



ITINERIS

EARLY COLLEGE HIGH SCHOOL
A Journey of a Lifetime

Board of Trustees Meeting May 21, 2021

Join Zoom Meeting:

<https://iechs-org.zoom.us/j/96328018788?pwd=NFY1YUNhRE1TekZuNVpRVXBhSG1sZz09>

Meeting ID: 963 2801 8788

Passcode: BOARDTRUST

Draft Minutes

Members Present

Christopher Scharman, Vice Chair

Bryan Crump, Community

Shea Thurman, Parent

Mary Jane Keheler, SLCC

Matt Ekker, Staff - Non-Voting

Members Absent

Curtis Newman, Chair Mark Ashby, Treasurer

Collette Wright, Parent

Staff Present

Renee Edwards

Jeff Bossard

Rabecca Cisneros

Rich Eccles

Jennifer Sant

Visitors



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REGULAR SESSION

1. Welcome and Introductions

Vice Chair Scharman called the meeting to order at 7:35am. There was not a quorum and so only informational items were moved to the top of the agenda as the board waited for another member to join the meeting.

2. Work Session Minutes April 23, 2021 (Information)

3. [Budget Hearing](#) (Discussion)

Rich presented the FY22 proposed budget, which will be presented at the June meeting. He will also present the final FY21 budget. The budget shows trends from last year. However, there are several categories that are Covid related. He explained some of the specific line items. The budget was adjusted down by 17 students. The justification was provided. This budget reflects 390 students. There will be a 1.8% increase in State Revenue. Vice Chair Scharman asked about adjusting when October 1 count is completed. Rich answered that the budget will be revised around November/December. Federal revenues may provide some large amounts due to ESSER II and ESSER III, but only a portion of the projection is included due to a three year option for use. He noted that the CNP program will be free to all students again for SY22. He then covered the expense line items which were of note, such as step and lane changes for salaries and benefits. Vice Chair Scharman asked about normalization if the one time monies were removed. A quick discussion ensued that revealed the raises are on average a 4% raise and places us closer to Jordan and Canyons district, as well as on par with prior year raises. He continued covering a few of the line items. Vice Chair Scharman asked about the auditing cost changes and line 135, which is outside services. Renee explained that the change is the removal of our mental health contract and bringing an mental health provider.

Mary Jane Keheler joined the meeting. There is now a quorum.



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A few more specifics were given. The projected surplus for FY22 is \$112,000 and bond covenants should be made. Vice Chair Scharman complemented the wise use of resources. Renee reminded the board that this is a hearing and will be approved in the June meeting and so if there is anything the board would like to review staff is happy to evaluate. A quick discussion occurred.

4. [Minutes March 26, 2021](#) (Approval)

Motion to approve the minutes as presented from March by Member Crump
Seconded by Vice Chair Scharman
Voting was unanimous

5. [Financial Report](#) March 26, 2021 (Approval)

Rich presented the report for March and April simultaneously. At the end April 30 the school had 138 days cash on hand and a debt ratio of 1.12. The revenue items are all in line with the expectations, with the exception of line 182 for the remainder of lunch income. Federal reimbursement and additional funds are expected. Currently at 83% which is inline with where we are in the fiscal year. He covered some specifics on the expense side, such as accrued wages and benefits, contract food service invoices, and supplies. Each item is where expected or there is a clear reason for the variance. Current projected surplus is expected to change but not by so much and current financials are looking very good. Check register was provided. Renee also pulled up the check register for March.

Motion to approve the financial report from March 2021 as presented by Member Crump
Seconded by Member Keheler
Voting was unanimous

6. [Financial Report](#) April 23, 2021 (Approval)

Motion to approve the financial report from April 2021 as presented by Member Crump



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Seconded by Member Thurman
Voting was unanimous

7. [Special Education Policies & Procedures Manual](#) (Approval)

Renee explained the need for this policy and procedure manual, which is required by the State Office of Education. Jennifer Sant provided a quick summary, much of the manual is due to language changes around how to classify and qualify students. The template was used and mirrors the State Rules and Regulations. Board approval is needed and then the policy must be posted on the webpage. Member Crump clarified that this manual covers the school's needs and matches how we are functioning. Jennifer answered that yes that is the case, but that the manual is just more specific and anticipates any potential service needs. Renee shared about our contracts and our software, GoalView, and how we work to be in compliance. Vice Chair Scharman asked about how this past year has impacted students. Jennifer answered that it was hard for students generally, but the Special Education students did better once the students were able to come back and have consistency in their education.

Motion to approve the Special Education Policies and Procedures Manual as presented by Member Crump
Seconded by Member Thurman
Voting was unanimous

8. [School Reopening Plan Update](#) (Approval)

Renee explained the changes. The most current orders and language have been added. She covered the deletions and additions in detail. Teachers were surveyed and all but one teacher are in favor of removing the mask mandate. Surveys of parents and students have been in favor of returning to a full schedule for summer school and for the August return. If there are outbreaks, the quarantine plan will be followed. The changes to the plan are anticipated to be in place next week for summer school. Vice Chair Scharman feels that as long as the teacher has discretion in their classroom he feels this is a prudent decision. Member Crump agreed, but asked what would happen if there was a non compliant student what would happen. Member Keheler asked about social distancing those students who are not wearing a mask. The school has



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mitigation strategies for situations and this teacher is aware that masks will only be recommended, not required, and students will not be removed from his class for failure to wear a mask. Vice Chair Scharman and Renee reminded that these are all voluntary classes for both teachers and students. Vice Chair Scharman asked about vaccination rates. Rabecca Cisneros shared her best estimates for shot clinics. A quick discussion about the shot clinics options occurred.

Motion to approve the School Reopening Plan updates as presented by
Member Keheler
Seconded by Member Crump
Voting was unanimous

9. Fiscal Policies & Procedures Update (Approval)

The audit committee met to discuss the changes to the Fiscal Policies and Procedures manual. Rich shared some detail, but most are wording or required by changes to statute and rule. Many of the changes are already in practice and being added in as procedures. The audit committee recommends approval by the board.

Motion to approve the Fiscal Policies and Procedures Manual updates as
presented by Member Crump
Seconded by Member Keheler
Voting was unanimous

10. Employee New Hire (Approval)
Mark Campbell

Renee explained why Mark is coming on as an employee. He was originally an employee of the contractor, Project Connection, which originally provided the mental health services for the school. He will now be able to work a few more hours, but the cost will essentially remain the same. He is serving approximately 30 students but he will be able to bring more services in house. His start date will be July 1, 2021.

Motion to approve the Mark Campbell as a new employee for the 2022 school year by Member Thurman
Seconded by Member Crump



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Voting was unanimous

11. APPEL Program (Approval)
[Associate to Professional License Brad Young](#)

Renee briefly explained the APPEL process. She then covered that Brad Young has met all of the requirements the school set forth for him in his Professional Learning Plan. His teaching load was reviewed.

Motion to approve the Brad Young's transition from Associate to Professional License by Member Keheler
Seconded by vice Chair Scharman
Voting was unanimous

12. [USBE Waivers Renewal Request](#) (Approval)

Renee reminded the Board about the two waivers which were approved three years ago. Waiver one is for the days of the year and waiver two allows the school to substitute PE and/or with a STEM course. The renewals of the waivers has passed the State Charter School Board and the next step is to be heard by the Law & Licensing Committee and then at the USBE June meeting. Member Crump asked about substituting credits and potential future implications. Renee answered that this is only for high school graduation requirements and explained how the waiver provides the flexibility to help students have better options in moving forward. Matt shared from the counselor perspective that these waivers have been a "game-changer" for the students to be able to meet their graduation requirements in the school and not have to go back and pick up missing classes from ninth grade and to help students meet their STEM goals. Renee shared the data that she will be sharing with the State. All the data points to supporting the waivers. She covered the course offering tables and the calendar data points.

Motion to approve the USBE Waivers Renewal Requests by Member Thurman
Seconded by Member Crump
Voting was unanimous

13. Recruitment Update (Discussion)



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Renee reported that as of today there are 143 confirmed incoming 10th graders. There are (22) 11th graders. 100-105 current Sophomores will be moving into the Junior year for a total of 125. The Junior students moving into Senior year next year are about 125 students. Administration is projecting 395 students total for the school year 2022. Member Crump asked if the difficulty of doing Itineris online or their student not being prepared for the rigor is what caused a drop in enrollment. The incoming data shows a dip in math scores. But Renee thinks it is a variety of factors. She then explained some of the supports the school is putting in place to support student's Covid learning loss.

14. Guidance

(Information)

Matt shared about graduation - currently we are at 99% graduation rate. He is confident that the school will actually achieve a 100% graduation rate. One thing that he thinks has been good coming out of covid is doing the PCCR conferences digitally and online. There was a large percentage of the parent population that could attend as a result of the digital option.

Vice Chair Scharman shared his appreciation for how the school has cared for the students both academically and socially to make the year "less awful".

Renee thanked the board as well. A quick discussion occurred about electronic meetings moving forward. The June meeting will discuss next year's calendar.

15. Motion to adjourn the meeting was made by Member Crump.

The meeting was adjourned at 9:11 am

Board of Trustees Members

1. Curtis Newman JD, RN- Itineris Board of Trustees Chair, Community Member; **Start Date Oct 2006; Current Term 9/2018-9/2021**
2. Christopher Scharman- Vice Chair, Community Member, **Start Date October 2014; Current Term 10/2020-10/2023**
3. Mark Ashby- Treasurer, **Start Date February 2016; Current Term 2/2019-2/2022**



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4. MaryJane Kelleher PhD- Salt Lake Community College Associate Dean of Life Sciences, **Start Date January 2015; Current Term 1/2021-1/2024**
5. Bryan Crump- West Jordan Fire Department Battalion Chief, Community Member; **Start Date January 2017; Current Term 1/2020-1/2023**
6. Collette Wright- Parent Representative, **Start Date October 2017; Current Term 10/2020- 10/2023**
7. Shea Thurman- Parent Representative, **Start Date January 2020; Current Term 1/2020-1/2023**
8. Matt Ekker- Itineris School Counselor, Non-voting Member; **Start Date June 2011; Current Term 6/2019- 6/2022**