

The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

March 26, 2026
 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
 Board Members Absent: Thomas Young
 Staff Present: David Sharette, Carolyn Sharette, Peri Daley, Mandy Brown, Lisa Brunson, Casey Crellin, McKayla Zitting, Michelle Flynn, Jeremiah Brennan, Daniel Baker, Tim Evancich, Irene Christensen, Erin Short, Lauren Butterfield, Heidi Sanders, Kelly Geary, Denisa Lundin
 Public Present: None

1 Welcome

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

2 Presentation and Comments

- 2.1 Public Comment - Thomas Hortin invited public comment. None was given.
- 2.2 UAPCS Charter Schools Program (CSP) Grant - Will be reviewed at the end of the meeting under Board Opportunities.
- 2.3 Board Training - Lisa Brunson provided the School Land Trust annual training to board members. Training is linked on the meeting agenda. No questions from the board.
- 2.4 Reminder - Board Training items - Will be reviewed later.

3 Consent Agenda - 7:XX p.m

3.1 Items include:

- 3.1.1 February 19th, 2026 Meeting Minutes
- 3.1.2 March 5, 2026 Meeting Minutes
- 3.1.3 LEA License & Endorsement Approvals
- 3.1.4 Motion: To approve the March 26th, 2026 Consent Agenda.
 - 3.1.4.1 Moved: Matt Howard
 - 3.1.4.2 Second: Thomas Hortin
 - 3.1.4.3 Vote:

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

4 Board Business - 7:09 p.m.

4.1 Sensitive Materials Review Committee Curriculum

- 4.1.1 Carolyn Sharette presented a second review of the 6 Decision curriculum which has been reviewed through the Sensitive Materials Review Committee. Thomas Hortin made a note to update the wording of STD to STI in the future. Curriculum and board brief are linked on the meeting agenda.
- 4.1.2 Motion: To approve the 6 Decisions curriculum as presented.
 - 4.1.2.1 Moved: Ruth Kellersberger
 - 4.1.2.2 Second: Thomas Hortin
 - 4.1.2.3 Vote:

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

Abstain				
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4.2 School Fee Schedule 26-27SY

4.2.1 Kate York provided a second review of the 2026-2027 school year fee schedule. The fee schedule is linked on the meeting agenda.

4.2.2 Motion: To approve the School Fee Schedules for the 26-27 School Year.

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 NSLP Procurement Policy Amendment

4.3.1 Kate York reviewed the policy amendments to the National School Lunch Program Procurement Policy. The board brief is linked on the meeting agenda.

4.3.2 Motion: To approve the amendments to policy B-2.1.1 National School Lunch Program Procurement as presented with any necessary changes to the Executive Director Title.

4.3.2.1 Moved: Thomas Hortin

4.3.2.2 Second: Ruth Kellersberger

4.3.2.3 Vote:

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

4.4 Title IVB Application Submission

4.4.1 Carolyn Sharette reviewed the application for the 21st Century Community Learning Centers grant. Lisa Brunson provided clarification on the potential grant amount.

4.4.2 Motion: To approve the submission of a Title IVB 21st Century Community Learning Centers grant application on behalf of UCA for afterschool programs at our Title I campuses.

4.4.2.1 Moved: Matt Howard

4.4.2.2 Second: Thomas Hortin

4.4.2.3 Vote:

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

4.5 Salem High School Design Award RFP

4.5.1 Tim Evancich presented the request for proposal award for the Salem High School Design, including the RFP process. One bid was received

4.5.2 Motion: To approve the RFP committee's recommendation of award to SPE Architects and authorize staff to negotiate contract with vendor not-to-exceed 6% of total construction cost.

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 Management Company RFP

4.6.1 Matt Howard presented an initial review of the request for proposal for UCA's management company. Peri Daley reviewed the RFP and evaluation process. Board brief and RFP

details are linked to the meeting agenda. Matt Howard reviewed the reward memo and recommendation to the board. Thomas Hortin requested that legal counsel Dave Mortensen provide a review as well. Ruth Kellersberger and Matt Howard agreed to wait for a final vote pending review. No motion at this moment.

4.7 2026 Bond Issue Update

- 4.7.1 Casey Crellin reviewed the bond forecast for fiscal years 2026 through 2030, updated as of February 2026. Casey Crellin reviewed the forecast details such as P&L data, debt service coverage analysis, and capital purchases schedule. David Sharette shared the five year enrollment projections, including a review of previous 2018 bond projections outcomes. The forecast is linked on the meeting agenda.
- 4.7.2 David Sharette reviewed the need for a Financial Advisor and Underwriter for this project, which does require an RFP. Recommendations will be submitted at the next board meeting.

5 Management Company Report - 7:52 p.m.

5.1 Eagle Mountain land purchase update

- 5.1.1 David Sharette provided an update on the cancellation of the purchase of the Pole Canyon property. Details are linked on the meeting agenda.
- 5.1.2 David Sharette provided a first review of the Firefly community Purchase and Sale Agreement. The details of the Purchase Agreement will also be shared with Dave Mortensen.

5.2 Cedar Valley Elementary update

- 5.2.1 David Sharette reviewed the school available for a potential lease at Cedar Fort for this Fall 2026, pending successful initial enrollment by May 2026. Budget and MOU with the District are linked on the meeting agenda.

5.3 March Management Performance Report (8:04 p.m.) - Linked on the meeting agenda.

- 5.3.1 Academics - Daniel Baker provided a review of the Elementary Missing Work report as well as the Secondary PSAT and Charter Science Fair report. Daniel Baker and Carolyn Sharette reviewed the changes to the type of science fair participation - the competitive and non competitive routes.
- 5.3.2 Character Development - Mandy Brown reviewed the department highlights, including elementary and secondary.
- 5.3.3 Campus Highlights - Available for board review.
- 5.3.4 Enrollment - McKayla Zitting reviewed the current enrollment counts and update to the reenrollment update. McKayla Zitting reviewed the 2026-2027 school year enrollment projections as well as current application counts and statuses.
- 5.3.5 Human Resources - Jeremiah Brennan reviewed the current open positions and staff total counts. Carolyn Sharette provided an update that the State budgets are being released which will then help determine wage increases for next school year.
- 5.3.6 Finance - Casey Crellin reviewed the year-to-date net income and days cash on hand as of February 2026. 2026 Financial Statements are linked on the Management Report.
- 5.3.7 Compliance - Lisa Brunson reviewed the current compliance activities of note, including a recent Parent Hotline complaint, Special Education student demographics audit, and School Land Trust Plans for FY27. Lisa Brunson reviewed the APA State Auditors Report. Carolyn Sharette provided further details on the Parent Hotline Complaint process and shared gratitude for Ruth Kellersberger's assistance as the Parent Advocate.
- 5.3.8 Operations - Tim Evancich reviewed the current projects to date, including the Draper 3 Auditorium project updates.
- 5.3.9 Technology - Available for board review. Carolyn Sharette reviewed the laptop cart purchases as required for online State testing.
- 5.3.10 Transportation - Available for board review.

5.4 APA Executive Report & Strategic Plan (SYE25 & SYE26) - Linked on the meeting agenda.

- 5.4.1 Carolyn Sharette provided an overview of the APA Executive Report and Strategic Plan. Available for board review.

6 Board Opportunities - 8:37 p.m.

6.1 Charter Schools Program (CSP) Grant Final Phase

6.1.1 Carolyn Sharette reviewed the CSP Grant program and final phase, which includes board member and campus team interviews. Lisa Brunson reviewed the interview teams, including introductions of some participating team members. Lisa Brunson reviewed some of the details of the application, acceptance process, and possible interview questions. Materials will be shared with the board. Board members should have calendar invites on their calendar.

7 Agenda Items for Future Meetings - 8:59 p.m.

7.1 The next Board Meeting will be held on April 23, 2026.

Adjournment at 9:00 p.m.