

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

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

July 31, 2025

7:00 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 400, Draper, UT 84020/Google Meet Hybrid Meeting
Board Members Present: None
Board Members Present Virtually at commencement of meeting: Stephanie Henderson, Thomas Hortin
Board Members Absent: Thomas Young
New Board Members Appointed during the meeting, and present at the meeting: Matt Howard, Ruth Kellersberger
Staff Present: Clarke Headlee, Carolyn Sharette, Jeremiah Thelin, Casey Crellin, Mandy Brown
Staff Present Virtually: Lisa Brunson, Jen Walstad, Kate York, Peri Daley, Markus Sharette
Public Present: Gina Troop

1 Welcome

1.1 Stephanie Henderson welcomed the board members that were present via roll call at 7:03 pm.

2 Presentation and Comments

2.1 Public Comment - Stephanie Henderson invited public comment. Gina Troop made a comment encouraging APA to increase the transparency of the enrollment process.

2.2 Kate York provided an overview of required board trainings for new board members that will be forwarded via email.

3 Consent Agenda - 7:08 p.m

3.1 Items include:

3.1.1 Minutes from June 19, 2025

3.1.2 Motion: To approve the June 19, 2025 Consent Agenda.

3.1.2.1 Moved: Thomas Hortin

3.1.2.2 Second: Stephanie Henderson

3.1.2.3 Vote:

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

4 Board Business - 7:09 p.m.

4.1 New Board Members

4.1.1 Stephanie Henderson welcomed Matt Howard and Ruth Kellersberger to the UCA board.

4.1.2 Motion: To add Matt Howard and Ruth Kellersberger to the Utah Charter Academies governing board

4.1.2.1 Moved: Thomas Hortin

4.1.2.2 Second: Stephanie Henderson

4.1.2.3 Vote:

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

4.2 School Fee Amendments for 2025-2026 - First Review (Kate York)

4.2.1 Kate York presented a first review of the fee amendments for the 2025-2026 school year. The fee schedule is linked on the meeting agenda. Thomas Hortin requested that old fees are struck through for a clearer view.

4.2.2 Motion: No motion required.

4.3 Kindergarten Toilet Training Enrollment Policy - Brief (Kate York)

4.3.1 Kate York presented the Kindergarten Toilet Training policy for enrollment. Policy is linked on the meeting agenda. No further questions from the board.

4.3.2 Motion: To approve the new Kindergarten Toilet Training policy as an enrollment requirement per state law.

4.3.2.1 Moved: Thomas Hortin

4.3.2.2 Second: Matt Howard

4.3.2.3 Vote:

	S.H	T.Y	T.Ho	M.H	R.K
Aye	X		X	X	X
Nay					
Abstain					

4.4 Code of Conduct Policy Amendments - Brief (Kate York)

4.4.1 Kate York reviewed amendments to the Code of Conduct Policy, including amendments to bullying, romantic relationships, suspension/expulsion, and grammatical changes as needed. The policy with amendments is linked on the meeting agenda. Stephanie Henderson asked for follow up on last year's discussion on displays of affection within the policy. Lisa Brunson provided further information on the compliance research conducted on current existing school policies and case law regarding public displays of affection. Carolyn Sharette reviewed the amendment language.

4.4.2 Motion: To approve the amended Code of Conduct Policy.

4.4.2.1 Moved: Ruth Kellersberger

4.4.2.2 Second: Thomas Hortin

4.4.2.3 Vote:

	S.H	T.Y	T.Ho	M.H	R.K
Aye	X		X	X	X
Nay					
Abstain					

4.5 Teacher Merit Award Plan (TMAP)

4.5.1 Lisa Brunson presented the Teacher Merit Award Plan pilot program that APA opted in to in December 2024. The plan outlines how APA will select their top 25% of teachers for a fiscal award to submit to the program for consideration. The TMAP is linked on the meeting agenda. Lisa Brunson clarified that student achievement is calculated by student growth.

4.5.2 Motion: No motion required.

4.6 FY26 Early Learning Plan

4.6.1 Lisa Brunson presented the 2026 fiscal year Early Learning Plan, linked on the meeting agenda. The Plan was approved by USBE earlier this month.

4.6.2 Motion: To approve the FY26 Early Learning Plan as presented.

4.6.2.1 Moved: Matt Howard

4.6.2.2 Second: Thomas Hortin

4.6.2.3 Vote:

	S.H	T.Y	T.Ho	M.H	R.K
Aye	X		X	X	X
Nay					
Abstain					

4.7 Health Curriculum Materials Review Committee Members

4.7.1 Lisa Brunson presented the updated members to the Health Curriculum Materials Review Committee.

4.7.2 Motion: To approve the proposed members to serve on the Health Curriculum Materials Review Committee for the 2025-26 School Year.

4.7.2.1 Moved: Ruth Kellersberger

4.7.2.2 Second: Thomas Hortin

4.7.2.3 Vote:

	S.H	T.Y	T.Ho	M.H	R.K
Aye	X		X	X	X
Nay					
Abstain					

5 Management Company Report - 7:36 p.m.

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

- 5.1.1 Academics - Jen Walstad presented the Missing Work Report across the 2023, 2024, and 2025 school years for Elementary and Secondary. Significant reduction in missing work this year, attributed to increased utilization of MATs program (students tracking their own grades and work).
- 5.1.2 Character Development - Mandy Brown reviewed the department summer highlights, including upcoming events at the beginning of the school year.
- 5.1.3 Campus Highlights - No highlights available for July.
- 5.1.4 Enrollment - Carolyn Sharette reviewed current enrollment counts, including 2026 school year projections and end of year counts for the 2025 school year. Carolyn Sharette shared the efforts to enroll more students to replace those who left during the school year.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the current open positions and staff counts.
- 5.1.6 Finance - Casey Crellin reviewed the June 2025 key indicators, including year-to-date net income and projected year-end net income. Casey Crellin addressed the Cedar City merge that occurred at the beginning of July 2025. Thomas Hortin asked if the P&L Budget and projections include the cost for interest for repayment to USBE. Casey Crellin updated that there is not a final number just yet. Casey Crellin reviewed the P&L Budget for June.
- 5.1.7 Compliance - Lisa Brunson reviewed the current compliance activities of note, including the FY2025 Title IVA Program Evaluation results and the FY2025 Title IX Report.
- 5.1.8 Operations & Transportation - Carolyn Sharette reviewed several ongoing operations projects, including the D3 Auditorium, the Salem campus Kindergarten expansion, and Cedar City growth. Thomas Hortin asked if the website could be updated for the new completed date for the D3 Auditorium.
- 5.1.9 Technology - Available for board review.

6 Agenda Items for Future Meetings - 8:02 p.m.

- 6.1 The next Board Meeting will be held on Thursday, August 28, 2025.

Adjournment at 8:02 p.m.