

ITINERIS
BOARD OF TRUSTEES MEETING MINUTES
November 24, 2008

Members Present

Curtis Newman, University of Utah Health Care System
Clifton Sanders, Salt Lake Community College
JoAnn Seghini, PhD, Midvale City Mayor
Janilyn Mahoney, Parent
Roger Christensen, Parent
Richard Haskell, Parent
Stephen Jolley, Principal, Itineris Early College High School
Jamie Vargas, Itineris Counselor
Cindy Groesbeck, Secretary

Members Excused

Scott Olsen, CTE Director, Jordan School District

APPROVE MINUTES for October 27, 2008

- A motion was made by Roger Christensen to approve the minutes from the October 27, 2008 Board Meeting.
- Motion was seconded by Clifton Sanders. All approved.

FINANCIAL REPORT

- The Financial Report in your packet shows that as of October 31, 2008 we have expenses of approximately \$315,000 and year-to-date revenue of \$540,948.
- The state is recommending that we look next year at a 5-10% reduction in funding for the 2010 fiscal year. For Itineris that would mean \$77,000 at 5%, and \$154,000 at 10%.
- Approximately 76% of the revenue coming into this school is used for personnel costs which leaves approximately \$381,000 that we operate on. If we can finish this year and be flush, we still have 10% operating costs from the last two years to help us through possible changes.
- We show a positive balance under Contract Service that came from a refund as a deposit for a Grant Writer from Utah Partnership.
- The late afternoon bussing is a major cost of approximately \$35,000.
- Richard Haskell asked if we had thought of fundraising and/or volunteer help here. If a fundraising idea came to us that wouldn't be conflicting with surrounding schools we would look at it. In the past we have spent all our efforts on school work. There is not a lot of volunteer work that can be done in this school.
- A motion was made by Richard Haskell to approve the Financial Report.
- Motion was seconded by Janilyn Mahoney. All approved.

INDEPENDENT AUDITOR'S FINANCIAL REPORT FY2008 INDEPENDENT AUDITOR'S FALL ENROLLMENT & COMPLIANCE REPORT FY2009

- The Financial Statements in your packets are done by the outside accounting firm of Squire & Company located in Orem, Utah. They look at our revenue sources and expenses to make sure that they are in balance.
- For the year 2007/08 school year it shows on the bottom of page 3 that we have a balance of \$154,904 which figures to be about a 10% cushion for us. The following pages are a summary of our accounting practices and that our school is in compliance with *Government Auditing Standards*.
- The fall enrollment count done on October 1, 2008 had an actual student count of 214 students.

ACADEMIC HONESTY POLICY

- Enclosed in your packet is a copy of the Academic Honesty Policy that was written a couple of years ago. This year we have had the need to identify the consequences for violations of this policy.
- Please take the time to read through this policy and e-mail any changes or suggestions to Mr. Jolley. We will review this policy and make revisions at our January meeting.

GUIDANCE/RECRUITING

- The recruiting process for all recommended prospective students for the 2009/10 school year is already underway. All district high schools have been visited and presentations were shared with students. A chart in your packet for the last two years shows some interesting comparisons. There were a number of students requesting more information about our program. Most of our referrals are still coming from the west side schools even though we had an increase of referrals from the east side.
- Jamie Vargas reported that he and Matt Ekker have each done a Parent/Student Information Event with 30-50 people in attendance. Several students have already signed up for an interview with one of our staff members in the next couple of months. A copy of our recruiting schedule is in your packet.
- During last Friday's staff meeting teachers were given a copy of the new Application & Submission Guide with instructions on the actual questions and procedures that can be used at this initial interview mandated by a new state law.
- A total of 30 volunteer hours of direct contact with students and 20 hours of driving and data input have already gone into this process.

MARKETING

- A color copy of the proposed new "Logo" for Itineris, created by Mr. Jolley, is included in your packet, and also looks good printed in black and white.
- A motion was made by Richard Haskell to accept the Lighthouse artwork for the new Itineris Logo.
- Motion was seconded by Janilyn Mahoney. All in favor.

TRANSPORTATION

- Mr. Jolley has been in contact with the Transportation Department and found that with our late bussing service we offer we have 1 student riding one bus, fourteen students riding another bus, and 3 students riding the third bus. If we cut one of the busses out it probably wouldn't save us any money. As we approach next semester is this something we want to continue doing? All our

students have access to a UTA pass if they want it. If we have cut our expenses this may be one of the first areas.

- In the morning transportation is not an obstacle, but getting home in the late afternoon to the Jordan/Alta and Bluffdale/Herriman area is.

REMODELING UPDATE

- The remodeling of the computer stations in 5 of our classrooms is finished. All the furniture is here and computers are being set up room by room with the hope to be totally up and running after the holiday if not before.

UEN FIBER OPTIC CONNECTIVITY

- In your packets is a Revised Memorandum of Understanding between the Utah Education Network and Itineris Early College High School. The school cost will not be \$319.92 per month and they are charging all 20 schools the same amount of money for this service.
- A motion was made by Roger Christensen to pay the monthly fee for this service
- Motion was seconded by Clifton Sanders. All approved.

MEETING ADJOURNED AT 8:45 A.M.

NEXT MEETING: Monday, January 26, 2009 at 7:30 a.m.