

**The Minutes - Approved
Regular Governing Board Meeting
Utah Charter Academies**

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

May 25, 2023

7:04 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT/Google Meet Hybrid Meeting
Board Members Present: Ted Heap, Brad Blanchard (remote), Stephanie Henderson (remote), Thomas Young (remote - joined at 7:08 p.m.)
Board Members Absent:
Staff Present: Carolyn Sharette, Kate York, David Sharette, Peri Daley, Lisa Brunson,
Guests Present: Thomas Horton

1 Welcome

1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:04 pm.

2 Presentation and Comments

2.1 Public Comment - The chair invited public comment. None was given.

3 Consent Agenda

3.1 Items include:

3.1.1 Minutes from May 4, 2023 Board Meeting

3.1.2 Governance Policies - Kate York reviewed the corrected verbiage from School Director to Management Company Executive.

3.2 Motion: To move the Governance Policies review to a later date.

3.2.1 Moved: Stephanie Henderson

3.2.2 Second: Brad Blanchard

3.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

3.3 Motion: To approve the May 4, 2023 Consent Agenda.

3.3.1 Moved: Stephanie Henderson

3.3.2 Second: Brad Blanchard

3.3.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4 Board Business - 7:16 p.m.

4.1 Fraud Risk Assessment - Lisa Brunson

4.1.1 Lisa Brunson reviewed APA's Fraud Risk Assessment with a risk level score in the "very low" range. Details included in the board brief, linked on the meeting agenda.

4.1.2 Motion: To approve the submission of the completed FY23 Fraud Risk Assessment as presented.

4.1.2.1 Moved: Stephanie Henderson

4.1.2.2 Second: Brad Blanchard

4.1.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.2 Wellness Policies - Kate York

4.2.1 Kate York reviewed APA's Comprehensive School Wellness Policies as a triennial review requirement of all current, relevant APA policies. Details available, linked on the meeting agenda.

4.2.2 Motion: To approve the Wellness Policies as presented.

4.2.2.1 Moved: Thomas Young

4.2.2.2 Second: Stephanie Henderson

4.2.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.3 Board composition - Ted Heap

4.3.1 Ted Heap reviewed the current status of the board composition, including recent interviews. The board members discussed the option of conducting further interviews and expanding the board. The Board agreed to interview more candidates and further discuss the option of adding two or more board members.

4.4 FY24 Budget - Final Budget - Casey Crellin

4.4.1 Casey Crellin presented the FY24 Final Budget. No changes have been made since its presentation at the last board meeting. Public posting is due June 1 and will be adopted by the Board by June 30, 2024. Budget is linked on the meeting agenda.

4.4.2 Motion: No motion required.

4.5 FY24 Capital Projects Budget - Casey Crellin

4.5.1 Casey Crellin reviewed the FY Capital Projects Budget list. Thomas Young discussed the option of allocating funds elsewhere instead of towards new cameras and supporting systems. Capital Projects Budget with a list of the special projects list is linked on the meeting agenda.

4.5.2 Motion: To approve the FY24 Capital Projects Budget with the exception of new cameras and supporting systems.

4.5.2.1 Moved: Thomas Young

4.5.2.2 Second: None

4.5.3 Motion: Final review. No motion required.

4.6 New Sweep Account for UCA Alta Bank Operating Fund Account - Casey Crellin

4.6.1 Casey Crellin presented the option of opening a new Operating Fund Account for Utah Charter Academies.

4.6.2 Motion: To approve the new account for UCA operating funds.

4.6.2.1 Moved: Brad Blanchard

4.6.2.2 Second: Thomas Young

4.6.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

5 Management Company Report - 7:56 p.m.

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

5.1.1 Academics - Elementary and Secondary reports, including Upcoming Graduate Highlights, available for board review and linked on the meeting agenda.

5.1.2 Character Development - Carolyn Sharette reviewed the department highlights and current events, including the Constitution Week Youth Council new website and video.

5.1.3 Campus Highlights - Available for board review and linked on the meeting agenda.

5.1.4 Enrollment - Carolyn Sharette presented the current enrollment count. APA is ahead by around 200 applications compared to this time last year.

- 5.1.5 Human Resources - Available for board review and linked on the meeting agenda.
- 5.1.6 Finance - Casey Crellin presented the monthly financial report, including the monthly BVA and projected year-end net income.
- 5.1.7 Compliance - Carolyn Sharette reviewed the current compliance activities of note, including the School Climate Survey Waiver and USBE surprise APA SPED monitoring visit outcomes.
- 5.1.8 Operations - Current projects and updates are available for board review and linked on the meeting agenda.
- 5.1.9 Technology - Available for board review and linked on the meeting agenda.
- 5.1.10 Transportation - Available for board review and linked on the meeting agenda.
- 5.1.11 Post Service June 6th - 9th at Draper 3 - Invitation for the Board Meeting to attend one of the Executive Team presentations which includes data from the 2022-2023 school year.
- 5.1.12 Motion: No motion required. All metrics of the Management Report have been met.

6 Agenda Items for Future Meetings - 8:18 p.m.

6.1 Annual Compliance Assurances

6.2 Next Board Meeting will be held June 22, 2023

7 Graduation Attendance

7.1 West Valley 3 is June 3rd at 10:00 am (Thomas Young)

7.2 Draper 3 is June 3rd at 2:00 pm (Ted Heap)

8 Adjournment at 8:20 p.m.