

The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

August 4, 2021
 7:06 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT
 Board Members Present: Dee Henderson, Thomas Young, Brad Blanchard
 Board Members Absent: Stephanie Henderson, Ted Heap
 Staff Present: Carolyn Sharette, David Sharette, Lisa Brunson, Kate York, Tim Evancich,
 Casey Crellin
 Guests Present: Jonathan Bejarano, Dave Mortensen

1 Welcome

1.1 Upon determining the presence of a quorum, Dee Henderson welcomed the board members that were present at 7:06 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 June 24, 2021 and 29, 2021 meetings

3.1.1.1 Motion: To approve the Minutes from the June 24 and 29 board meetings.

3.1.1.2 Moved: Thomas Young

3.1.1.3 Second: Brad Blanchard

3.1.1.4 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

3.1.2 Policy Amendments E-1.1 Lottery and Enrollment and E-13.0 School Fees and Fee Waivers

3.1.3 Motion: To approve the August 2, 2021 Consent Agenda

3.1.4 Moved: Brad Blanchard

3.1.5 Second: Thomas Young

3.1.6 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

4 Board Business

4.1 Grant Applications

4.1.1 ARP - ESSER III (\$4.7 Million) - Next Steps - Lisa Brunson

4.1.2 ARP - ASP (between \$300,000 and \$1.2 Million over 3 years) Lisa Brunson

4.1.2.1 Motion: To authorize the filing of the ARP - Afterschool and Summer Program grant application on behalf of UCA.

4.1.2.2 Moved: Thomas Young

4.1.2.3 Second: Brad Blanchard

4.1.2.4 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

4.2 School Fee Schedule Amendments

4.2.1 1st review (No Voting Action Required): Salem Fee Schedule Amendments

4.2.2 2nd Review (Voting Action below): West Valley 2 and Draper 3 Fee Schedule Amendments. Question about the Disney trips and if those are coordinated across campuses. Answer: Yes.

4.2.2.1 Motion: To approve the amendments to the 2021-2022 West Valley 2 and Draper 3 Fee Schedules.

4.2.2.2 Moved: Brad Blanchard

4.2.2.3 Second: Thomas Young

4.2.2.4 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

4.3 Policy Amendments

4.3.1 B-1.3 Budgeting - Amended to include that it will be delivered to the governing board prior to June 1st.

4.3.2 B-1.9 Cash Disbursements - removes procurement language which was formalized under a separate policy.

4.3.3 B-2.1 Procurement - added language around sole source and construction to align with changes in Rule. Question and explanation regarding sole source procurement.

4.3.4 B-5.1 Employee Travel Reimbursement - updated to be more closely aligned with a state template.

4.3.5 Motion: To approve the amendments to the Budgeting, Cash Disbursements, Procurement, and Employee Travel policies as presented.

4.3.6 Moved: Brad Blanchard

4.3.7 Second: Thomas Young

4.3.8 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

4.4 Early Learning Plan - Lisa Brunson

4.4.1 Review of Early Learning Plan: Literacy, Mathematics, and Professional Development

4.4.2 Motion: To approve the 2021-2022 Early Learning Plan

4.4.3 Moved: Thomas Young

4.4.4 Second: Brad Blanchard

4.4.5 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

5 Management Company Report

5.1 Academic Report - status report. We have held our two-day SIP Summit which has resulted in 83 goals prompted by our analysis. We have 500-600 individuals in training this week. Carolyn was able to present those goals to the entire staff this year. Thus far there is no mask mandate. We will be on the same cleaning schedule for COVID19 this year as last year. We have received updated guidance on quarantines which we will follow, but which allows for a lot of flexibility to allow students to continue to attend in-person. Enrollment is really strong and waitlists are growing. We are fully staffed for teachers with the exception of one position.. We have some para positions that still need to be filled which is typical for this time of the year.

5.2 Financial Report_- We are treating the USBE penalty as an extraordinary expense. We recognized the entire expense in FY21. There will be a negative impact on cash for the next 10 years. This item caused us to finish the year with a net loss of \$2.1 million. We finished up 9% higher in salary and 12% higher in benefits than the previous year. Significant purchased property increases over previous year, due to utility costs, equipment rentals that were reclassified from debt service to property, and some other repair/maintenance costs that were higher than anticipated. Supplies and materials higher - last year we had no expenses because of COVID closure in FY20. Also due to inflationary food and other costs. Overall expenses were up in June, YTD, and according to budget. Accounts receivable from the state

came in lower than expected. Ran our Accounts Payables up within their regular terms to preserve cash. Finished out the year strong in our cash position and debt compliance measurements.

5.2.1 Lunch Program Lease - Able to acquire space and equipment, with the ability to serve food by the time school starts this Fall. Our first-year goals are to improve food quality and update our food service equipment. Previously discussed with Dee and then with Ted and Thomas (Audit Committee). Also reviewed by an attorney. Commitment of \$6,000 per month for 3,000 square feet, equipment, and some renovations for a property ideally located near Redwood Road for 3 years. The food program is covered through State Liquor tax and NSLP for next two years. It is a reimbursement program for a set amount. We are allowed to retain and reinvest extra funds if the lunch is provided profitably. If the free lunch goes away, it is still less expensive for us to provide the lunch than to pay a vendor to provide lunches for us in the long run. We believe there is a potential for positive income from this. Challenge is with hiring part-time, stable help. Potential for serving other schools long-term. Will just serve APA this year.

5.2.1.1 Motion: To approve the 3-year building lease for the lunch program

5.2.1.2 Moved: Thomas Young

5.2.1.3 Second: Brad Blanchard

5.2.1.4 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

5.2.2 APS Training Contract - This service is not part of the annual management contract so that it could be reviewed separately by the board each year. We treat this as a sole source service.

5.2.2.1 Motion: To approve the 2021 teacher training contract with APS

5.2.2.2 Moved: Dee Henderson

5.2.2.3 Second: Brad Blanchard

5.2.2.4 Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

5.3 Operations Report - CO project is underway. Slight delay with paperwork. Should be in place by the end of this week. Draper 3 auditorium project is progressing. Face-to-face meeting went well. Understanding established. New challenges with WV 2 auditorium, but have reached an “in-principle” agreement. Kitchen project is making progress - internet services, carpentry, etc. have been completed. Summer projects underway.

5.4 Expansion Request - Still working on the satellite amendment for Cedar City. Hope to have that by next August meeting and will ask for board approval.

6 Agenda Items for Future Meetings - August 26, 2021

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 move to executive session.

7.1.1 Moved: Brad Blanchard

7.1.2 Second: Thomas Young

7.1.3 Roll Call Vote:

	DH	BB	TH	SH	TY
Aye	x	x			x
Nay					
Abstain					

Adjournment from Executive Session at 8:14 pm

Adjournment by Dee Henderson

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

Minutes approved at Board Mtg 8/26/21 -- SH