

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

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

November 20, 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: Matt Howard, Ruth Kellersberger, Thomas Young (joined at 7:08 pm)
Board Members Absent: None
Staff Present: Lisa Brunson, Clarke Headlee, David Sharett, Peri Daley, McKayla Zitting, Daniel Baker, Kate York, Mandy Brown, Casey Crellin
Public Present: None

1 Welcome

1.1 Matt Howard welcomed the board members that were present via roll call at 7:00 pm.

2 Presentation and Comments

2.1 Public Comment - Matt Howard invited public comment. None was given.

3 Consent Agenda - 7:01 p.m.

3.1 Items include:

- 3.1.1 Minutes from October 23, 2025
- 3.1.2 LEA License & Endorsement Approvals
- 3.1.3 Changes to the Student Code of Conduct - Board brief linked on meeting agenda
- 3.1.4 Motion: To approve the November 20, 2025 Consent Agenda.
 - 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				

4 Board Business - 7:02 p.m.

4.1 Governing Board Required Trainings

4.1.1 Kate York reviewed the required governing board trainings. Each training includes a board brief with links to the trainings. Trainings include the Hotline Complaint training, IAD Introductory training, and Audit Committee training. The trainings will be sent to the board members to complete before next month's board meeting.

4.2 Policy Amendment/Replacement: B-1.8.2 SNS Methodology - Thomas Young joined at 7:08 pm

- 4.2.1 Lisa Brunson presented the Supplement Not Supplant Methodology policy which is replacing the Equivalence Methodology policy. Changes are due to Legislative changes this past year and include details on Title I funding. Board brief and policy are linked on the meeting agenda.
- 4.2.2 Motion: To approve the new B-1.8.2 Supplement Not Supplant Methodology policy as presented, in place of the B-1.8.2 Equivalence Methodology policy.
 - 4.2.2.1 Moved: Thomas Young
 - 4.2.2.2 Second: Ruth Kellersberger
 - 4.2.2.3 Vote:

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

Nay				
Abstain				

4.3 LEA Health & Human Sexuality Curriculum

4.3.1 Daniel Baker provided a first review of the Health and Human Sexuality Curriculum for APA. Board brief is linked on the meeting agenda. No changes to 5th or 10th grade have been made. Seventh grade changes include details on the integration of content into existing classes. A second review and motion for adoption may be made at the next board meeting. Daniel Baker reviewed the process for the Health and Human Sexuality Committee's meeting and review.

4.3.2 Ruth Kellersberger asked for clarification on how parents will be made aware of content with this integration. Daniel Baker also clarified that the content that requires approval will be taught in a pull out class with a separation of boys and girls. Matt Howard asked if students will miss out on some of the health curriculum if they attend one year and miss the next year at APA. Daniel Baker clarified that it will not impact the student's credits for 7th and 8th graders.

5 Management Company Report - 7:23 p.m.

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

5.1.1 Academics - Daniel Baker reviewed the Elementary Missing Work and Acadience reports. He reviewed the Secondary Missing Work and End of Term Grade Distribution reports.

5.1.2 Character Development - Mandy Brown reviewed the November department highlights for elementary and secondary.

5.1.3 Campus Highlights - Available for board review.

5.1.4 Enrollment - McKayla Zitting reviewed the current enrollment counts as of November 2025, including the adjusted enrollment timeline and enrollment booklet/handout that is currently being created.

5.1.5 Human Resources - Available for board review.

6 Board Business - 7:35 pm

6.1.1 Finance - Casey Crellin reviewed the October 2025 key indicators, including year-to-date net income, projected year-end income, and days cash on hand. Revenue was up in October for the one-time bonus for student-facing staff members. Casey Crellin reviewed the SpEd Add-On funding overfunding changes announced by USBE in November. Casey Crellin reviewed the Capital Budget with Clarke Headlee, specifically with updates to the necessary computer cart purchases. UCA is looking for board approval of the purchases of 875 laptops, not to exceed \$750,000 over three years.

6.1.1.1 Motion: To approve the purchase of laptops not to exceed \$750,000 over three years.

6.1.1.2 Moved: Thomas Hortin

6.1.1.3 Second: Ruth Kellersberger

6.1.1.4 Vote:

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

7 Management Company Report Continued - 7:50 pm

7.1.1 Compliance - Lisa Brunson reviewed compliance activities to date, including Hotline Complaint updates and the State Auditors Reports. She reviewed grant applications to date as well as awards to date.

7.1.2 Operations - Available for board review.

7.1.3 Technology - Clarke Headlee reviewed current technology updates and projects.

7.1.4 Transportation - Available for board review.

7.2 Board Opportunities - No current activities for board attendance.

8 Agenda Items for Future Meetings - 7:57 p.m.

8.1 The next Board Meeting will be held on Thursday, December 18, 2025.

Adjournment at 7:58 p.m.