

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

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

August 24, 2023
7:06 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, Brad Blanchard, Thomas Hortin, Thomas Young (joined 7:13 p.m.)
 Board Members Absent:
 Staff Present: Carolyn Sharette, Lisa Brunson, David Sharette, Casey Crellin, Kate York, Peri Daley, Jeremiah Brennan, Clarke Headlee, Daniel Baker, Tim Evancich, Catherine Findlay
 Guests Present:

1 Welcome

1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present via roll call 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 June 9, 2023 Board Meeting
- 3.1.2 At Risk Interventions - Details included in the board brief, linked on the meeting agenda.
- 3.1.3 Digital Citizenship policy amendment - Linked on the meeting agenda.
- 3.1.4 LEA Discipline Plan / Plan for Harassment and Discrimination Free Learning Environment

3.2 Motion: To approve the August 24, 2023 Consent Agenda.

3.2.1 Moved: Stephanie Henderson

3.2.2 Second: Ted Heap

3.2.3 Vote:

	B.B	T.He	S.H	T.Y
Aye	X	X	X	
Nay				
Abstain				

4 Board Business - 7:10 p.m.

4.1 Governing Board Composition - Ted Heap

4.1.1 The board welcomed Thomas Hortin to the UCA Governing Board.

4.1.2 Motion: To add Thomas Hortin to the Utah Charter Academies Governing Board

4.1.2.1 Moved: Stephanie Henderson

4.1.2.2 Second: Ted Heap

4.1.2.3 Vote:

	B.B	T.He	S.H	T.Y
Aye	X	X	X	
Nay				
Abstain				

4.2 Internet Safety Acceptable Use Policy - Kate York (Thomas Young joined at 7:13 p.m.)

4.2.1 Kate York presented the Internet Safety Acceptable Use Policy as required for review every 3 years. Details included in the board brief, linked on the meeting agenda.

4.2.2 Motion: To approve the APA Internet Safety Acceptable Use policy.

4.2.2.1 Moved: Stephanie Henderson

4.2.2.2 Second: Thomas Young

4.2.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.3 School Fee Schedule Amendment - Kate York

- 4.3.1 Kate York presented the school fee amendment for Draper 3 Band and Orchestra.
- 4.3.2 First Review - No motion required. Second Review will be presented at the next board meeting.

4.4 School Fee Policy Amendment - Kate York

- 4.4.1 Kate York presented the school fee policy amendment to include stipulations for parent supervision and appropriate assignments for students to pay off loss or damaged items. These amendments will provide improvements for both students and staff. Details included in the board brief, linked on the meeting agenda.
- 4.4.2 Motion: To approve the amendments to E-13.1 School Fees policy
 - 4.4.2.1 Moved: Thomas Hortin
 - 4.4.2.2 Second: Brad Blanchard
 - 4.4.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.5 FY23 Title IVA Program Evaluation - Lisa Brunson

- 4.5.1 Lisa Brunson reviewed the FY23 Title IVA program performance measures and outcomes, including program goals and outcomes. Details included in the board brief, linked on the meeting agenda.
- 4.5.2 No motion required.

4.6 FY23 TSSA Reports - Lisa Brunson

- 4.6.1 Lisa Brunson reviewed the final TSSA summary report for FY23, including each campus's TSSA report. Details included in the board brief with the summary report, linked on the meeting agenda.
- 4.6.2 No motion required.

4.7 FY24 TSSA Plans - Lisa Brunson

- 4.7.1 Lisa Brunson presented the TSSA Plans for FY24, including each campus's proposed plan. Details included in the board brief with TSSA Plans, linked on the meeting agenda.
- 4.7.2 Motion: To approve the FY24 TSSA Plans as presented
 - 4.7.2.1 Moved: Thomas Hortin
 - 4.7.2.2 Second: Brad Blanchard
 - 4.7.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.8 FY24 Early Learning Plan - Lisa Brunson

- 4.8.1 Lisa Brunson presented the Early Learning Plan (previously Early Literacy Plan) for FY24. Details included in the board brief, linked on the meeting agenda.
- 4.8.2 Motion: To approve the FY24 Early Learning Plan as presented
 - 4.8.2.1 Moved: Brad Blanchard
 - 4.8.2.2 Second: Stephanie Henderson
 - 4.8.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					

Abstain					
---------	--	--	--	--	--

4.9 2023 Executive Report & 2024 Strategic Plans - Carolyn Sharette

- 4.9.1 Carolyn Sharette provided an overview of the new, annual 2023 Executive Report and Strategic Plans for the upcoming 2024 school year. Report is linked on the meeting agenda.
- 4.9.2 No motion required.

4.10 FY24 School Improvement Plans, including TSI Strategies - Lisa Brunson

- 4.10.1 Lisa Brunson presented the Campus School Improvement Plans (SIPs) for FY24. Details and Plans included in the board brief, linked on the meeting agenda.
- 4.10.2 Motion: To approve the FY24 School Improvement Plans, including TSI Strategies, as presented
 - 4.10.2.1 Moved: Stephanie Henderson
 - 4.10.2.2 Second: Thomas Hortin
 - 4.10.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.11 Health & Human Sexuality Committee Members - Lisa Brunson

- 4.11.1 Lisa Brunson reviewed the new member to the Health and Human Sexuality Committee. Details included in the board brief, linked on the meeting agenda.
- 4.11.2 Motion: To approve the members of the Health & Human Sexuality Committee as presented
 - 4.11.2.1 Moved: Brad Blanchard
 - 4.11.2.2 Second: Thomas Young
 - 4.11.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

4.12 Curriculum Additions - Carolyn Sharette

- 4.12.1 Carolyn Sharette reviewed the addition of new school curriculum, Waterford for Kindergarten and Writing and Rhetoric Books 3, 5 & 6. Resources linked in the board brief, linked on the meeting agenda.
- 4.12.2 First review - no motion.

4.13 D3 Auditorium: Site Amendment Application - Tim Evancich

- 4.13.1 Carolyn Sharette and Tim Evancich presented the Draper 3 campus Auditorium addition schematic plans. Plans are
- 4.13.2 Motion: To review and approve Tim Evancich as the signer of the A/E D3 Site Application contract amendment and give him authorization to sign it.
 - 4.13.2.1 Moved: Thomas Hortin
 - 4.13.2.2 Second: Brad Blanchard
 - 4.13.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

- 4.13.3 Discussion Item: Tim Evancich presented the Notice of Intent to Award a Contract without Engaging in a Standard Procurement Process in order to continue to use the original Draper 3 architect for the Auditorium addition.

4.14 Pony Express Lease Renewal (Early Learning Center) - Casey Crellin

- 4.14.1 Casey Crellin and David Sharette reviewed the Early Learning Center lease renewal for the next 5 years in unison with the lease assumption for Suites 300 & 400 at Pony Express Rd. Details included in the board brief, linked in the meeting agenda.
- 4.15 Pony Express Lease Suites 300 & 400 - Casey Crellin
 - 4.15.1 Casey Crellin reviewed the lease assumption for Suites 300 & 400 at Pony Express Rd. Details included in the board brief, linked in the meeting agenda.
 - 4.15.2 Motion: To approve the lease renewal for the Early Learning Center and to approve the lease of suites 300 & 400 at 12894 S. Pony Express Road, Draper, Utah 84020.
 - 4.15.2.1 Moved: Stephanie Henderson
 - 4.15.2.2 Second: Thomas Young
 - 4.15.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

5 Management Company Report - 8:21 p.m.

- 5.1 August Management Accountability Report - Linked on the meeting agenda.
 - 5.1.1 Academics - Daniel Baker presented the Elementary End of Year Grade Distribution Report and Secondary ACT Results Report.
 - 5.1.2 Character Development - Catherine Findlay reviewed the Character Development department highlights, including elementary and secondary highlights.
 - 5.1.3 Campus Highlights - Available for board review.
 - 5.1.4 Enrollment - Available for board review.
 - 5.1.5 Human Resources - Jeremiah Brennan reviewed the total staff count as of July 2023 and the current open positions for the 2023-2024 school year.
 - 5.1.6 Finance - Casey Crellin reviewed the June and July monthly financials
 - 5.1.7 Compliance - Available for board review.
 - 5.1.8 Operations - Carolyn Sharette & Tim Evancich reviewed the completed, pending, in progress operation projects.
 - 5.1.9 Technology - Available for board review.
 - 5.1.10 Transportation - Available for board review.
 - 5.1.11 Motion: No motion required. All metrics of the Management Report have been met.

6 Agenda Items for Future Meetings - 9:05 p.m.

- 6.1 Next Board Meeting may be held September 28, 2023

7 Executive Session - 9:05 p.m.

- 7.1 Motion: To move to executive session to discuss possible litigation.
 - 7.1.1 Moved: Ted Heap
 - 7.1.2 Roll Call Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X	X	X	X	X
Nay					
Abstain					

Adjourned to executive session at 9:06 p.m.

8 Adjourn to public session - 9:31 p.m.

- 8.1 Moved:
- 8.2 Roll Call Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye					
Nay					
Abstain					

Adjournment at 9:34 p.m.