

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

July 24, 2021  
 7:07 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 joined the meeting at 7:26pm.

Board Members Absent: Dee Henderson

Staff Present: Carolyn Sharette, Daniel Baker, David Sharette, Lisa Brunson, Kate York, Casey Crellin,  
 Tim Evancich

Guests Present:

1 Welcome

1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:07 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 the May 27, 2021 meeting
- 3.1.2 Motion: To approve the June 24, 2021 Consent Agenda
- 3.1.3 Moved: Thomas Young
- 3.1.4 Second: Stephanie Henderson
- 3.1.5 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4 Board Business

4.1 2021 Fraud Risk Assessment

- 4.1.1 Report: Office of the State Auditors Training was completed by Board members
- 4.1.2 Fraud Risk Assessment Presented to the Board for Review

4.2 School Fee Amendments

- 4.2.1 First Review of Amendments: Draper 3 Ballroom Dance and West Valley 2 Art Courses
- 4.2.2 Second Review of Amendment to the Choir Fees on the Draper 3 and West Valley 2 Fee Schedules
- 4.2.3 Motion: To approve the amendment to the 2021-2022 Choir Fees on the WV2 and D3 Fee Schedules.
  - 4.2.3.1 Moved: Stephanie Henderson
  - 4.2.3.2 Second: Thomas Young
  - 4.2.3.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.3 USBE Annual Assurances

4.3.1 Motion: To approve the annual assurances as presented, and to direct management to submit them to the USBE in advance of the deadline.

4.3.1.1 Moved: Thomas Young

4.3.1.2 Second: Stephanie Henderson

4.3.1.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.4 Policies

4.4.1 New Policy

4.4.1.1 I-4.9 Protection of Pupil Rights Amendment (PPRA) - APA is currently following the state’s model procedures, and with this policy will be implementing the required policy.

4.4.2 Updated Policies

4.4.2.1 H-3.0 Student Code of Conduct - Minor changes to bullying definition and parent interventions, recommended by district admin.

4.4.2.2 I-4.1 Security Cameras - Clarifies when security footage may be shared or retained.

4.4.2.3 B-10.0 Facility Use - Updated language to allow APA to provide facilities for political purposes at no cost.

4.4.2.4 B-1.3 Budgeting - Timeline for the budget process each year provided in policy. Discussion about providing opportunities for the board to review the draft budget prior to the annual budget being presented for board adoption.

4.4.3 Motion: To approve the PPRA Policy and the policy amendments to the Student Code of Conduct, Security Cameras, Facility Use, and Budgeting policies as presented.

4.4.3.1 Moved: Thomas Young

4.4.3.2 Second: Brad Blanchard

4.4.3.3 Vote:

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

4.5 APS Contract

4.5.1 Motion: To approve the APS Contract Extension as presented.

4.5.2 Moved: Stephanie Henderson

4.5.3 Second: Thomas Young

4.5.4 Vote:

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

5 Management Company Report

- 5.1 Academic Report - The schools had a successful post-service where we analyzed data and evaluated performance from the 2020-2021 school year. Saw learning loss but also pleased to see resilience. We are in the middle of the teacher licensing program. Twenty-one teachers through their first year of the APPL program. Hiring is going well.
  - 5.1.1 Enrollment Update - Waitlists are building. We know some will pull out over the next few months. Excited that we are at our 500 mark in Salem.
  - 5.1.2 Constitution Day - Will be on Facebook Live this year. Invitation to Board Members to participate in the Readings Schedule for the Constitution. Previously had Senator Mike Lee, students, teachers, and others read for us. Ted Heap and Thomas Young asked to participate.
- 5.2 Financial Report
  - 5.2.1 May Financials - Overall reporting month's net income of \$14,000. YTD loss of \$186,000. Ahead of where we were last year at this time. This delay in program submissions and revenue receipts occurs annually. Because we cannot receive June expenses until July Allotment, they are received in a Period 13 in July. We expect the \$186,000 to turn into a profit of \$1,000,000. Spending in May last year is different from FY21 because we were not meeting in person due to COVID, making this month not comparable with FY20.
  - 5.2.2 Program Close-out: We worked with the state to identify how to close out several programs such as CTE and specific Special Education grants. This resulted in a return of approximately \$100,000 to the USBE.
  - 5.2.3 Continue to work with Crowe. They arrived in person to visit our schools and observe our programs and processes.
  - 5.2.4 FY21 EOY Projection and FY22 Budget - Expect to be approximately \$1Million profit by end of fiscal 2021. Removed some COVID funds from FY22 budget and increased wpu. Other assumptions identified within the budget, such as 5% increases in utilities, management fee, inflation, etc. Conservative approach taken. Projecting a net income of \$1.5 million at the end of FY22 (\$2 million higher than FY21). 10% of the anticipated USBE State Special Education penalty has been included. Each Income/Expense line item discussed. Board requested the full budget spreadsheet. Auditor training suggests that the budget include three years of budget for trend analysis: previous year actual, current year forecast, proposed year budget. Decision to set up an independent review with Squire prior to June 30th so that the board can have more feedback and opportunity to look over the budget before the board approval.
  - 5.2.5 Meeting proposed for Tuesday, June 29th, at 7pm, to review and potentially approve the budget.
- 5.3 Operations Report
  - 5.3.1 Facilities Maintenance, repair, and renovations - D3 Auditorium update. We have submitted a letter of clarification regarding our view of the contractor's obligations. The Surety's obligation is to ensure that there are no liens on our properties. Request for information on their response prior to the July board meeting.
  - 5.3.2 Foods Program - Our program director has been pushing our supplier to increase the quality of the food and maintaining or decreasing the cost. The vendor has not responded favorably. We have identified a location with the equipment we need and in great proximity to our campuses that we are excited about leasing to utilize for our student food needs. The lease would be offset by the lunch fee recovery that would have been paid to our vendor. This means we will be bringing the food preparation in-house and not using a vendor for the 21-22 school year. Expectation is that this program will generate a surplus that can be used to improve the foods program.
  - 5.3.3 Facilities Summer Projects - List is presented in the board drive that we would like to complete before the new school year begins where possible.. Largest expense is for space modification at Draper 2 that will allow for higher enrollment. Turf replacement is required at WV1 & WV2. Surplus from the year is where we look for the funds to accomplish these projects. With COVID we tabled most of our summer projects in 2020. In 2019 we spent approximately \$1 million in summer projects.
    - 5.3.3.1 Motion: To approve up to \$600,000 in expenses for facilities maintenance, repair, and renovations.
    - 5.3.3.2 Moved: Stephanie Henderson
    - 5.3.3.3 Second: Brad Blanchard
    - 5.3.3.4 Vote:

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

5.4 Compliance Report

5.4.1 SCSB Response to Charter Agreement Key Elements and Goals

6 Agenda Items for Future Meetings

6.1 No additional agenda items

7 Executive Session

7.1 Motion: To adjourn the meeting in order to discuss pending or reasonably imminent litigation, and the purpose of discussing information provided to the public body during the procurement process

7.1.1 Moved: Brad Blanchard

7.1.2 Second: Stephanie Henderson

7.1.3 Roll Call Vote:

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

Adjournment from Executive Session at 9:04

Adjournment by Ted Heap at 9:05

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