AMERICAN LEADERSHIP ACADEMY
SPANISH FORK

American Leadership Academy — Spanish Fork

Board of Trustees · Meeting Minutes

BOARD APPROVED on October 21, 2026

Date: Wednesday, September 16, 2026

Time: Called to order 6:01 p.m. MT; adjourned approximately 7:55 p.m. MT

Place: 898 W 1100 S, Spanish Fork, UT 84660 · Jr High Central Office, Room 226

Electronic access: https://meet.google.com/xuv-etoy-gde

Recording: An audio recording of the open meeting was made and is retained as a public record.

Presiding: Michael C. Johnson, Board Chair

1. Call to Order

Chair Johnson called the meeting to order at 6:01 p.m. Cody Reynolds led the Pledge of Allegiance. The Chair read the mission statement.

2. Roll Call

Mark one column for each member.

Board Member	In Person	Electronic	Absent
Michael C. Johnson	X		
Brenda Peterson	X		
Cody Reynolds	X		
Matt Throckmorton	X		
Summer Wright	X		
Monique Hone			X

A quorum was present. No member participated electronically. Emeritus (non-voting): Krystin Morley and Dr. Eric Hogenson.

The Chair noted that Ms. Hone's term ended September 1, 2026. Vice Chair Peterson reported there was not time to complete an election by that date and that Ms. Hone is willing to continue pending Board action. This item was referred to the October 21 agenda.

3. Public Comment

Comments limited to two minutes. The Board acknowledges comments but does not respond during the meeting. No public comment was offered.

Jordan Way introduced Charter One staff present: Keegan Bassett, Sarah Scatena, Lauren Evancho, and Erika Nilsen.

4. Charter One Management Updates

A. Campus report. Presented by Sarah Scatena in place of Brett Doughty. On-site operations support and weekly director check-ins are in place. Enrollment approximately 1,675–1,678 (about 1,616–1,627 last year); secondary 778 (760 last year). Elementary Principal Rhett reported higher enrollment, BOY benchmarking, and reading results near 82.7%. Secondary Principal Sheldon reported improved climate after the dress-code change, NWEA testing underway, Homecoming beginning the next day, and football 4–1. Feedback on the new secured entry has been positive. An FTE report will be sent to the Board after Jan Searle and HR compile it.

B. Finance report. Trevor Denham reviewed the approved FY27 budget (~$23.6 million revenue; ~$3.2 million EBITDA; DSCR 1.0 against a 1.1 covenant, so ~$300,000 additional EBITDA is needed) and July–August actuals, which are tracking the prorated budget. About 10 positions totaling roughly $700,000–$800,000 remain under review for school vs. Charter One payroll because of URS. Any EMO-scope labor left on the school books will reduce the management fee dollar-for-dollar. An update is due October 21.

C. Facilities report. Rich Morley referred to his written update. The bond-funded expansion is behind schedule, now projected for March; the contractor is on notice for liquidated damages. Bond holders approved a ~$2.7 million draw for the MTEC purchase/retrofit, subject to remaining diligence including a Phase I environmental study.

D. Academics and federal programs. Amaris Lewis was absent. Juliel Davis gave the federal-programs update.

5. Consent Agenda

Item: June 24, 2026 draft meeting minutes. Members discussed circulating a shared document for pre-meeting edits.

Motion by Cody Reynolds, second by Brenda Peterson, to approve the June 24, 2026 meeting minutes.

Vote: Yes — Johnson, Peterson, Reynolds, Throckmorton, Wright. Absent — Hone. Motion carried 5–0.

6. Board Training and Governance

A. Open and Public Meetings Act. Annual training under Utah Code § 52-4-104 will be completed by members outside the meeting. Confirmation of completion will be collected.

B. Fraud risk assessment. Jan Searle presented the State Auditor assessment for 2025–26.

C. School LAND Trust Program training. Annual board training under Utah Code § 53G-7-1206 and R277-477. Materials, including fall requirements due October 20, 2026, will be circulated; members will complete the training.

7. Discussion Items

A. Parent Council structure. Vice Chair Peterson presented bylaw edits to remove Parent Council language and to correct $250,000 to $25,000. No vote.

B. Annual meeting / officers. The Board discussed combining nominations and the election and retaining the current officer structure. Assignment of the secretary office to Charter One was deferred until the bylaws align with the EMO agreement. Formal action under Item 8.D.

C. TSSA and School LAND Trust implementation. The Board serves as the LAND Trust council. Campus leaders reviewed current-year implementation and budget adjustments, including curriculum, professional development, and devices.

D. Bylaws. Mitchell Schwab and Jordan Way discussed Peterson's edits and further Charter One recommendations. Restated bylaws were deferred so changes can be consolidated for October 21.

8. Action Items

A. Policies. Tina Letchworth presented 14 new or updated policies required after the 2026 session (conflict of interest; board confidentiality; third-party contractors; Title I parent engagement; attendance; student fees; bullying/hazing; discipline and behavior; corporal punishment; hotline; AI; TSSA / S.B. 241; SHINE; Title IX). Discussion included complaint routing, AI use, early-literacy TSSA set-aside if scores fall below the state benchmark (not currently triggered), Title IX roles, and SHINE recusal (not required for members present). Members will sign the confidentiality agreement.

Motion by Matt Throckmorton, second by Summer Wright, to approve Action Item A (all 14 policies) as presented, with non-substantive typographical and format corrections.

Vote: Yes — Johnson, Peterson, Reynolds, Throckmorton, Wright. Absent — Hone. Motion carried 5–0.

B. LEA-specific licenses. Juliel Davis presented the licenses in the packet.

Motion by Brenda Peterson, second by Cody Reynolds, to approve the LEA-specific licenses as presented.

Vote: Yes — Johnson, Peterson, Reynolds, Throckmorton, Wright. Absent — Hone. Motion carried 5–0.

C. School LAND Trust plan amendment. Considered following the Item 7.C discussion.

Motion by Matt Throckmorton, second by Brenda Peterson, to approve the School LAND Trust plan amendment as presented.

Vote: Yes — Johnson, Peterson, Reynolds, Throckmorton, Wright. Absent — Hone. Motion carried 5–0.

D. Nomination and election of officers. Nominations: Michael C. Johnson, Chair (Reynolds; seconded); Brenda Peterson, Vice Chair (Reynolds / Throckmorton); Cody Reynolds, Treasurer (Peterson; seconded); Summer Wright, Secretary (Throckmorton / Peterson).

Motion by Matt Throckmorton, second by Brenda Peterson, to elect the officers as nominated.

Vote: Yes — Johnson, Peterson, Reynolds, Throckmorton, Wright. Absent — Hone. Motion carried 5–0.

Officers: Chair — Michael C. Johnson; Vice Chair — Brenda Peterson; Treasurer — Cody Reynolds; Secretary — Summer Wright.

9. Items for the Next Meeting — October 21, 2026

Utah Grants budget; fee update; concurrent enrollment report (R277-701); TSSA budget and framework; current TSSA / LAND Trust plan and last year's implementation; digital citizenship; board training; remaining policy updates; Monique Hone term and next election timing; restated bylaws (including Parent Council language); update on the ~10 employee positions, URS/payroll, and management-fee true-up.

10. Closed Session

No closed session was held.

11. Announcements

SCSB Policy Training: September 24, 2026, 10:00 a.m. via Zoom (details previously sent). Next regular meeting: Wednesday, October 21, 2026, 6:00 p.m. Remaining dates approved June 24, 2026: January 20, April 21, and June 23, 2027.

12. Adjournment

Motion by Matt Throckmorton, second by Cody Reynolds, to adjourn.

Vote: Unanimous voice vote of members present. Meeting adjourned at approximately 7:55 p.m.

Approved minutes are the official record. Utah Code § 52-4-203.

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