

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

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

September 25, 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, Thomas Young (joined at 7:16 pm)
Board Members Present Virtually: Ruth Kellersberger, Matt Howard
Board Members Absent: None
Staff Present: Carolyn Sharette, Tim Evancich, Clarke Headlee, Kate York, Jeremiah Brennan, David Sharette, Casey Crellin, Mandy Brown, Jen Walstad, Peri Daley, Daniel Baker, Lisa Brunson
Public Present: None

1 Welcome

1.1 Thomas Hortin welcomed the board members that were present via roll call at 7:02 pm.

2 Presentation and Comments

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

3 Consent Agenda - 7:02 p.m

3.1 Items include:

3.1.1 Minutes from August 28, 2025

3.1.2 LEA License & Endorsement Approvals

3.1.3 Foreign Exchange Agency - Approval

3.1.4 Motion: To move the Foreign Exchange Agency Approval out of the Consent Agenda to board business.

3.1.4.1 Moved: Thomas Hortin

3.1.4.2 Second: Ruth Kellersberger

3.1.4.3 Vote:

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

3.1.5 Motion: To approve the September 25, 2025 Consent Agenda.

3.1.5.1 Moved: Matt Howard

3.1.5.2 Second: Ruth Kellersberger

3.1.5.3 Vote:

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

4 Board Business - 7:05 p.m.

4.1 Foreign Exchange Agency - Approval

4.1.1 Kate York reviewed the reasoning for the Foreign Exchange agency review. Details are included in the board brief along with relevant documentation. Ruth Kellersberger asked for clarification on funding for foreign exchange students. Carolyn Sharette clarified that the funding comes from the WPU funding. The Foreign Exchange policy has been approved in the past with the current board business needing approval for the Greenheart Agency.

4.1.2 Motion: To approve the Greenheart Agency for Foreign Exchange Agency Approval.

4.1.2.1 Moved: Thomas Hortin

4.1.2.2 Second: Matt Howard

4.1.2.3 Vote:

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

4.2 The Board agreed to move the Bylaws Review and Board Assignments until Thomas Young plans to join.

4.3 Chapter J School Safety Policy Updates

4.3.1 Kate York reviewed updates to the Chapter J School Safety policy. Tim Evancich provided further information on the school safety response plan. Thomas Young joined at 7:16 pm. Board brief is linked on the meeting agenda.

4.3.2 Motion: To rescind all existing Chapter J Emergency Response policies and approve the adoption of the consolidated Chapter J Emergency Response Plan and the School Safety and Security Committee Policy.

4.3.2.1 Moved: Ruth Kellersberger

4.3.2.2 Second: Thomas Hortin

4.3.2.3 Vote:

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

4.4 Bylaws Review and Board Assignments

4.4.1 David Sharette reviewed the bylaw requirements for electing a chair and vice chair. Bylaws are linked in the meeting agenda. Thomas Hortin nominated Thomas Young to serve as the chair. Ruth Kellersberger nominated Matt Howard as the vice chair.

4.4.2 Motion: Elect Thomas Young as the Board Chair.

4.4.2.1 Moved: Thomas Hortin

4.4.2.2 Second: Matt Howard

4.4.2.3 Vote:

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

4.4.3 Motion: Elect Matt Howard as the Board Vice Chair.

4.4.3.1 Moved: Ruth Kellersberger

4.4.3.2 Second: Thomas Hortin

4.4.3.3 Vote:

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

4.5 Emergency Interventions Policy

4.5.1 Kate York reviewed the Emergency Safety Interventions Policy. Ruth Kellersberger asked if all staff will be/are trained on safety interventions. Carolyn Sharette clarified that all staff is not MANDT trained, but all staff do receive annual training on emergency safety interventions. The board brief is linked on the meeting agenda.

4.5.2 Motion: To approve the Emergency Safety Interventions as presented.

4.5.2.1 Moved: Matt Howard

4.5.2.2 Second: Thomas Young

4.5.2.3 Vote:

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

Abstain				
---------	--	--	--	--

4.6 Charter Trust Land Council Policy Amendments

- 4.6.1 Lisa Brunson reviewed the amendments to the Charter Trust Land Council policy. Amendments include clarification on the number of available positions, term limits, and voting members. The board brief is linked on the meeting agenda.

- 4.6.2 Motion: To approve amendments to the Parent Advisory Committee and Charter Trust Land Councils policies as presented.

4.6.2.1 Moved: Ruth Kellersberger

4.6.2.2 Second: Matt Howard

4.6.2.3 Vote:

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

4.7 2026-2027 School Academic Calendar

- 4.7.1 Carolyn Sharette reviewed the proposed academic calendar for the 2026-2027 school year, including alignment with the local school districts. The calendar is linked on the meeting agenda.

- 4.7.2 Motion: To approve the 2026-2027 Academic Calendar.

4.7.2.1 Moved: Matt Howard

4.7.2.2 Second: Ruth Kellersberger

4.7.2.3 Vote:

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

4.8 APA-Eagle Mountain and APA-Provo Satellite Applications

- 4.8.1 David Sharette presented the satellite applications for Eagle Mountain and Provo. The applications are linked on the meeting agenda. Ruth Kellersberger asked for clarification on Eagle Mountain location and Treeside school demographics.

- 4.8.2 Motion: No motion required.

5 Management Company Report - 7:42 p.m.

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

- 5.1.1 Academics - Jen Walstad reviewed the Acadience Reading & Math report for the 2025 school year, including ROGL and English Language Learning recognition. Daniel Baker reviewed the AP Summary report.
- 5.1.2 Character Development - Mandy Brown reviewed current department highlights for September, including Elementary and Secondary. A lunchtime character development video was shown.
- 5.1.3 Campus Highlights - Available for board review.
- 5.1.4 Enrollment - Carolyn Sharette reviewed current campus enrollment counts.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed current staff counts and open positions.
- 5.1.6 Finance - Casey Crelling reviewed current Key Indicators, including days cash on hand. He reviewed the August 2025 P&L vs Budget report.
- 5.1.7 Compliance - Lisa Brunson reviewed current compliance activities of note, including an Internal Audit Complaint resolution and a UTREx Data Submission Deadline noncompliance notice.
- 5.1.8 Operations - Tim Evancich reviewed current operations projects, with the biggest challenges for progression on supply chain issues.
- 5.1.9 Technology - Clarke Headlee reviewed current technology projects and tasks up to date, including upgrading student technology devices.
- 5.1.10 Transportation - Tim Evancich provided an update on current bus driver staff needs.

5.2 Board Opportunities - Mandy Brown reviewed current upcoming events and where board members may sign up.

6 Agenda Items for Future Meetings - 8:20 p.m.

6.1 The next Board Meeting will be held on Thursday, October 23, 2025.

Adjournment at 8:20 p.m.