



# ITINERIS

EARLY COLLEGE HIGH SCHOOL  
*A Journey of a Lifetime*

## **BOARD OF TRUSTEES MEETING MINUTES** **September 26, 2011**

### **Members Present**

Curtis Newman, University of Utah Health Care System (via phone)  
JoAnn Seghini, PhD. Midvale City Mayor  
Roger Christensen  
Richard Haskell  
Jonathan Lawes, Math Teacher/Parent  
Scott Olsen, CTE Director, Jordan School District  
Clifton Sanders, Salt Lake Community College  
Stephen Jolley, Principal, Itineris Early College High School  
Matt Ekker, Itineris Counselor  
Cindy Groesbeck, Secretary

### **Members Excused**

### **Non-members Present**

Lincoln Fillmore, Charter Solutions  
Tara Merryweather, Charter Solutions

### **WELCOME**

- Mr. Jolley welcomed all in attendance.

### **APPROVE MINUTES for August 22, 2011**

- A motion was made by Richard Haskell to approve amended minutes from the August 22, 2011 Board Meeting under Independence Progress, Bullet 4. It will now read “A motion was made by Richard Haskell to add Jonathan Lawes under the Articles of Incorporation, Article VI. The number of board of directors at this current time is three.”
- Motion was seconded by Roger Christensen. All approved.

## **FINANCIAL REPORT**

- Lincoln Fillmore and Tara Merryweather from Charter Solutions presented the Income Statement and Profit/Loss for August 2011.
- Itineris Early College High School is now successfully incorporated.
- Jordan School District will be sending us a check after all expenses are paid as of August 25<sup>th</sup> from our carry forward monies.
- A copy of the 2011/2012 Proposed Budget can be found in your packets.
- A motion was made by Richard Haskell to approve the Financial Reports.
- Motion was seconded by Roger Christensen. All approved.

## **GOVERNING BOARD ONLINE TRAINING**

- The GBOT (Governing Board Online Training) will consist of six training modules that will be added throughout the next year. The State Charter School Boards asks that each governing board member take each new module pre-test during the month it is created. A memo sent to Curtis Newman is included in your packet with more details.
- Mr. Jolley asked all board of trustee members to take the first online training at the following website:  
([http://www.myutips.org/tests/show\\_test.cfm?mypage=1&folder\\_ID=448388](http://www.myutips.org/tests/show_test.cfm?mypage=1&folder_ID=448388))
- In your packets are three other resources for you to read at your convenience:
  - Maximizing Effectiveness: Focusing the Microscope on Charter School Governing Boards
  - Utah Best Practices Guidance Handbook
  - R-277 / Education, Administration

## **“INDEPENDENT PUBLIC CHARTER” PROGRESS**

- Health Insurance – PEHP w/Flexible Spending an option if employee wants it.
- 1<sup>st</sup> Payroll – Employees were paid on September 23<sup>rd</sup> with a few minor issues, but for the most part the staff was very happy.
- Utah Retirement Systems – Lincoln Fillmore will make sure that everything is good as far as the retirement transfers go.
- Purchasing Cards – Mr. Jolley and Cindy have a card that can be used for school purchases.
- Salary Schedule & Changes – Mr. Jolley informed a few staff members who had a significant increase in their insurance premium that their monthly salaries would increase to cover said increase.
- Mr. Jolley asked for approval for a pay increase for the following three individuals:
  - Office Manager – 5-6% increase in salary
  - Ed-Net Facilitator - \$6,605 a year for the hours that she spends with students in the classroom
  - Mr. Ekker – \$3,000 for teaching an extended 7<sup>th</sup> period Psychology class on top of counselor hours
    - A motion was made by Richard Haskell to approve salary increases.
    - Motion was seconded by JoAnn Seghini. All approved.

- Policy Development & Adoption – Over time we will need to adopt our own school policies. Please read Governing Through Policy and the three Utah State Legislature rulings found in your packets to start the process of our board’s role in policymaking.
- SLCC Cabinet Meeting – Mr. Jolley and Curtis Newman will be meeting with the SLCC cabinet on Tuesday, October 4<sup>th</sup>.

## **RECRUITING**

- We will be asking the college if we can advertise in their supplement “Next Step” which is sent to all homes in Salt Lake County.
- We will be running two full-page ads in Value Pages Magazine that is mailed to every household in the south end of the valley.
- JoAnn Seghini suggested we need an “Outreach” to business partners, as we are training students for the future that we are about to face and invite them to come and see the school.
- Clifton Sanders is going to check with their marketing department and see if we could use some of their students that may need school projects to help with advertising.
- Curtis Newman is going to check with the U of U and see who their contact people are.

## **SCHOOL COMMUNITY COUNCIL**

- Copies of rules for school community councils from the Utah State Legislature are found in your packet. These programs are very micro-managed by the state.

## **SCHOOL DISTRICT & INDIVIDUAL SCHOOL POWERS**

- According to Utah Code 53A-1a-106, “each school district and each public school within its respective district shall implement a comprehensive system of accountability in which students advance through public schools by demonstrating competency in required skills and mastery of required knowledge through the use of diverse assessment instruments such as authentic and criterion referenced tests, projects, and portfolios.”
- Last week we received our AYP results. The results showed that 96% of our students scored at proficient levels.

## **CONTRACT SERVICES**

- Credit Recovery / K12 Aventa purchased the A+ Credit Recovery program that we were using in prior years for a cost of \$2,000 per year for 10 users. K12 Aventa will be our provided for SB65 Public Education Online. We don’t have to pay anything upfront, only for the programs needed by our students.
- UTA – The school will be purchasing Utah Transit passes directly from UTA for our students that need transportation to and from school. These are 30-day passes starting with the first use so students will need to obtain a new one at the main office every month. We pay only for passes that are issued to students/staff members.
  - A motion was made by Curtis Newman that we allow staff members to obtain UTA passes at a 50% rate.
  - Motion was seconded by Richard Haskell. All in favor.
- Special Education – We have contracted with Amy Trombetti to address whatever special education needs we have.

## **GUIDANCE**

- Comprehensive Guidance Training - Once a school has been approved there is a formal review every six years. Counselors, administrators, and early college partners will do this review. This review is scheduled for the second week of March. Comprehensive Guidance generates about \$19,000 a year for the school.
- Fall Parent/Teacher Conferences are next week. This will also be the start of the senior SEOP's. Laura Ning is planning to start her Junior SEOP's in January.

## **TEACHER/STAFF EVALUATIONS**

- Teacher/Staff Evaluations must be done every year including administrators. Jordan School District wasn't willing to let us use their evaluation assessment (JPAS) this year without charging us.
- Mr. Jolley found a research based, teacher assessment from Charlotte Daniels; that we have developed to be can be done online with an iPad.

## **OTHER BUSINESS**

- In your packet is a copy of a letter from Patrice A. Johnson, Ed.D, Superintendent of Schools for Jordan School District. She has assigned Dr. Anthony Godfrey as the new contact person at Jordan School District for Itineris.
- Mr. Jolley is researching Goggle Chromebooks for education to replace some of the machines in our building that are over five years old. They each come with a Cloud-based management console, ongoing support from Google, and a three-year hardware warranty. At the end of three years you own them. It looks like IT support for Itineris will become less and less with servers and networking getting more difficult to manage.

**MEETING ADJOURNED AT 9:10 A.M.**

**NEXT MEETING – Monday, October 24, 2011 @ 7:30 A.M.**