

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

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

May 4, 2023  
7:19 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT/Google Meet Hybrid Meeting  
 Board Members Present: Ted Heap, Stephanie Henderson, Thomas Young, Brad Blanchard (remote - joined 7:22)  
 Board Members Absent:  
 Staff Present: Carolyn Sharette, David Sharette, Kate York, Casey Crellin, Jeremiah Brennan, Clarke Headlee, Peri Daley, Time Evancich, Blake Sharette  
 Guests Present: Thomas Horton, Maryam Yorsi

- 1 Welcome
  - 1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:19 pm.
- 2 Presentation and Comments
  - 2.1 Public Comment - The chair invited public comment. None was given.
  - 2.2 Board Training - ComplianceBridge Policy Site

- 3 Consent Agenda
  - 3.1 Items include:
    - 3.1.1 Minutes from March 23, 2023 board meeting
    - 3.1.2 Transportation Policies Rescinded - Kate York
    - 3.1.3 LEA Specific License Requests - Jen Walstad
    - 3.1.4 Purchase of 2 campus copiers as discussed in March - Casey Crellin
  - 3.2 Motion: To approve the May 4, 2023 Consent Agenda.
    - 3.2.1 Moved: Stephanie Henderson
    - 3.2.2 Second: Thomas Young
    - 3.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

- 4 Board Business - 7:27 p.m.
  - 4.1 21CCLC Grant Application Approval - Carolyn Sharette
    - 4.1.1 Carolyn Sharette presented the 21st Century Community Learning Center grant application board brief requiring board approval before APA's application is submitted. Details included in the board brief linked on the meeting agenda.
    - 4.1.2 Motion: To approve the filing of a 21st Century Community Learning Center application this year on behalf of Utah Charter Academies and the afterschool programs at APA's West Valley campuses.
      - 4.1.2.1 Moved: Thomas Young
      - 4.1.2.2 Second: Stephanie Henderson
      - 4.1.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

- 4.2 B-1.12 Fundraising Amendment - Kate York
  - 4.2.1 Kate York presented the fundraising amendment to include a policy statement aligning to the Sale of Food and Beverages Policy (I-1.7 Section II). Details included in the board brief linked on the meeting agenda.

4.2.2 Motion: To approve the amendment to B-1.12 Fundraising as presented.

4.2.2.1 Moved: Stephanie Henderson

4.2.2.2 Second: Thomas Young

4.2.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.3 H-3.0 Student Code of Conduct Amendment - Kate York

4.3.1 Kate York presented the amendment to the Student Code of Conduct to include a definition of Restorative Practices as defined in R277-609-4. Details included in the board brief linked on the meeting agenda.

4.3.2 Motion: To approve the amendment to H-3.0 Student Code of Conduct as presented.

4.3.2.1 Moved: Brad Blanchard

4.3.2.2 Second: Stephanie Henderson

4.3.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.4 G-10.1 Library Materials Policy Amendment - Kate York

4.4.1 Kate York presented the amendment to remove the requirement to post approved and removed library materials to the APA website. APA will maintain a list of titles that have been removed from circulation and continue to publish the Reading University list for parents. Details included in the board brief linked on the meeting agenda.

4.4.2 Motion: To approve the amendment to G-10.1 Library Materials Policy as presented.

4.4.2.1 Moved: Thomas Young

4.4.2.2 Second: Stephanie Henderson

4.4.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.5 Chapter A Committee Policy Amendments - Kate York

4.5.1 Kate York presented 3 Committee Policy Amendments: A-4.1 Parent Advisory Committee, A-4.2 School Land Trust Committee, A-4.3 Title I Committee Policy. Amendments update the policies regarding meeting schedules, committee makeup, items reviewed, and electronic participation. Details included in the board brief linked on the meeting agenda.

4.5.2 Motion: To approve the amendments to A-4.1, A-4.2, and A-4.3 as presented.

4.5.2.1 Moved: Thomas Young

4.5.2.2 Second: Stephanie Henderson

4.5.2.3 Vote:

	BB	TH	SH	TY
Aye	X	X	X	X
Nay				
Abstain				

4.6 Daycare expansion at the Early Learning Center - David Sharette

4.6.1 David Sharette presented the Draper1/ELC daycare expansion due to an extensive waitlist for employees and approved all-day Kindergarten beginning August 2023. The expansion will also provide additional office space as needed.

4.6.2 Motion: No motion required. Will be presented again during the next board meeting.

4.7 Governing Board Member Graduation Attendance

4.7.1 West Valley 3 is June 3rd at 10 am; Draper 3 is June 3rd at 2pm

- 5 Management Company Report - 7:51 p.m.
  - 5.1 April Management Accountability Report - Linked on the meeting agenda.
    - 5.1.1 Academics - Carolyn Sharette presented the Elementary Academic Report, including the DIBELs/Acadience beginning and middle of year comparison and the Elementary Accountability Element Report. Presented the Secondary Academic Report, including the Missing Work Report, End of Term Grade Distribution Report, and Secondary AE Report.
    - 5.1.2 Character Development - Carolyn Sharette reviewed the department highlights and current events.
    - 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
    - 5.1.5 Human Resources - Jeremiah Brennan presented the UCA Teacher Compensation Spring 2023 Report.
    - 5.1.6 Finance - Casey Crellin presented the monthly financial report, including the monthly BVA and projected year-end net income. Presented the FY Preliminary Budget.
    - 5.1.7 Compliance - Carolyn Sharette provided an update of the current compliance activities.
    - 5.1.8 Operations - Current projects and updates are available for board review and linked on the meeting agenda.
    - 5.1.9 Technology - Clarke Headlee provided updates on all technology projects, including IT staff hiring.
    - 5.1.10 Transportation - Available for board review and linked on the meeting agenda.
  - 5.2 FY24 Preliminary Budget - Initial Review
    - 5.2.1 Final FY24 budget will be publicly posted by June 1 and adopted by the Board by June 30, 2024. Reviewed during the Management Accountability Report.
    - 5.2.2 Motion: No motion required.
- 6 Agenda Items for Future Meetings - 9:09 p.m.
  - 6.1 Fraud Risk Assessment
  - 6.2 SPED consultant contract
  - 6.3 Management Fee Increase
  - 6.4 Board Composition
  - 6.5 Next Board Meeting will be held May 25, 2023
- 7 Adjournment at 9:11 p.m.