The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

All meeting materials are available at links on the meeting agenda.

April 23, 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:	Ruth Kellersberger, Matt Howard, Thomas Young
Board Members Absent:	None
Staff Present:	David Sharette, Kate York, Tim Evancich, Peri Daley, Lisa Brunson, Jeremiah Brennan, Daniel Baker, McKayla Zitting, Jen Walstad, Carolyn Sharette, Casey Crellin
Public Present:	Jim Blandford, Brandon Johnson, John Buck

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

2 Presentation and Comments
2.1 Public Comment - Thomas Young invited public comment. None was given.
2.2 Board Training - Kate York overviewed the Conflict of Interest Statements which will be sent out to the board members for electronic signature. The board watched an ethical behavior training via video called Fraud Risk Assessment Overview provided by the State. Kate York reviewed remaining required board training items for board members to complete outside of the board meeting. A reminder email was sent out on Monday April 20th for the State Hotline Complaint training. The audit committee board members have a three part training to complete as well. Current required board training items are linked on the meeting agenda.

3 Consent Agenda - 7:13 p.m
3.1 Items include:
3.1.1 March 26, 2026 Meeting Minutes
3.1.2 Motion: To approve the April 23rd, 2026 Consent Agenda.
3.1.2.1 Moved: Matt Howard
3.1.2.2 Second: Thomas Young
3.1.2.3 Vote:

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

4 Board Business - 7:14 p.m.
4.1 B-1.11 Donations, Gifts, and Sponsorships Policy
4.1.1 Kate York presented the Donations, Gifts, and Sponsorships policy. The policy is linked on the meeting agenda. There have been no changes to the policy since the last annual review, which is presented with the School Fee Policy.
4.1.2 Motion: To approve the B-1.11 Donations, Gifts, and Sponsorships policy as presented.
4.1.2.1 Moved: Ruth Kellersberger
4.1.2.2 Second: Thomas Young
4.1.2.3 Vote:

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

4.2 E-13.1 School Fee Policy Amendment

4.2.1 Kate York presented the School Fee Policy amendment. The board brief and policy are linked on the meeting agenda. Kate York reviewed the changes to the policy, including fee waivers, dollar limits, and action plans for students.

4.2.2 Motion: To approve E-13.1 School Fees Policy amendment 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				

4.3 E-5.3 Tardy Policy Amendment

4.3.1 Kate York presented the amendment to the Tardy Policy, linked on meeting agenda with the board brief. The amendment includes Elementary grace periods and clarifies significant vs standard tardies. Carolyn Sharette clarified how frequent traffic backups may be with extenuating circumstances, such as car accidents or construction traffic.

4.3.2 Motion: To approve amendments to E-5.3 Tardies as presented.

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	X
Nay				
Abstain				

4.4 New Policy - E-9.4 Permanent School Closure

4.4.1 Kate York reviewed the new Permanent School Closure Policy, with policy and board brief linked on the agenda. The policy is a requirement as a part of the CSP grant application and follows Utah law.

4.4.2 Motion: To approve E-9.4 Permanent School Closure policy as presented.

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	X
Nay				
Abstain				

4.5 2026 Bond Issuance - Budget Review

4.5.1 David Sharette reviewed the Engagement of the Financial Advisor and Underwriter document. A board brief is linked on the meeting agenda. David Sharette reviewed the Request for Proposal process that was undertaken. John Buck and Jim Blandford answered questions and will be available to answer board member questions going forward. Jim Blandford clarified the timeline on when bonds would be issued - around June. John Buck provided further information on the bond details. Casey Crellin provided clarification on the anticipated timelines of bond usage, including the Bond Forecast linked on the meeting agenda. Carolyn Sharette provided information on the upcoming Salem expansion project. Thomas Hortin shared that he understands that the bond would help UCA move forward with the large projects but not bind UCA to utilizing the full amount. The board would need to make a final decision on acceptance by mid-June. Counsel Brandon Johnson stated that he reviewed the bond documents and is available for any board questions now and going forward.

4.5.2 Motion: To approve the Financial Advisor contract with Buck Financial.

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	X
Nay				
Abstain				

4.5.3 Motion: To approve the Underwriter engagement with Baird.

4.5.3.1 Moved: Ruth Kellersberger

4.5.3.2 Second: Matt Howard

4.5.3.3 Vote:

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

4.6 2026 Bond Issuance - Borrower's Resolution

4.6.1 Brandon Johnson reviewed the Borrower's Resolution, linked on the meeting agenda. The Resolution grants permission to issue the bonds, but does not require the school to make a final decision on issuing the bonds until official commitment.

4.6.2 Motion: I motion that we adopt the resolution authorizing the refinancing, acquisition, construction and expansion to the School's facilities and a financing for the projects.

4.6.2.1 Moved: Thomas Hortin

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 Casey Crellin discussed the Budget Review document via the Bond Forecast for FY2026-2030, including the P&L data, debt burden, debt service ratio, and capital purchases schedule. John Buck shared that he is confident in the school's ability to pay the bonds based upon the debt service ratio and days cash on hand.

4.8 Salem High School Design Contract

4.8.1 Tim Evancich reviewed the Salem K-12 design contract with SPE Architects, with the board brief and proposed contract linked on the meeting agenda.

4.8.2 Motion: To approve the proposed design contract with SPE Architects.

4.8.2.1 Moved: Thomas Hortin

4.8.2.2 Second: Ruth Kellersberger

4.8.2.3 Vote:

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

4.9 Eagle Mountain land purchase update

4.9.1 David Sharette provided an update on the Eagle Mountain land purchase plans. The sale agreement is linked on the meeting agenda. David Sharette and Tim Evancich provided further information on the impact fees involved with the city and with the Firefly community.

4.9.2 No motion required.

4.10 FY27 Draft Budget for Review and Discussion

4.10.1 Casey Crellin reviewed the draft budget for FY2027, linked on the meeting agenda along with the board brief. Casey Crellin clarified that the large CSP grant is not included in the budget, along with other pending grant applications as that has not been finalized. Casey Crellin reviewed the projected revenue and expenses details, including the assumptions used in expense increases. Casey Crellin also reviewed Cedar City campus funding, SpEd state funding changes, and funding programs that have been eliminated or changed.

4.10.2 No motion required.

4.11 District Office Lease Renewal

4.11.1 David Sharette presented the District Office Lease Renewal, linked in the meeting agenda. The board brief outlines the suite assignments and email communications with the landlord regarding lease increases.

4.11.2 Motion: Thomas Young moved to authorize Thomas Hortin to negotiate and execute a lease or sublease of office spaces in suites 300 and 400.

4.11.2.1 Moved: Thomas Young

4.11.2.2 Second: Ruth Kellersberger

4.11.2.3 Vote:

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

5 Management Company Report - 9:00 p.m.

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

5.1.1 Academics - Jen Walstad provided a review of the Elementary Missing Work report. Daniel Baker briefly reviewed the Secondary missing work report and grade distribution report.

5.1.2 Character Development - The Character Development team is currently working on the secondary school dances/balls.

5.1.3 Campus Highlights - Available for board review.

5.1.4 Enrollment - McKayla Zitting reviewed the current enrollment counts and projections for the 2026-2027 school year.

5.1.5 Human Resources - Jeremiah Brennan reviewed the intent to return staffing projections for the next school year and the current merit pay levels. A secure link will be sent to the board for their review and input on the staffing budget.

5.1.6 Finance - Casey Crellin provided a brief review of the March financial key indicators, including year-to-date net income and year-end projected net income.

5.1.7 Compliance - Lisa Brunson provided a review of the 2026 Accreditation Report, linked in the Management Report.

5.1.8 Operations - Available for board review. Tim Evancich reported that great progress has been made with the Draper 3 auditorium build.

5.1.9 Technology - Available for board review.

5.1.10 Transportation - Available for board review.

6 Agenda Items for Future Meetings - 9:10 p.m.

6.1 The next Board Meeting will be held on May 28, 2026.

7 Board Opportunities - 9:11 p.m.

7.1 Graduation Attendance

7.1.1 Carolyn Sharette reviewed the graduation participation opportunities for the board members.

7.2 La Caille 9th Grade Dance

7.2.1 Carolyn Sharette reviewed the La Caille dance event details.

Adjournment at 9:12 p.m.