

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

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

June 16, 2022
7:20 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT/Zoom Hybrid Meeting
Board Members Present: Ted Heap, Stephanie Henderson, Thomas Young
Board Members Absent: Dee Henderson, Brad Blanchard
Staff Present: Jen Walstad, Casey Crellin, David Sharette, Kate York, Lisa Brunson, Tim Evancich
Guests Present: None

- 1 Welcome
 - 1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:20 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 24th board meeting.
 - 3.2 Motion: To approve the June 2022 Consent Agenda.
 - 3.2.1 Moved: Thomas Young
 - 3.2.2 Second: Stephanie Henderson
 - 3.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4 Board Business

- 4.1 FY23 Budget for Final Review - Casey Crellin
 - 4.1.1 The Audit Committee has held multiple meetings to review the budget. The AEGIS report has been received and also reviewed, with a full endorsement of the proposed budget. Recognition of the inflationary factor for general and fuel expenditures is incorporated into the budget. The audit committee believes this is a very conservative budget.
 - 4.1.2 Motion: To approve the FY23 Budget as presented.
 - 4.1.2.1 Moved: Thomas Young
 - 4.1.2.2 Second: Stephanie Henderson
 - 4.1.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

- 4.2 FY22 Final Revised Budget for Review - Casey Crellin
 - 4.2.1 Includes actuals and best estimates of final revenues and expenditures through the end of FY22 on June 30, 2022. Most assumptions have been eliminated at this point. Ted recommends publicly sharing the AEGIS letter to demonstrate third-party verification.
 - 4.2.2 Motion: To approve the Final FY22 budget.
 - 4.2.2.1 Moved: Thomas Young
 - 4.2.2.2 Second: Stephanie Henderson
 - 4.2.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.3 School Fee Amendments 22-23 SY - Kate York

- 4.3.1 This is the second review of the student government leadership sweater amendment.
- 4.3.2 Motion: To approve the School Fee Amendments 22-23SY.

- 4.3.2.1 Moved: Thomas Young
- 4.3.2.2 Second: Stephanie Henderson
- 4.3.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.4 Policy Amendments - Kate York

- 4.4.1 G-3.2 Alternative Language Services Policy - Policy ensuring students whose primary language is not English are not mistakenly identified for Special Education services.
- 4.4.2 I-7.0 Alleged Abuse Policy - Does not change practice. This policy amendment is the result of statute and rules, and research of other similar policies,
- 4.4.3 I-4.5 Search & Seizure Policy - This policy amendment is the result of research on student search & seizure policies everywhere, including the state model policy.
 - 4.4.3.1 Motion: To approve the G-3.2 Alternative Language Services Policy, I-7.0 Alleged Abuse Policy, and I-4.5 Search & Seizure Policy as presented
 - 4.4.3.1.1 Moved: Stephanie Henderson
 - 4.4.3.1.2 Second: Thomas Young
 - 4.4.3.1.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.5 FY23 USBE Annual Assurances - Kate York

- 4.5.1 Annual Assurances have been distributed to relevant internal leadership to review and confirm. All assurances are repeated from the previous year with the exception of the last two which are not applicable to APA.
- 4.5.2 Motion: To approve the annual assurances as presented and direct management to submit them to USBE in advance of the deadline.
 - 4.5.2.1 Moved: Thomas Young
 - 4.5.2.2 Second: Stephanie Henderson
 - 4.5.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

4.6 Special Education Payroll Policy & Procedures

- 4.6.1 This policy and procedure document has been drafted in collaboration with and, to our knowledge, the satisfaction of Crowe and USBE finance staff.
- 4.6.2 Motion: To approve the Special Education Payroll Policy and Procedures as presented.
 - 4.6.2.1 Moved: Thomas Young
 - 4.6.2.2 Second: Stephanie Henderson
 - 4.6.2.3 Vote:

	DH	BB	TH	SH	TY
Aye			X	X	X
Nay					
Abstain					

5 Management Company Report

5.1 Management Accountability Report - David Sharette

- 5.1.1 Staff have been extremely busy with post-service the last two weeks. Campus reports will begin again when school starts up in the Fall
- 5.1.2 Academic report - Jen Walstad
- 5.1.3 Enrollment update - David Sharette

- 5.1.3.1 Enrolled at 97% of our target. Some challenges filling our full-day kindergarten given that local schools are providing free all-day kindergarten beginning this school year.
- 5.1.4 Human Resources - Jen Walstad
 - 5.1.4.1 Made 6 offers recently for paraeducators. Feels we are competitive with our teacher wages and more than competitive with our paraeducator wages + benefits. We are working on a marketing campaign that demonstrates the benefits of working at APA (same vacation time, onsite daycare, etc.).
- 5.1.5 Finance - Casey Crellin
 - 5.1.5.1 Came in a little lower in May but as expected for net income. Financial position is much stronger than this time last year. Performance metrics are met.
 - 5.1.5.2 Capital Projects - Represent about 40% of forecast net income for FY22. Reviewed the status of FY22 projects and FY23 projects.
- 5.1.6 Operations - Tim Evancich
 - 5.1.6.1 Wanted to thank the governing board for supporting our graduation ceremonies. These are very special moments in our students' lives. Millions in scholarships were awarded to our graduating class this year.
- 5.2 APA Cedar City - David Sharette
 - 5.2.1 Cedar City parents are still interested in an American Prep campus in their city. They have formed their own board and have prepared a proposal and received feedback from the state regarding their proposal, which would require permission from the UCA board to utilize proprietary information. Ted Heap recommends that UCA explore legal input before approving use of the APA model by the governing board.

6 Agenda Items for Future Meetings

- 6.1 Next Board Meeting will be held Thursday, July 28th, 2022.

Adjournment at 8:55 p.m.