The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

May 28, 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, Matt Howard
Board Members Present Virtually:	Ruth Kellersberger, Thomas Young (joined at 7:08 p.m.)
Board Members Absent:	None
Staff Present:	David Sharette, Carolyn Sharette, Clarke Headlee, Peri Daley, Lisa Brunson, McKayla Zitting, Tim Evancich, Casey Crellin, Kate York, Jeremiah Brennan
Public Present:	Joseph Dunlop, John Buck, Melanie Clark

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 Board Training - Lisa Brunson reminded the board members to complete the required board trainings linked on the meeting agenda with details on the trainings.

3 Consent Agenda - 7:05 p.m
- 3.1 Items include:
  - 3.1.1 April 23rd, 2026 Meeting Minutes - Linked on meeting agenda
  - 3.1.2 May 5, 2026 Meeting Minutes - Linked on meeting agenda
  - 3.1.3 FY27 Positive Behaviors Plans - Board brief linked on meeting agenda
  - 3.1.4 Policy Amendment - H-4.1 Card Charts - Board brief linked on meeting agenda
  - 3.1.5 No further questions from the board.
  - 3.1.6 Motion: To approve the May 28th, 2026 Consent Agenda.
    - 3.1.6.1 Moved: Ruth Kellersberger
    - 3.1.6.2 Second: Matt Howard
    - 3.1.6.3 Vote:

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

4 Board Business - 7:07 p.m.
- 4.1 FY27 Federal & State Assurances
  - 4.1.1 Lisa Brunson reviewed the Federal and State Assurances for FY2027. Thomas Young joined at 7:08 p.m. Assurances and board brief are linked on meeting agenda.
  - 4.1.2 Motion: To approve the FY27 Federal & State Assurances as presented and direct management to submit them to the USBE in advance of the deadline.
    - 4.1.2.1 Moved: Matt Howard
    - 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 Human Resource Policies - Board briefs and policies are linked on the meeting agenda.

4.2.1 Amended HR Policy: C-4.3.2 - Paid Time Off (PTO) Usage Policy - Kate York reviewed amendments to the Paid Time Off (PTO) usage policy, which amends PTO usage around holidays and blackout dates. Thomas Hortin asked if this is a typical standard at other school districts. The board agreed to follow up with the Human Resources Director and move onto the other agenda items (see 4.2.6 and 4.2.7 below).

4.2.2 New HR Policy: C-8.4 - Provisional Employment Policy for Educators - Kate York reviewed the new HR policy regarding probationary periods for new employees. No further questions from the board.

4.2.3 Motion: To approve C-8.4 Provision Employment Policy for Educators as presented.

4.2.3.1 Moved: Matt Howard

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				

4.2.4 New HR Policy: C-8.5 - Early LOU Termination and Expense Reimbursement - Kate York presented the new HR policy on Early LOU termination and expense reimbursement. Carolyn Sharette provided context for the reason for the new policy. Kate York provided further clarification on the policy details and exemptions.

4.2.5 Motion: To approve C-8.5 Early LOU Termination and Expense Reimbursement as presented.

4.2.5.1 Moved: Ruth Kellersberger

4.2.5.2 Second: Thomas Young

4.2.5.3 Vote:

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

4.2.6 Carolyn Sharette followed up on the initial discussion on PTO usage standards for other school districts. The board agreed to move forward with a motion.

4.2.7 Motion: To approve policy C-4.3.2 PTO Usage Policy as presented.

4.2.7.1 Moved: Matt Howard

4.2.7.2 Second: Ruth Kellersberger

4.2.7.3 Vote:

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

4.3 2026 Bond Financing

4.3.1 David Sharette reviewed the 2026 Bond Financing plan, linked in the meeting agenda. John Buck, UCA's financial advisor, joined the meeting to respond to board members questions. Projects the bond would fund include the Salem K-12 Expansion, WV2 Auditorium and Elementary expansion, and the Eagle Mountain satellite school. Carolyn Sharette reviewed current demographic demands and shifts which impact opportunities for APA school expansions.

4.3.2 David Sharette reviewed UCA's current credit rating status. John Buck provided further information on the credit rating change and cost increase. Casey Crellin reviewed a plan to gather a second rating to potentially lower the cost. David Sharette reviewed the recommendation for the UCA board to approve the bond motion. Carolyn Sharette provided further information regarding the history related to the West Valley auditorium over the past 10 years, expand Salem, and Eagle Mountain demands.

4.3.3 Thomas Hortin asked for clarification on the financial outcome of the Salem Kindergarten expansion. Casey Crellin and Tim Evancich provided updates on the original estimate and final expansion cost. Thomas Hortin asked for execution timeline estimates for these projects. Tim Evancich clarified that the projects would occur simultaneously with no current timeline barriers with our contractors' availability. Thomas Hortin asked if UCA would benefit from waiting another 2 years before bond issuance. John Buck did not recommend waiting due to the risk of rising rates and construction costs.

4.3.4 Motion: To approve the 2026 financing to fund the Salem K-12 Expansion ($13,380,000), the West Valley Auditorium Expansion ($20,506,475), and the Eagle Mountain satellite school ($21,681,148).

4.3.4.1 Moved: Ruth Kellersberger

4.3.4.2 Second: Matt Howard

4.3.4.3 Vote:

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

4.3.5 David Sharette reviewed the credit enhancement application with the Utah Charter School Finance Authority. Ruth Kellersberger asked for clarification on the benefit financially to apply. John Buck clarified the benefit for the application and net positive impact on UCA's bond rates.

4.3.6 Motion: To approve the Utah Charter School Finance Authority Credit Enhancement Application.

4.3.6.1 Moved: Matt Howard

4.3.6.2 Second: Thomas Hortin

4.3.6.3 Vote:

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

4.3.7 David Sharette reviewed the credit enhancement application requirements, which includes a certification letter.

4.3.8 Motion: To approve the certification letter as presented.

4.3.8.1 Moved: Ruth Kellersberger

4.3.8.2 Second: Thomas Young

4.3.8.3 Vote:

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

4.4 Salem High School Expansion

4.4.1 Tim Evancich reviewed the Request for Proposal process for the Salem expansion, including the reasoning for the selection of another project bidder. Notice of Cancellation and new Award Memo linked on the meeting agenda.

4.4.2 Motion: To approve the Notice of Cancellation of Award made to Hogan & Associates for the Salem K-12 Expansion Project and Approve the Award Memo to award the 2nd place bidder - Boyd Martin Construction.

4.4.2.1 Moved: Thomas Hortin

4.4.2.2 Second: Ruth Kellersberger

4.4.2.3 Vote:

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

4.5 Cedar Fort Campus update

4.5.1 Carolyn Sharette provided an update on the Eagle Mountain/ temporary Cedar Fort satellite campus, which requires a waiver to move forward. Waiver is linked on the meeting agenda.

4.5.2 Motion: To approve the Waiver Agreement with USBE.

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 Carolyn Sharette provided an update on the enrollment counts for next school year and transportation plans. The board agreed to pause the discussion on the MOU with the local school district.

4.6 District Office Lease

4.6.1 Thomas Hortin presented the lease agreement for the District office. Lease agreement is linked on the meeting agenda.

4.6.2 Motion: No motion required. Approval was given during last month's board meeting.

4.7 FY27 Draft Budget for Review and Discussion

4.7.1 Casey Crellin reviewed the proposed budget for FY2027, linked on the meeting agenda. Changes include a budget increase and decrease to net surplus. Casey Crellin provided further details on the increase in the District office lease and Special Education funding with the Cedar City campus.

4.7.2 Motion: To approve the FY27 UCA Budget as presented.

4.7.2.1 Moved: Thomas Hortin

4.7.2.2 Second: Matt Howard

4.7.2.3 Vote:

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

5 Management Company Report - 8:22 p.m.

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

5.1.1 Academics - Carolyn Sharette reviewed the Secondary academic report including the ACT report and graduating class information.

5.1.2 Character Development - Available for board review.

5.1.3 Campus Highlights - Available for board review.

5.1.4 Enrollment - McKayla Zitting reviewed the current enrollment counts and re-enrollment counts for next school year.

5.1.5 Human Resources - Jeremiah Brennan reviewed current open positions, including for next school year.

5.1.6 Finance - Casey Crellin presented the April 2026 key financial indicators, including year-to-date net income, days cash on hand, and debt service coverage ratio.

5.1.7 Compliance - Lisa Brunson provided updates on the Annual Charter Operations Certifications (in process) and the APA Fraud Risk Assessment.

5.1.8 Operations - Tim Evancich reviewed current projects to date, including the Draper 3 auditorium. The capital projects budget recommendation for the summer is currently in progress.

5.1.9 Technology - Clark Headlee reviewed one technology event that occurred last month with a data breach that occurred with one of the State's education vendors. Personal identifiable information that was leaked was limited.

5.1.10 Transportation - Available for board review.

6 Board Opportunities - 8:43 p.m.
   6.1 Graduation Attendance details are linked on the meeting agenda.

7 Agenda Items for Future Meetings - 8:43 p.m.
   7.1 The next Board Meeting will be held in June with a specific date TBD.

8 Adjournment to Executive Session via Roll Call vote at 8:43 p.m.
   8.1 Motion: To adjourn to a closed session in accordance with Utah State Code Title 52 Chapter 4 to discuss the purchase, exchange, or lease of real property.
   8.2 Moved: Thomas Hortin
   8.3 Second: Matt Howard
      8.3.1

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

9 Adjournment from Executive Session at 9:00 p.m.
   9.1 Motion: To approve the Real Estate Purchase Contract between Utah Charter Academies and Oquirrh Wood Ranch, LLC as presented.
   9.2 Moved: Ruth Kellersberger
   9.3 Second: Thomas Hortin
      9.3.1

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

Adjournment at 9:05 p.m.