

**The Minutes - Approved
Regular Governing Board Meeting
Utah Charter Academies**

All meeting materials are available at links on the meeting [agenda](#).

April 25, 2024
7:10 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 300, Draper, UT 84020/Google Meet Hybrid Meeting
 Board Members Present: Ted Heap (virtual), Stephanie Henderson (virtual), Brad Blanchard, Thomas Hortin, Thomas Young (virtual)
 Board Members Absent: None
 Staff Present: Carolyn Sharette, Daniel Baker, Kate York, Peri Daley, Lisa Brunson, David Sharette, Jeremiah Brennan, Casey Crellin, Tim Evancich, Clarke Headlee, Jen Walstad, Mandy Brown
 Guests Present: Jonathan Bejarno

1 Welcome

1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present via roll call at 7:10 pm.

2 Presentation and Comments

2.1 Public Comment - Ted Heap invited public comment. None was given.
 2.2 Board Training: the Fraud Triangle - Kate York introduced the fraud risk assessment training requirement. Board members watched the Fraud Triangle training video. Kate York will send out an email to all board members to watch the training video and electronically sign a statement indicating that they completed the training.

3 Consent Agenda

3.1 Items include:
 3.1.1 Minutes from March 7, 2024 Board Meeting
 3.1.2 Chapter F Policy Review - Linked on board agenda for board members to review before the Consent Agenda approval.

3.2 Motion: To approve the April 25, 2024 Consent Agenda

3.2.1 Moved: Thomas Hortin
 3.2.2 Second: Brad Blanchard
 3.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X		X	X	X
Nay					
Abstain		X			

4 Board Business - 7:20 p.m.

4.1 School Fee Amendments SY 24-25

4.1.1 Kate York provided a first review on the SY 24-25 School Fee Amendments.
 4.1.2 No motion or voting action required as this was a first review of the amendments.

4.2 Proposal to Transfer Operation and Control of American Principles Academy to Utah Charter Academies

4.2.1 David Sharette introduced the proposal. Thomas Hortin requested that the proposal be amended to note that Cedar Charter Holders issued an RFP for school management. American Preparatory Schools was the only service provider that responded to the RFP. Ted Heap requested that we add a statement previously expressed by the Cedar Charter Holders (CCH) board stating their approval for the transfer and that the transfer is in the best interest of its students. The statement was added. David Sharette reported that he

shared the transfer proposal with UCA’s lawyer, David Mortensen, before the board meeting. Ted Heap shared that he spoke with David Mortensen. Ted Heap asked if board approval is required. Carolyn Sharette confirmed that the transfer proposal cannot be accepted until the board meeting minutes reflect agreement by both UCA and CCH boards. No other concerns addressed.

4.2.2 Motion: To approve the proposal to transfer operation and control of American Principles Academy to Utah Charter Academies.

4.2.2.1 Moved: Thomas Hortin

4.2.2.2 Second: Thomas Young

4.2.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.3 2024-2025 Preliminary Budget presentation

4.3.1 The board agreed to move this discussion to the Management Company Report.

5 Management Company Report - 7:50 p.m.

5.1 April Management Accountability Report - Linked on the meeting agenda.

- 5.1.1 Academics - Daniel Baker reviewed the elementary and secondary accountability element reports. Daniel Baker reviewed the Constitution Bee competition. The West Valley 3 team took 3rd place in the High School Division. Draper 3 took 2nd and 5th place for Junior High. West Valley 3 took 4th place for Junior High. Draper 1 took 1st and 5th for elementary, and West Valley 2 took 4th for elementary. Daniel Baker reviewed the Draper 3 ACT Composite Scores with an average of 24.1, which is an increase from last year.
- 5.1.2 Character Development - Mandy Brown reviewed the Secondary CD highlights, students participated in Food Handler Permits/Culinary Training, Balls for 7th and 8th grade last weekend. Mandy Brown reviewed the Student Government highlights including campaigns. Board members were encouraged to watch the New Lunchtime Chat Videos linked on the April Management Report.
- 5.1.3 Campus Highlights - Linked in management report, available for board review.
- 5.1.4 Enrollment - Carolyn Sharette reviewed the current enrollment counts. There have been 118 new applications since the last board meeting on March 7th. Ted Heap asked why we are currently down in numbers. Carolyn Sharette shared that many school districts are facing the same issue of enrollments dropping with several school districts closing schools. APA is increasing our marketing efforts and strategies, including a new marketing strategy system.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the current staff counts as of March 31, 2024. There has been a large drop of staff counts as HR went through all inactive substitutes (12 months or more) and removed them from payroll.
- 5.1.6 Finance - Reviewed the March Actual vs Budget month and year-to-date (YTD) counts. Casey Crellin reviewed the flood claim line item with all of the expenses paid and still waiting on partial reimbursement. Casey Crellin provided 4 financial statements in the Management Report: P&L v Prior Year, P&L v. Budget, Cash Flow, and Balance Sheet. Casey Crellin reviewed the P&L v. Budget report in the meeting.

Casey Crellin presented the FY24 to FY25 State and Federal Funding changes. He reviewed the discontinued program funding, leading to a drop of 1.9 million for FY 25. He reviewed the threatened program funding, including Special Education Add-on, Fiscal Flexibility of 35%, and Charter School Funding Base Program. He provided an explanation of the impact of the removal of 35% flexibility funding. Carolyn Sharette provided further clarification on the Charter School Funding Base Program threatened program.

Casey Crellin reviewed the increase of Special Education funding for FY25 with an increase in Special Education student counts. He reviewed the new program funding

potential increases for the Special Education State Program and Beverley Taylor Sorenson Elementary Arts grant. Casey Crellin explained that the budget presented is the “somewhat best case scenario”, and we are hopeful that we are able to provide an updated budget in the May board meeting.

Thomas Young asked if a “worst case scenario” has been put together. Casey Crellin presented the beginning of year preliminary budget, including a 2.5% average salary increase. Casey Crellin reviewed the additional increases, including Group Insurance costs. Casey Crellin reviewed the income revenue, including the significant decrease on Earning on Investments as some cash-on-hand will be used to finish some ongoing building project. Casey Crellin reviewed the expenses, including insurance cost, supplies and materials, and debt service. He is hoping to get board approval of the budget next month. If not, it must be approved in June to be submitted by June 30th.

- 5.1.7 Compliance - Lisa Brunson reviewed compliance activities of note. The Title I Virtual Monitoring Visit from January 2024 has received a final report concluding that APA was fully compliant with State and Federal regulations. Carolyn Sharette explained the Special Education RDA letter, the scoring (1 for no risk and 5 for high risk), and the data points. Lisa Brunson reviewed the categories that received a score of 1, such as high assessment scores. She reviewed the categories that received a score of 4, such as suspension/expulsion rates, Child Find/Initial Evaluation Timelines, and postsecondary transitions. Thomas Hortin asked if parent opt outs also reduce the assessment participation scores - yes. Lisa Brunson reviewed the March 11th Licensing Compliance Letter and APA’s Response on April 15th. She reviewed the Office of the State Auditor’s Compliance Report. Lisa Brunson reviewed the grant application statuses, not including Cedar City and some potential donors.
- 5.1.8 Operations & Transportation - Tim Evancich reviewed the operations projects to date. The citation reviewed for the CO Event has been fully vacated. The citation will show in public records, but it will show that it was fully vacated. The ELC water event is nearing the end with all contents returned and work completed while waiting on the insurance company. Tim Evancich reviewed the other in-process and pending projects including carpet replacement, WV1 storage, WV2 Area B, and the D3 auditorium. Thomas Hortin asked if the non-completed work claim was settled. David Sharette confirmed that we have received the settlement and closed that out.
- 5.1.9 Technology - Clarke Headlee reviewed the completed IT projects, including TSSA & DTL remaining funds, new office suite technology, and Adobe Sign digital platform. He reviewed the ongoing IT projects, including network and security monitoring, preparations for RISE testing, and building and device maintenance.

5.2 Cedar City Management Report - David Sharette presented an April 2024 Cedar City Management report per board request. He reviewed building status, enrollment counts, marketing effort, transfer, and staffing.

5.3 March Management Accountability Report - As no late March Board Meeting was held, Peri Daley reminded the board members that the March Management Report was sent to them via email on Friday, March 22, 2024 for their review.

6 Upcoming Board Opportunities & Compliance Items - Carolyn Sharette reviewed the new addition to the Board Meeting Agendas - Linked on the spreadsheet, available for board member review and RSVP if required.

- 6.1 APA Graduation June 1, 2024
- 6.2 Memorial Day Commemorations, week of May 20, 2024
- 6.3 Best of State Celebration, May 24, 2024
- 6.4 Show What You Know Celebrations and 6th grade Elementary Completion Celebrations
- 6.5 State Auditor Training for School Board Members - Thomas Hortin
- 6.6 D3 Auditorium Groundbreaking - June 7, 2024 @ 4:30pm

7 Agenda Items for Future Meetings - 9:12 p.m.

- 7.1 Next Board Meeting scheduled for Thursday, May 23, 2024

Adjournment at 8:20 p.m.