

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

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

February 27, 2025

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  
Board Members Present Virtually: Stephanie Henderson, Thomas Young, Brad Blanchard (joined at 7:09 p.m. after roll call)  
Board Members Absent: None  
Staff Present: Clarke Headlee, Casey Crellin, Mandy Brown  
Staff Present Virtually: Carolyn Sharette, Jen Walstad, Peri Daley, Lisa Brunson, David Sharette, Jeremiah Brennan  
Guests Present: None

1 Welcome

- 1.1 School Land Trust training video presented
- 1.2 Upon determining the presence of a quorum, Thomas Hortin welcomed the board members that were present via roll call at 7:09 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 January 23, 2025
- 3.1.2 LEA-Specific Licensing and Endorsements
- 3.1.3 Parent Discipline Committee Members
- 3.1.4 Motion: To approve the Consent Agenda.
  - 3.1.4.1 Moved: Stephanie Henderson
  - 3.1.4.2 Second: Brad Blanchard
  - 3.1.4.3 Vote:

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

4 Board Business - 7:10 p.m.

4.1 FY26 School Land Trust Plans

- 4.1.1 Lisa Brunson presented the Land Trust Plans for the 2025-2026 school year. Board brief is linked on the meeting agenda.
- 4.1.2 Motion: To approve the School Land Trust Plans for FY26 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   | X    |
| Nay     |     |     |     |      |
| Abstain |     |     |     |      |

4.2 G-7.1 Promotion Policy Amendment

- 4.2.1 Lisa Brunson presented the promotion policy amendment. Board brief is linked on the meeting agenda.

4.2.2 Motion: To approve the amendment to the Promotion Policy as presented.

4.2.2.1 Moved: Stephanie Henderson

4.2.2.2 Second: Brad Blanchard

4.2.2.3 Vote:

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

#### 4.3 I-4.7 Data Governance Plan Policy

4.3.1 Kate York presented the Data Governance Plan policy to follow updates to USBE's model policy, as well as APA's additions regarding the use of video footage and data sharing. Board brief is linked on the meeting agenda.

4.3.2 Motion: To approve the amendments to the Data Governance Plan as presented.

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   | X    |
| Nay     |     |     |     |      |
| Abstain |     |     |     |      |

#### 4.4 Board Member assignment

4.4.1 The SCSB is expected to vote on the Cedar transfer request on March 20, 2025. At least one UCA board member must be in attendance. Another meeting will be held on March 6, 2025 requesting a board member to attend. Meeting times should be known within the next week.

### 5 Management Company Report - 7:17 p.m.

#### 5.1 February Management Performance Report - Linked on the meeting agenda.

- 5.1.1 Academics - Jen Walstad presented the Science Fair report. Accountability elements report is available for board review.
- 5.1.2 Character Development - Mandy Brown presented the Elementary, Secondary, and Department Character Development highlights. Mandy Brown overviewed the Zambia Bake Sale report for African Preparatory Academy. A full list of highlights are available for board review.
- 5.1.3 Campus Highlights - Available for board review.
- 5.1.4 Enrollment - Carolyn Sharette provided an update on student enrollment counts.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the current open positions as well as total staff count. Thomas Hortin requested that the number of substitutes be included in future counts.
- 5.1.6 Finance - Casey Crellin reviewed the January monthly financials, including the year-to-date net income, budgeted year-to-date income, and days cash on hand. Casey Crellin reviewed the P&L versus Budget report for January. Stephanie Henderson asked about the status of the Cedar City financial burden in regards to merging Cedar with UCA. Casey Crellin and David Sharette provided an update on Cedar's current debts paid through their cash flow, not through UCA. Casey Crellin and Carolyn Sharette provided further information on the SCSB visiting the Cedar City campus next week.
- 5.1.7 Compliance - Lisa Brunson reviewed the current compliance activities of note, including the finalized School Land Trust Plans for the 2024 school year and a non-compliance notice BTS Arts funding source with pending updates. Lisa Brunson reviewed grant applications and awards to date.
- 5.1.8 Operations & Transportation - Clarke Headlee reviewed current operations projects, including completed, in progress, and on hold. Casey Crellin reviewed the West Valley 2/3 Auditorium project with a feasibility study.
- 5.1.9 Technology - Clarke Headlee reviewed current technology projects to date and ongoing tasks, including Google platform and Skyward security updates.

5.1.10 Cedar City - David Sharette reviewed current Cedar city updates, including upcoming SCSB merger vote, enrollment, and financials for APA staff and resources.

6 Upcoming Board Involvement Opportunities - 7:54 p.m.

6.1 Thomas Hortin reviewed the Builder of the Year Assemblies, Memorial Day Assemblies, and Graduation dates and sign-ups.

7 Agenda Items for Future Meetings - 7:56 p.m.

7.1 Next Board Meeting will be determined. March 27, 2025 is unavailable for two board members.

Adjournment at 7:58 p.m.