

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

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

October 23, 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, Matt Howard
Board Members Absent: Thomas Young
Staff Present: David Sharette, Peri Daley, Jeremiah Brennan, Daniel Baker, Jen Walstad, Mandy Brown, Tim Evancich, Casey Crellin, Kate York, Emily Peery, Lisa Brunson, Carolyn Sharette
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 - 7:04 p.m

3.1 Items include:

- 3.1.1 Minutes from September 25, 2025
- 3.1.2 LEA License & Endorsement Approvals
- 3.1.3 Ruth Kellersberger requested that Emily Peery be added to the Salem High School Expansion presentation.
- 3.1.4 Motion: To approve the October 23, 2025 Consent Agenda.
 - 3.1.4.1 Moved: Matt Howard
 - 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				

4 Board Business - 7:05 p.m.

4.1 Salem High School Expansion

- 4.1.1 Ruth Kellersberger provided background on the reasoning for the Salem High School discussion. The board brief and presentation are linked on the meeting agenda. Emily Peery reviewed the presentation, including a parent survey as well as projected student counts and revenue. Thomas Hortin requested to see a review of the financial projections. Thomas Hortin asked what the next steps would be, if an application is applied. Emily Peery shared that Salem's enrollment pressure has increased over the past five years, with the need for secondary there. Casey Crellin shared that the initial numbers are strong, with already owning the land as well as community awareness.
- 4.1.2 Motion: No motion required.

4.2 APA Satellite School Applications

- 4.2.1 David Sharette reviewed the APA Satellite School Applications. Ruth Kellersberger asked for research on any existing competition for these locations as well as clarification on APA's three to five year growth plan. Applications are linked in the agenda and include details on existing competition. David Sharette shared that all three locations are a result of

parent/community requesting a satellite location. There is no penalty or financial commitment for submitting the applications.

- 4.2.2 Motion: To approve the Provo, Ephraim and Eagle Mountain satellite applications, and approve the waiver request to begin operations in Provo in Fall of 2026.

4.2.2.1 Moved: Matt Howard

4.2.2.2 Second: Ruth Kellersberger

4.2.2.3 Vote:

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

4.3 FY26 LEA Title IA and Schoolwide Plans

- 4.3.1 Lisa Brunson presented the annual Title IA and Schoolwide Plans for fiscal year 2026. The board brief and plans are linked on the meeting agenda. Lisa Brunson reviewed the purpose of the plans. No further questions or comments.

- 4.3.2 Motion: To approve the FY26 Title I LEA and Schoolwide Plans as presented.

4.3.2.1 Moved: Ruth Kellersberger

4.3.2.2 Second: Matt Howard

4.3.2.3 Vote:

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

4.4 FY26 TSSA Plans

- 4.4.1 Lisa Brunson presented the annual TSSA Plans for fiscal year 2026. The board brief and plans are linked on the meeting agenda. Lisa Brunson reviewed the purpose of the plans, including the financial impact. No further questions or comments.

- 4.4.2 Motion: To approve the FY26 TSSA Plans as presented.

4.4.2.1 Moved: Matt Howard

4.4.2.2 Second: Ruth Kellersberger

4.4.2.3 Vote:

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

4.5 Parental Leave Policy

- 4.5.1 Kate York presented the new Parental Leave Policy. Ruth Kellersberger asked if the policy includes any grandfathering or any additional restrictions. Jeremiah Brennan clarified that employees who accrue PTO are eligible for parental leave and would qualify after their 30 day employment probationary period. Thomas Hortin asked what the financial projections would be as a result of this policy. As this is a new policy, the exact numbers are not available, but previous numbers can be provided based on last year's numbers of staff who were on FMLA due to parental leave.

- 4.5.2 Motion: To approve Parental Leave Policy as presented.

4.5.2.1 Moved: Ruth Kellersberger

4.5.2.2 Second: Matt Howard

4.5.2.3 Vote:

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

4.6 LEA Health and Human Sexuality Education Committee Members

- 4.6.1 Daniel Baker reviewed the current Health and Human Sexuality Committee Members, included in the board brief linked on the meeting agenda.

- 4.6.2 Motion: To approve APA's SYE 2026 LEA Health and Human Sexuality Committee Members as presented.

4.6.2.1 Moved: Matt Howard

4.6.2.2 Second: Thomas Hortin

4.6.2.3 Vote:

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

4.7 Review Parent Survey Results

- 4.7.1 Daniel Baker reviewed the parent survey results from the 2024-2025 school year. Results and board brief are linked on the meeting agenda.

4.7.2 Motion: No motion required.

4.8 Staff Turnover/Retention Report

- 4.8.1 Jeremiah Brennan followed up with projected parental leave costs. Last year, the cost would have been \$198,000 for salaries and \$30,000 in benefits. Additional costs for substitute teachers are not included.

4.8.2 Jeremiah Brennan presented the annual Staff Retention Report, including an increase of staff retention. Thomas Hortin asked what are the most common, controllable reasons for staff leaving. Jeremiah Brennan shared that the most common reason would be staff not being a good fit to APA or not agreeing to the APA model. Ruth Kellersberger asked for clarification on the end of contract being the reason for why staff leave.

4.8.3 Motion: No motion required.

5 Management Company Report - 8:06 p.m.

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

- 5.1.1 Academics - Daniel Baker and Jen Walstad are making adjustments to the academic reports calendar. Daniel Baker presented the End of Year testing. Jen Walstad shared that the new elementary math curriculum has helped students close the gap in their proficiency.
- 5.1.2 Character Development - Mandy Brown reviewed some of the October department highlights for elementary and secondary.
- 5.1.3 Campus Highlights - Available for board review.
- 5.1.4 Enrollment - Daniel Baker reviewed the current enrollment counts. Casey Crellin confirmed that current counts are in line with what was budgeted within finance.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed current open positions as well as staff counts.
- 5.1.6 Finance - Casey Crellin reviewed the September monthly key indicators, including year-to-date net income and days cash on hand. Casey Crellin reviewed the September monthly P&L report.
- 5.1.7 Compliance - Lisa Brunson reviewed the FY25 School Land Trust final reports, FY26 Title III Self-Assessment report, and SY26 School Improvement Plans. Lisa Brunson reviewed the current grant applications and awards to date.
- 5.1.8 Operations - Tim Evancich reviewed the current operations projects to date, including the Salem Kindergarten expansion and D3 Auditorium build. Tim Evancich reviewed the WV2/3 auditorium build and school security enhancements
- 5.1.9 Technology - Available for board review.
- 5.1.10 Transportation - Tim Evancich reviewed the current transportation projects, including hiring and maintenance.

5.2 Board Opportunities - Mandy Brown reviewed the upcoming Veterans Day assembly dates and sign up sheet, linked on the meeting agenda.

6 Agenda Items for Future Meetings - 8:40 p.m.

6.1 The next Board Meeting will be held on Thursday, November 20, 2025.

Adjournment to executive session via roll call at 8:42 p.m.

6.1.1.1

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

Adjournment from executive session at 9:23 p.m.