

The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

August 28, 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 In Person: Thomas Hortin
Board Members Present Virtually: Ruth Kellersberger, Stephanie Henderson, Matt Howard, Thomas Young (joined 7:09 pm)
Board Members Absent: None
Staff Present: Clarke Headlee, Lisa Brunson, Daniel Baker, Maddi Tapp, Jeremiah Brennan, Peri Daley, Casey Crellin, Michelle Flynn, Gabrielle Swaner, David Sharett, Tim Evancich
Public Present: Gina Troop, Karen Reeder

1 Welcome

1.1 Thomas Hortin welcomed the board members that were present via roll call at 7:01 pm.

2 Presentation and Comments

2.1 Public Comment - Stephanie Henderson invited public comment. Gina Troop read a statement regarding her children's enrollment into APA and requesting an in person meeting with the board.

3 Consent Agenda - 7:01 p.m.

3.1 Items include:

- 3.1.1 Minutes from July 31, 2025
- 3.1.2 2025-2026 Parent Discipline Committee Members
 - 3.1.2.1 Daniel Baker provided clarification on the bolded names on the parent discipline committee members.
- 3.1.3 Motion: To approve the August 28, 2025 Consent Agenda.
 - 3.1.3.1 Moved: Stephanie Henderson
 - 3.1.3.2 Second: Ruth Kellersberger
 - 3.1.3.3 Vote:

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

4 Board Business - 7:11 p.m.

4.1 LEA-Specific Licenses and/or Endorsements

- 4.1.1 Jeremiah Brennan reviewed the current LEA-Specific Licenses and Endorsements. No further questions from the board. Board brief and list of personnel linked on the meeting agenda.
- 4.1.2 Motion: To approve the list of LEA-Specific Licenses and Endorsements as presented.
 - 4.1.2.1 Moved: Stephanie Henderson
 - 4.1.2.2 Second: Matt Howard
 - 4.1.2.3 Vote:

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

4.2 Board Assignments

4.2.1 Per UCA's Charter Agreement, a vice chair assignment is required. David Sharette reviewed the responsibilities of the vice chair and the parent advocate responsibilities. Ruth Kellersberger was nominated for the parent advocate position. The Board agreed to assign the Parent Advocate position now, then look further into the charter bylaws for further position assignments.

4.2.2 Motion:

4.2.2.1 Moved: Thomas Young

4.2.2.2 Second: Thomas Hortin

4.2.2.3 Vote:

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

4.3 USBE Promissory Note Assignment

4.3.1 David Sharette reviewed the USBE Promissory Note Assignment. No further questions by the board. Board Brief and Promissory Note linked on the meeting agenda.

4.3.2 Motion: To approve the USBE Promissory Note Assignment.

4.3.2.1 Moved: Matt Howard

4.3.2.2 Second: Stephanie Henderson

4.3.2.3 Vote:

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

4.4 FY26 Positive Behaviors Plan

4.4.1 Lisa Brunson reviewed the Positive Behaviors Plan for the 2026 school year. The Plan is linked to the meeting agenda.

4.4.2 Motion: To approve the FY26 Positive Behaviors Plan as presented.

4.4.2.1 Moved: Stephanie Henderson

4.4.2.2 Second: Ruth Kellersberger

4.4.2.3 Vote:

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

4.5 School Fee Schedule Amendments

4.5.1 Lisa Brunson provided a review of the Fee Schedule amendments for the 2025-2026 school year. Kate York provided further information on the specifics to each fee (i.e., traveling). Casey Crellin clarified that the curriculum fees cannot be charged, but we can charge for extracurricular activities. Amendments are linked on the meeting agenda.

4.5.2 Motion: To approve the amendments to the 2025-2026 Fee Schedules as presented.

4.5.2.1 Moved: Ruth Kellersberger

4.5.2.2 Second: Matt Howard

4.5.2.3 Vote:

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

4.6 School Fee Schedule Amendments

4.6.1 David Sharette presented a possible proposal for an Eagle Mountain satellite expansion. Stephanie Henderson asked for further information regarding the APA method of expansions. David Sharette provided more background information on various expansion projects and initial market research completed. Ruth Kellersberger recommended including research into American Fork and Lehi location options for existing structures. Further

market research will be conducted with additional updates given to the Board in the upcoming months.

5 Management Company Report - 7:47 p.m.

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

- 5.1.1 Academics - Daniel Baker reviewed the Elementary Academic Report, including Reading on Grade Level results. Daniel Baker reviewed the AP test counts by campus.
- 5.1.2 Character Development - Maddi Tapp reviewed the August Elementary and Secondary highlights for the department.
- 5.1.3 Campus Highlights - Available for board review.
- 5.1.4 Enrollment - Thomas Hortin reviewed the current enrollment counts compared to last school year.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the current open positions and total staff counts. The APA retention report will be available in a few months.
- 5.1.6 Finance - Casey Crellin provided an update on the status of the State's annual financial audit. Casey Crellin reviewed the 2025 Financial Statements and the Actual vs. Budget report for July 2025. Key indicators were reviewed, including projected year-end net income.
- 5.1.7 Compliance - Lisa Brunson reviewed the Digital Teaching and Learning Report for FY 2025. Maddi Tapp reviewed the 2024-2025 Positive Behaviors report.
- 5.1.8 Operations - Tim Evancich reviewed current projects to date, including the D3 auditorium build and Salem expansion. Ruth Kellersberger asked for further clarification on the budget estimates for the D3 auditorium. Casey Crellin provided clarification on the P&L budget vs the Capital Projects budget.
- 5.1.9 Technology - Clarke Headlee reviewed the current technology projects and ongoing monitoring.
- 5.1.10 Transportation - Tim Evancich reviewed the current transportation needs and initiatives.
- 5.1.11 Compliance - Lisa Brunson finished with reviewed current grants awarded to date and the Compliance Auditor's report.

5.2 Board Opportunities - Reviewed during the Character Development portion of the management report.

6 Agenda Items for Future Meetings - 8:38 p.m.

6.1 The next Board Meeting will be held on Thursday, September 25, 2025.

Adjournment at 8:38 p.m.