

ITINERIS

Early College High School

Board of Trustees BYLAWS & PROCEDURES

Purpose

Itineris Early College High School is a math and science, public charter high school developed in partnership with the Salt Lake Community College (SLCC). Itineris Early College High School will provide its students with the skills necessary to be successful as adults by engaging them in rigorous college-level academic work, exposing them to career possibilities, and the value of lifelong learning. The foundation of Itineris Early College High School is a caring, connected, school culture that supports high expectations, inquiry, and effort.

Mission

The mission of the Itineris Early College High School Board of Trustees is to support the school in the execution of its mission, to insure that all federal/state laws and regulations are followed; as well as, to accept the fiduciary responsibility associated with the operation of a publicly funded entity.

Responsibilities

The Board of Trustees will establish a meeting schedule, no less than quarterly and no more than ten times yearly, to evaluate instructional and programmatic activities, discuss issues and concerns that arise, and make recommendations regarding more effective coordination and collaboration. The Executive Director/Principal and Business Manager will report to the Board of Trustees.

The Board can establish standing or special purpose committees should a determination be made that the school could benefit from such action.

The Board is responsible for activities typical of creating and governing a public secondary school such as, but not limited to, the following:

- ◆ Create by-laws to govern and facilitate the Board's activities.

- ◆ Approve the hiring of faculty, support staff, and other employees. Approve human resource policies, salary schedules, and benefit plans.
- ◆ Endorse the curriculum and a formal program of study that meets or exceeds State standards.
- ◆ Serve as Comprehensive Guidance Steering Committee (CGSC)
- ◆ Support evaluation and assessment procedures that meet or exceed all Federal and State requirements in determining student achievement and instructional effectiveness.
- ◆ Approve a marketing/recruitment plan and procedures for advising/admitting students to the school in a fair and equitable way consistent with all Federal and State regulations governing public school enrollment.
- ◆ Approve budgets for annual operating expenses.
- ◆ Develop procedures that will ensure sound financial management and efficient use of school resources.
- ◆ Review contracts for services to assist in the operation of the school including, but not limited to, transportation, food services, custodial services, special education services, and other similar needs.
- ◆ Ratify articulation agreements with other educational organizations.
- ◆ Review and approve reports consistent with those required by the Federal Government, the Utah Legislature, and the Utah State Board of Education.

Procedures & Practices

- ◆ The Board will consist of seven to nine members, including representatives from SLCC, local businesses, and/or the community.
- ◆ As the board serves as the CGSC, one school counselor will be invited to serve in an advisory capacity as a non-voting member.
- ◆ A quorum exists when a majority of voting members of the Board is present. In the event that an item requires a vote during the transition time in replacing a board member, a quorum would consist of a majority of those seated if there are less than seven members of the Board in place. A quorum cannot consist of less than three voting members of the Board.

◆ Each member of the Board shall serve one term of three consecutive years. After their term, a person may be nominated again and appointed by the Itineris Board of Trustees.

◆ The Board with a simple majority vote of the seated members will choose replacement members.

◆ The Board itself from their membership will select the officers of the Board by a simple majority vote. Officers of the board may include a Chair, Vice Chair, and Treasurer.

◆ The Board will select officers from existing members with a simple majority vote every three years.

◆ No member of the Board may be removed during the term of office for which they have been appointed, except for misconduct or malfeasance in office.

◆ Each Board member serves the public trust and has an obligation to fulfill their responsibilities in a manner consistent with this fact.

◆ All decisions are to be made solely on the basis of a desire to promote the best interest of the school and the public good. The school's integrity must be considered and advanced at all times.

◆ Trustees are often involved in the affairs of other institutions, businesses, and organizations. Trustees may not always be entirely free from perceived, potential, or real conflicts of interest. It is the Trustee's responsibility to inform the Board of any situation that may present a perceived, potential, or real conflict of interest. The Trustee who is aware of potential or real conflict of interest with respect to any such matter shall not vote or participate in the discussion in connection with the matter in question. The Trustee may not be counted in determining the existence of a quorum for purposes of voting on the matter.

◆ All Board members must be aware of and adhere to all aspects of the Family Educational Rights & Privacy Act (FERPA) that govern confidentiality of all student information. It is the responsibility of the Board to provide an orientation, regarding the aforementioned law, to all new members during the first meeting following their election.

◆ All Board members must be aware of and adhere to all aspects of the US Constitution's Fourth and Fourteenth Amendments that govern the confidentiality of personal information of staff and faculty working within the school. It is the responsibility of the Board to provide an orientation, regarding the aforementioned law, to all new members during the first meeting following their election.

◆ Any action permitted or required by the Board may be taken without a meeting if all members of the Board individually or collectively consent in writing to such action.

Such consent shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings.

◆ Only two conditions will permit action through electronic/remote means by a Board Member: 1) the approval of the minutes from the previous Board Meeting that said Member was present at, or 2) specific action item initiated in a Board Meeting that requires action by the Board before the next official meeting is scheduled; however, electronic/remote action can only be used by Members who were present in the initial Board Meeting when the action item was discussed.

◆ The Board of Trustees meeting schedule must be established at the same time as the calendar for the school year is set, and then made public for patrons and/or community members.

◆ Agenda items should be submitted to the individual designated by the Chair at least two days prior to the Board meeting date to be included. Items needing time for discussion or gathering information should be addressed initially in one meeting with follow-up in a subsequent meeting.

◆ Patrons and/or community members who wish to address the Board must submit in writing their request and subject for discussion at least two days prior to the meeting date.

◆ The adoption of new Bylaws and/or Practices or the amending Bylaws and/or Practices must be presented to the Board in writing before official action can be taken. The final written version of any change must accompany the Board's action.

◆ The Board determines school policies, in compliance with state and federal law, which are complementary, not contrary, to Salt Lake Community College policies.