

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

May 27, 2021  
 7:08 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT  
 Board Members Present: Stephanie Henderson, Thomas Young, Ted Heap, Brad Blanchard, Dee Henderson  
 (Dee Henderson joined during Public Comment).  
 Board Members Absent: None  
 Staff Present: Carolyn Sharette, Daniel Baker, David Sharette, Jen Walstad, Clarke Headlee, James Thelin,  
 Karen Thelin, Lisa Brunson, Kate York, Casey Crellin  
 Guests Present: Christin Maher, Jorden Cooper, Kami Merrill, Paul Winward

1 Welcome

1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:08 pm

2 Presentation and Comments

2.1 Public Comment - Ted Heap invited public comment.

- 2.1.1 Jorden Cooper would love for APA to come out to Cedar City
- 2.1.2 Karen Thelin, nurse and parent at APA is moving to Cedar City. Great experience with achievement groups and character development at APA.
- 2.1.3 Kami Merrill is excited about the possibility of APA coming to Cedar City. Core values, patriotism, achievement-level groups. Father is on the local school board and has vetted APA and loves it.
- 2.1.4 Christin Maher says achievement-level groups are needed in Cedar City. Husband used to work at Excelsior, so they are familiar with the APA model which was implemented there.
- 2.1.5 James Thelin, Karen’s husband, knows that APA empowers students and teaches students to learn and to grow from where they are. Predicts by Year 2 APA will have to turn away students. APA provides positive reinforcement that has been so helpful for his children.

2.2 Board Training - Open and Public Meetings Act - completed by all Members.

3 Consent Agenda

3.1 Items include:

- 3.1.1 APA Policies - Chapter C - Section 3.0 - Professionalism
- 3.1.2 Minutes from the April 27, 2021 meeting
- 3.1.3 Motion: To approve the May 27, 2021 Consent Agenda
- 3.1.4 Moved: Stephanie Henderson
- 3.1.5 Second: Thomas Young
- 3.1.6 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X	X	X
Nay					
Abstain					

4 Management Company Report

4.1 Financial Report (Casey Crellin)

4.1.1 Financial Reports Review - Most year-over-year discrepancies explained by COVID shut-down in FY20 compared to in-class this year, as well as delays in FY20 of state reimbursement of federal funds. Net Income does not reflect \$300k reimbursement (FY21 IDEA) that was due in April allotment but not received. Expect to be in the positive by end-of-fiscal year. Accounts payable is

up significantly from FY20 due to decision to hold onto accounts at the end of the month to act as a payroll buffer.

- 4.1.2 FY20 Audit - CFO expressed gratitude to Squire & Company for completing the audit. Annual audit report will be presented by Squire later in the meeting (see below).
- 4.1.3 CTE CAP Update - USBE expectation for CTE funding is that we will grow the program each year. Looked at the numbers to meet (MOE) and made the determination to withdraw from the funding.

5 Board Business

5.1 Purchasing and Contracts

5.1.1 Motion: To approve the previously approved Audio Enhancement purchase of classroom audio at WV2

5.1.1.1 Moved: Dee Henderson

5.1.1.2 Second: Brad Blanchard

5.1.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X	X	X
Nay					
Abstain					

5.2 Human Sexuality Curriculum

5.2.1 Motion: To approve the Utah Law and Policy Sex Education Instruction Assurances for 2020-2021 as reviewed.

5.2.1.1 Moved: Dee Henderson

5.2.1.2 Second: Brad Blanchard

5.2.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x	x	x	x
Nay					
Abstain					

5.3 2021 Fraud Risk Assessment - Discussion regarding the needed trainings for board members and revisit in June board meeting.

5.4 SCSB SCAF Assurances - Discussion - Board Chair and Ex. Dir. need to complete these by May 31st.

5.5 Amendments to Choir Fees Introduced for West Valley 2 and Draper 3 for 2021-2022SY. Will vote on these in June meeting.

5.6 E-1.5 Transfer Policy Amendments

5.6.1 Motion: To approve the amendments to policy E-1.5 - Transfer Students.

5.6.1.1 Moved: Dee Henderson

5.6.1.2 Second: Brad Blanchard

5.6.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X	X	X
Nay					
Abstain					

6 FY20 Audit Presentation by Paul Winward, Squire & Company - Time certain 8:30

- 6.1 Clean opinion related to the audited financial statements for FY20
  - 6.1.1 UCA is in a good financial position, with \$4.4M equity at end of FY20
  - 6.1.2 Budget-to-Actual Report
    - 6.1.2.1 Majority spent in classrooms (salary & benefits)
- 6.2 Report on Controls and Other Matters in Relation to School Operations - No Deficiencies or Issues of Material Weakness in Internal Controls
- 6.3 Report in Accordance with the Uniform Guidance - governing receipt of federal funds
  - 6.3.1 Opinion that school complied with all major program compliance requirements & guidelines
- 6.4 State Compliance Audit Guide - Compliance is that UCA complied with all requirements
  - 6.4.1 For FY20, the State required that auditors review State SpEd programs, TSSA. The USBE has written into the audit guide that all expenses against those programs must be recorded when they occur, and cannot be changed, in opposition to State Law. There is no opportunity to adjust the allocated expenses to those programs on a quarterly or annual basis. While the State Audit department is flexible, USBE continues to maintain adjustments to codes cannot be made. Squire will be looking for further clarification from the USBE regarding this discrepancy. Using their professional judgment as a firm, Squire issued an opinion (similar to that for other school districts and charter schools that they audit) that makes this an “other matter” rather than a finding of non-compliance. The auditors did not find any questioned costs in State SpEd programs. Auditors do not see any reason to justify the state requiring funds to be paid back from UCA.

7 Return to Board Business

7.1 E-1.4 Withdrawal Policy Amendments

7.1.1 Motion: To approve the amendments to policy E-1.4 - Withdrawal of Students

7.1.1.1 Moved: Dee Henderson

7.1.1.2 Second: Stephanie Henderson

7.1.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X	X	X
Nay					
Abstain					

8 Management Company Reports

8.1 Academic Report (Carolyn Sharette)

8.1.1 Campus Reports - Memorial Day Events have been going really well. Emphasized gold star families this year. Will discuss curricular aspects of the event to consider refresh.

8.1.2 On/Off Campus Enrollment Data. Very few changes from last month. Approx. 90% in-person.

8.1.3 2021-22 Enrollment Update - going very well, anticipate full enrollment within targets

8.1.4 Graduation - request for board member to attend (Brad will attend and accept WV2 seniors. Thomas will try to make it for D3 graduation. If not, Brad will attend.)

8.1.5 Academics (Jen Walstad) - Elementary accountability elements compared with prior years show students have performed well academically this year in spite of COVID19 disruptions.

8.2 Cedar City Expansion Update - Will be sharing the draft application before next board meeting, for approval.

Adjournment by Ted Heap at 9:19 p.m.

*(Documents related to this meeting are available on request.)*