The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

October 1, 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, Thomas Young, Ruth Kellersberger
Board Members Absent:	None
Staff Present:	Carolyn Sharette, Clarke Headlee, Lisa Brunson, Kate York, Daniel Baker, Peri Daley, Mandy Brown, Tim Evancich, McKayla Zitting, Jeremiah Brennan, Casey Crellin
Public Present:	Joe Dunlop

1 Welcome
- 1.1 Matt Howard welcomed the board members that were present via roll call at 7:06 p.m.

2 Presentation and Comments
- 2.1 Public Comment - Matt Howard invited public comment. None was given.

3 Consent Agenda
- 3.1 August 27, 2026 Meeting Minutes
- 3.2 Motion: To approve the October 1, 2026 Consent Agenda.
  - 3.2.1 Moved: Thomas Hortin
  - 3.2.2 Second: Ruth Kellersberger
  - 3.2.3 Vote:

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

4 Board Business - 7:08 p.m.
- 4.1 New Policy: C-3.5 Tobacco- and Vape-Free Campus Policy
  - 4.1.1 Kate York presented the Tobacco- and Vape- Free Campus Policy, including the background requiring the policy. The board brief and policy are linked on the meeting agenda.
  - 4.1.2 Motion: Adopt C-3.5 Tobacco- and Vape- Free Campus Policy.
    - 4.1.2.1 Moved: Thomas Hortin
    - 4.1.2.2 Second: Ruth Kellersberger
    - 4.1.2.3 Vote:

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

- 4.2 Policy Amendment: C-6.2.1 Ownership of Work Product Policy
  - 4.2.1 Kate York reviewed the policy amendment for the Ownership of Work Product Policy. The amendment is linked on the meeting agenda with the board brief. Carolyn Sharette provided background on the policy. Thomas Hortin asked if the policy applied to APA, UCA, or APS. Carolyn Sharette clarified that the policy covers APA, and APS does also have intellectual property rights per the management contract. Ruth Kellersberger asked for clarification on whether “after hour” applies, and Kate York provided clarification.
  - 4.2.2 Motion: Approve the amendments to C-6.2.1 Ownership of Work Product policy.
    - 4.2.2.1 Moved: Thomas Hortin

4.2.2.2 Second: Ruth Kellersberger

4.2.2.3 Vote:

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

4.3 Policy Amendment: E-1.1.1 Personal Care Independence Policy Amendment

4.3.1 Kate York reviewed the amendments to the Personal Care Independence Policy, linked on the meeting agenda with a board brief. Kate York clarified that these amendments are due to legislative changes.

4.3.2 Motion: Approve the amendments to E-1.1.1 Personal Care Independence policy.

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 Policy Amendment: Purchasing (Section 4 of UCA Fiscal Policy Manual)

4.4.1 Kate York reviewed the Purchasing amendment, linked with a board brief on the meeting agenda. Carolyn Sharette provided additional background. Lisa Brunson recommended an effective date of mid- to late- December 2026.

4.4.2 Motion: Approve the amendments to Section 4 of the UCA Fiscal Policy Manual ("Purchasing") with an effective date of December 15, 2026 as presented.

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 New Policy: GB-3.1 Policy Adoption, Revision, and Maintenance

4.5.1 Kate York presented the new policy of Policy Adoption, Revision, and Maintenance. A board brief is linked on the meeting agenda. Kate York provided background information on the improvements to the policy creation and maintenance process.

4.5.2 Motion:Adopt GB-3.1 Policy Adoption, Revision and Maintenance policy as presented, superseding A-3.3 Policy Development.

4.5.2.1 Moved: Thomas Hortin

4.5.2.2 Second: Ruth Kellersberger

4.5.2.3 Vote:

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

4.6 Quality Charter School Program (CSP) Application(s)

4.6.1 Lisa Brunson reviewed the UAPCS CSP grant opportunities for APA to apply on behalf of the WV2/3 and Eagle Mountain campuses.

4.6.2 Motion: Approve the submission of CSP grant applications to the Utah Association of Public Charter Schools on behalf of APA-The Accelerated School (WV2 & WV3) and APA-Eagle Mountain.

4.6.2.1 Moved: Thomas Hortin

4.6.2.2 Second: Ruth Kellersberger

4.6.2.3 Vote:

	T.Y	T.Ho	M.H	R.K

Aye	X	X	X	X
Nay				
Abstain				

4.7 SYE27 Title IA LEA and Schoolwide Plans

4.7.1 Lisa Brunson reviewed the Title IA plans for SYE (school year end) 2027. The plans and board brief are linked on the meeting agenda.

4.7.2 Motion: Approve the SYE27 Title IA LEA and Schoolwide Plans as presented

4.7.2.1 Moved: Thomas Hortin

4.7.2.2 Second: Ruth Kellersberger

4.7.2.3 Vote:

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

4.8 Approval of Review Committee Recommendation to Award RFP for West Valley 2/3 Expansion

4.8.1 Tim Evancich reviewed the RFP award recommendation for the West Valley 2/3 campus expansion, linked on the meeting agenda.

4.8.2 Motion: Accept the RFP review committee's recommendation to award the 26-West Valley Campus 2/3 Expansion project contract to Mahas Construction.

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 Approval of Review Committee Recommendation to Award RFSQ for Eagle Mountain RFP

4.9.1 Tim Evancich reviewed the RFSQ award recommendation, linked on the meeting agenda.

4.9.2 Motion: Accept the RFSQ review committee's recommendation to award the 26-Eagle Mountain K6 design to SPE Architects.

4.9.2.1 Moved: Thomas Hortin

4.9.2.2 Second: Ruth Kellersberger

4.9.2.3 Vote:

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

5 September Management Company Report - 7:41 p.m.

5.1 Report is linked on the meeting agenda.

5.2 Carolyn highlighted notable reports, linked on the board agenda. Lisa Brunson reviewed the end of year reports listed, including Land Trust reports, Positive Behavior reports, and the School Achievement Metrics and School Improvement plans. Lisa Brunson reviewed the School Improvement Plan development process.

5.3 Academics - Daniel Baker reviewed the Elementary Student Groups Progress Report and Acadience Reading SY2026 report. Carolyn Sharette reviewed the Acadience Reading SY2026 report in further detail. … Daniel Baker reviewed the Secondary AP Summary Report. Ruth Kellersberger asked for insight on the amount of students that do not take the AP test due to poor testing and for insight on AP vs concurrent enrollment. Carolyn Sharette and Daniel Baker provided clarification.

5.4 Character Development - Mandy Brown reviewed the Character Development department highlights, including secondary and elementary highlights. The board watched part of a video for a character development event: secondary Dress for Success.

5.5 Campus Highlights - Available for board review.

5.6 Enrollment - McKayla Zitting reviewed current enrollment counts including marketing efforts to enroll new students.

5.7 Human Resources - Jeremiah Brennan reviewed current open staff positions and counts.

5.8 Finance - Casey Crellin reviewed the key indicators for August 2026, including year-to-date net income (projected and budgeted), days cash on hand, and debt service coverage ratio. Casey Crellin reviewed the P&L vs Budget for August 2026. Casey Crellin provided an update on the current financial audit.

5.9 Compliance - Reviewed at the beginning of the management report. Grants received are available for board review.

5.10 Operations - Tim Evancich reviewed major projects, including the D3 Auditorium build, WV2/3 Auditorium build, and Salem High School Expansion. Tim Evancich provided an update on the repairs to the WV2/3 campus connected to the fatal car accident in September.

5.11 Technology - Clarke Headlee reviewed current technology projects, including safety updates, Eagle Mountain campus projects open, new year updates, and continuous projects.

5.12 Transportation - Carolyn Sharette provided an update on the Eagle Mountain campus bus route.

6 Upcoming Board Member Opportunities - 8:41 p.m.

6.1 The board meeting agenda includes several events for board members to attend, including a sign up document for board members to attend Veterans Day assemblies. Board members were also invited to attend CSP Grant interview trainings and interviews. Lisa Brunson will provide follow up communication on interview details.

7 Agenda Items for Future Meetings - 8:46 p.m.

7.1 The next Board Meeting will be held on October 22, 2026.

8 Adjournment at 8:46 p.m.