

The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

December 18, 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
Board Members Present Virtually: Matt Howard, Ruth Kellersberger
Board Members Absent: None
Staff Present: David Sharett, Clarke Headlee, Peri Daley, Kate York, Daniel Baker, Lisa Brunson, McKayla Zitting, Casey Crellin, Mandy Brown
Public Present: None

1 Welcome

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

2 Presentation and Comments

2.1 Public Comment - Thomas Young invited public comment. None was given.
2.2 Kate York will send a reminder email for the board members to complete their required trainings, linked on the meeting agenda.

3 Consent Agenda - 7:05 p.m

3.1 Items include:

- 3.1.1 Minutes from November 20, 2025
- 3.1.2 Appointment of Lisa Brunson as LEA Land Trust Budget Officer
- 3.1.3 LEA License and Endorsement Approvals
- 3.1.4 Sistema Governance Disclosure
- 3.1.5 Motion: Remove the Sistema Governance Disclosure from the consent agenda.
 - 3.1.5.1 Moved: Thomas Hortin
 - 3.1.5.2 Second: Ruth Kellersberger
 - 3.1.5.3 Vote:

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

3.1.6 Motion: To approve the remaining December 18, 2025 Consent Agenda.

- 3.1.6.1 Moved: Thomas Hortin
- 3.1.6.2 Second: Ruth Kellersberger
- 3.1.6.3 Vote:

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

4 Board Business - 7:07 p.m.

4.1 Sistema Governance Disclosure

4.1.1 David Sharett reviewed the Sistema Governance Disclosure. The board brief is linked on the meeting agenda. Lisa Brunson reviewed the funding sources for the Sistema program, including grant programs and Title I funds. Thomas Hortin requested that the funding process be added to the Disclosure as well as gather clarification on the reporting for Sistema staff members. No motion currently needed.

4.2 Grievance and Hotline Complaint Policy

4.2.1 Kate York reviewed the new Hotline Complaint Policy in line with USBE's hotline complaint requirements. Kate York also reviewed the Communication Chain Policy and Ethical Conduct Policy. The board brief and policy is linked on the meeting agenda. Lisa Brunson provided further clarification on the contents of the policy, including requirements for Title IV complaints, Title IX complaints, and hotline complaints. Lisa Brunson reviewed the role for the parent advocate requirements for Ruth Kellersberger in addition to the hotline complaint process. Clarke Headlee will coordinate setting up Ruth Kellersberger's access to the parent advocate email.

4.2.2 Motion: To approve D-9.1 Complaints Policy and Procedures as presented.

4.2.2.1 Moved: Thomas Hortin

4.2.2.2 Second: Matt Howard

4.2.2.3 Vote:

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

4.2.3 Motion: To amend the D-1.1 Communication Chain policy and policy C-1.3 Ethical Conduct as presented.

4.2.3.1 Moved: Thomas Hortin

4.2.3.2 Second: Ruth Kellersberger

4.2.3.3 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 second review of the LEA Health and Human Sexuality Committee Curriculum. The board brief is linked on the meeting agenda. No further questions or comments from the board.

4.3.2 Motion: To approve the Health & Human Sexuality Curriculum as presented.

4.3.2.1 Moved: Ruth Kellersberger

4.3.2.2 Second: Thomas Young

4.3.2.3 Vote:

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

4.4 Proposal to Draper City

4.4.1 David Sharette requested that this be moved to executive session.

5 Management Company Report - 7:33 p.m.

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

5.1.1 Academics - Daniel Baker reviewed the elementary and secondary academic reports, including the median growth percentile for RISE/UAP and initiatives in increasing student performance.

5.1.2 Campus Highlights - Available for board review.

5.1.3 Enrollment - McKayla Zitting reviewed the average daily membership, comparing the SYE 2025 to SYE 2026, as well as the current enrollment counts per campus. The new Enrollment Booklet is outlined and linked on the Management Report.

5.1.4 Finance - Casey Crellin reviewed the year-to-date net income as of November 2025. The mid-year adjustment was received from the State in November, with an increase in revenue due to increase in student enrollment and average daily membership. Casey Crellin provided an update on the State audit, which is in review minus a delay in the Cedar City school audit.

- 5.1.5 Character Development - Mandy Brown reviewed current department highlights for December, including the canned food donation drive. Mandy Brown's connection was cut off, so the remaining character development highlights are available for board review.
- 5.1.6 Human Resources - Available for board review.
- 5.1.7 Compliance - Lisa Brunson reviewed the CSAF Application Framework Final Report and provided an update on an internal hotline complaint for West Valley 1. Lisa Brunson reviewed current grant awards to date.
- 5.1.8 Operations - Clarke Headlee reviewed current operation projects.
- 5.1.9 Technology - Clarke Headlee reviewed current technology projects, including laptop procurement updates.
- 5.1.10 Transportation - Available for board review.

5.2 Board Opportunities

- 5.2.1 Satellite approval meeting either January 8th or February 12th. UCA requests all board members to attend if possible. The board brief is linked on the meeting agenda.
- 5.2.2 Accreditation interviews: Two board members are required to interview in person for APA's 6-year Accreditation Review on February 10-12th.

6 Agenda Items for Future Meetings - 8:22 p.m.

- 6.1 The next Board Meeting will be held in January 2026 or February 2026.

Adjournment to Executive Session via Roll Call at 8:25 p.m.

6.2 Vote:

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

Adjournment from Executive Session at 9:28 p.m.