTech, what they like about InTech, and what they fill could be improved at InTech.

The U-Pass report from last year was discussed. As of right now, the U-Pass report handed out the Board does not include the results for 9th grade Earth Systems, nor Algebra 2. Currently the school has passed the requirements for U-Pass.

Steve gave a brief report on the school. Currently the school is heavily concentrating on student recruitment. Also, the school is holding a parent meeting on September 25 to discuss graduation requirements with the parents and students.

IV. Action Items

Nancy motioned for the minutes to be approved with the above changes. Debbie seconded the motion, and the minutes were unanimously approved. Debbie motioned for acceptance of the monthly expenditures and that a call be made to the US Treasury regarding the late fee. Gayle seconded the motion and the monthly expenditures and Debbie's motion were unanimously approved.

Nancy motioned that agenda item number 4, the '07-'08 budget, be moved to an information item. Allyson seconded the motion.

Allyson motioned for the Board meeting to adjourn. Gayle seconded the motion and the Board was adjourned at 2:55 pm.