

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

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

August 22, 2024

7:00 p.m.

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

1 Welcome

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

2 Presentation and Comments

2.1 Public Comment - Thomas Hortin invited public comment. None was given.

3 Consent Agenda

3.1 Items include:

3.1.1 Minutes from June 24, 2024

3.1.2 Minutes from August 6, 2024

3.1.3 Signed management services agreement with Cedar Charter Holders including CCH Proof of Insurance and CCH Proof of \$50,000 retainer

3.1.4 Motion: To move the signed Management Services Agreement with CCH for a separate motion.

3.1.4.1 Moved: Thomas Hortin

3.1.4.2 Second: Brad Blanchard

3.1.4.3 Vote:

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

3.1.5 Motion: To approve the June 24, 2024 and August 6, 2024 minutes.

3.1.5.1 Moved: Brad Blanchard

3.1.5.2 Second: Stephanie Henderson

3.1.5.3 Vote:

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

3.1.6 Motion: To approve the signed Management Services Agreement with CCH.

3.1.6.1 Moved: Brad Blanchard

3.1.6.2 Second: Stephanie Henderson

3.1.6.3 Vote:

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

4 Board Business - 7:14 p.m.

4.1 Enrollment Policy Amendment

4.1.1 Kate York reviewed the amendments to the enrollment policy. Board brief and copy of the amendments are linked in the agenda.

4.1.2 Motion: To approve the amended Enrollment Policy as presented.

4.1.2.1 Moved: Stephanie Henderson

4.1.2.2 Second: Brad Blanchard

4.1.2.3 Vote:

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

4.2 Fee Schedule Amendments

4.2.1 Kate York provided a first review of the fee schedule amendments for the 2024-2025 school year. Fee schedule and board brief is linked on the meeting agenda.

4.2.2 Motion: No motion required.

4.3 Foreign Exchange Policy

4.3.1 Kate York presented a new foreign exchange student policy. Policy and board brief are linked on the meeting agenda. Thomas Hortin asked for further information on procedures/typical practices at the next board meeting.

4.3.2 Motion: To approve the proposed Foreign Exchange Policy.

4.3.2.1 Moved: Stephanie Henderson

4.3.2.2 Second: Brad Blanchard

4.3.2.3 Vote:

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

4.4 Foreign Exchange Agency Approvals: Aspect Foundation, ERM

4.4.1 Kate York reviewed the Aspect Foundation foreign exchange student agency requiring approval from the board, continuing the foreign exchange student policy. The board did not review the ERM agency as some information is still waiting to be received.

4.4.2 Motion: To approve the Aspect Foundation Agency, conditional upon condition of completion of the required documentation.

4.4.2.1 Moved: Stephanie Henderson

4.4.2.2 Second: Thomas Hortin

4.4.2.3 Vote:

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

4.5 2024 Early Learning Plan

4.5.1 Lisa Brunson reviewed the 2024 Early Learning Plan.

4.5.2 Motion: To approve the Early Learning Plan as presented. Early Learning Plan and board brief is linked on the meeting agenda.

4.5.2.1 Moved: Stephanie Henderson

4.5.2.2 Second: Brad Blanchard

4.5.2.3 Vote:

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

Abstain				
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4.6 At Risk Students Definition

- 4.6.1 Lisa Brunson reviewed the At Risk Students definition as well as intervention activity additions for board awareness. Board brief linked in meeting agenda.
- 4.6.2 Motion: No motion required.

4.7 Health and Human Sexuality Committee Member

- 4.7.1 Lisa Brunson presented the updated Health and Human Sexuality Committee members for the 2024-2025 school year. Members are listed within the board brief, linked on the meeting agenda.
- 4.7.2 Motion: To approve the SY2024-25 Health and Human Sexuality Committee members.
 - 4.7.2.1 Moved: Brad Blanchard
 - 4.7.2.2 Second: Stephanie Henderson
 - 4.7.2.3 Vote:

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

5 Management Company Report - 7:37 p.m.

5.1 August Management Performance Report - Linked on the meeting agenda.

- 5.1.1 Academics - Jen Walstad reviewed the Elementary Missing Work Report, Elementary End of Year Grade Distribution Report, and Secondary Advanced Placement performance preview.
- 5.1.2 Character Development - Mandy Brown reviewed the Character Development department activities and highlights.
- 5.1.3 Campus Highlights - Available for board review in the management report.
- 5.1.4 Enrollment - McKayla Zitting reviewed the current enrollment counts as well as an update to the updated enrollment practices to increase student retention.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the open staffing positions and current staff counts.
- 5.1.6 Finance - Casey Crellin reviewed the June P&L vs Budget and July P&L vs Budget. Casey Crellin provided further clarification regarding reporting on the internal print shop revenue/expenses.
- 5.1.7 Compliance - Lisa Brunson reviewed the current compliance activities of note. McKayla Zitting provided further information on the DT&L grant general program costs.
- 5.1.8 Operations & Transportation - Available for board review. No further questions from the board.
- 5.1.9 Technology - Clarke Headlee provided an update on current technology projects.
- 5.1.10 Cedar City - David Sharette provided an update on the building project, student enrollment count, Management Services Agreement approval by both boards, and staff resource report.

6 Upcoming Board Opportunities and Compliance Updates - 8:20 p.m.

- 6.1 Constitution Day Program - Mandy Brown reviewed the upcoming Constitution Day Program. Board members can sign up on the link on the meeting agenda.

7 Agenda Items for Future Meetings - 8:21 p.m.

- 7.1 Annual Assurances
- 7.2 Next Board Meeting scheduled for September 26, 2024

Adjournment at 8:21 p.m.