

The Minutes
Regular Governing Board Meeting
Utah Charter Academies

January 26, 2021

7:00 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT
Board Members Present: Stephanie Henderson, Brad Blanchard, Ted Heap
Board Members Absent: Dee Henderson, Thomas Young
Staff Present: Carolyn Sharette, Tim Evancich, Casey Crellin, Lisa Brunson,
David Sharette, Kate York, Lindsey Rees, Brad Sheneman,
Bryan Durst, Daniel Baker
Guests Present: None noted

1. Welcome
 - 1.1. Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 7:11 pm
2. Presentation and Comments
 - 2.1. Minutes from December 15, 2020
 - 2.1.1. Motion: To approve the minutes from meeting held December 15, 2020
 - 2.1.1.1. Moved: Stephanie Henderson
 - 2.1.1.2. Second: Brad Blanchard
 - 2.1.1.3. Vote: Approved unanimously
 - 2.2. Public Comment - The chair invited public comment. None was given.
 - 2.3. Board Training - The board watched the required audit committee training video (10:09 - 17:41)
 - 2.3.1. Ted Heap suggests to the board that they establish a set audit meeting schedule. The audit committee includes Ted and Thomas Young.
3. Consent Agenda: None
4. Board Business
 - 4.1.1. 2021-2022SY Fee Schedule Review - Kate York reviewed the Fee Schedule requirement. Brad Sheneman, Bryan Durst reviewed a Sample Spend Plan (Draper 3) and the commitment to charge fees less than actual expenses.
 - 4.1.1.1. Brad shared intent to categorize Winterim courses in the future like colleges do with their courses. Entry-level courses do not have a fee. Mid-level courses fees could be over \$30. Advanced level course fees could be as high as \$200. Brad explained the purpose of American Symposium Winterim classes.
 - 4.1.1.2. Collecting fees has been a challenge, though Bryan estimates they collect up to 90% of fees at Draper 3 by the end of the school year. Shortfalls are built into the school's budgets.
 - 4.1.1.3. Motion: To approve the proposed 2021-2022 School Fee Schedules for West Valley 2, Draper 3 and Salem. (Second Hearing)
 - 4.1.1.4. Moved: Brad Blanchard

- 4.1.1.5. Second: Stephanie Henderson
- 4.1.1.6. Vote: Approved unanimously
- 4.1.2. Current School Year Fee Schedule Amendments (Salem) (Second Hearing - Kate York)
 - 4.1.2.1. Motion: To approve the amendments to the Salem 2020-2021 Fee Schedule.
 - 4.1.2.1.1. Moved: Stephanie Henderson
 - 4.1.2.1.2. Second: Brad Blanchard
 - 4.1.2.1.3. Vote: Approved unanimously
- 5. Management Company Report
 - 5.1.1. Academic Report
 - 5.1.1.1. Term 2 Off Campus and On Campus Grade Distributions - Daniel Baker
 - 5.1.1.1.1. Pattern for grade level distribution is very consistent. On Campus grade distribution declined across campuses. In Off Campus groups, grades increased. RE: students who were struggling Off Campus returned to campuses and continue to struggle, but are now able to access On Campus supports.
 - 5.1.1.2. Term 3 Off Campus and On Campus Enrollments - Carolyn Sharette
 - 5.1.1.2.1. Percentage of students On Campus has increased to 87%.
 - 5.1.1.3. COVID Update
 - 5.1.1.3.1. 145 staff have had COVID and about 250 staff have had the vaccine (of about 700 staff).
 - 5.1.1.4. Campus Reports
 - 5.1.1.4.1. Carolyn highlighted some of campus events and activities. She encouraged board members to review some of our videos on YouTube for White Ribbon Week (technology safety)
 - 5.1.1.4.2. Ted Heap requested information on Legislative Day curriculum. Carolyn shared that we have developed an outstanding program.
 - 5.1.1.5. Enrollment Report - Lindsey Rees and Carolyn
 - 5.1.1.5.1. Enrollment has been open about 2 months. Lottery process began January 5th. Will continue to lottery students through the spring months.
 - 5.1.1.5.2. Application flow is about 400 students less than at this time last year. Biggest deficiency is for the Salem campus, all grades. Next slowest flow is 5th-6th grade at WV1 because students begin to qualify for sibling transfers to WV2.
 - 5.1.1.5.3. We have billboards in West Valley City this year. Will probably try billboards again next year and continue with encouraging word-of-mouth referrals.
 - 5.1.2. Financial Report - Casey Crellin
 - 5.1.2.1. Financial Reports YTD/ BvA, YTD/Prior, Balance Sheet and Cash Flow Statement were presented and reviewed
 - 5.1.2.1.1. Budget was created last June without taking into account CARES grant funds or potential deficiencies in State funds due to COVID.

- 5.1.2.1.2. Salaries and Benefits are 6-8% higher than budget and higher than last year. Benefits are significantly higher this period than last year. Believes that may be due to COVID benefits (such as PTO).
- 5.1.2.1.3. Debt Service - This group also includes miscellaneous because that is how it was set up in NetSuite. May split that out so that it does not distract from Debt Service.
 - 5.1.2.1.3.1. Debt Service is significantly higher (34% over budget, and higher than last year's actuals as well). Casey will review this area in depth to ensure coding and accounting practices are sound and consistent (from last year to this year).
 - 5.1.2.1.3.2. Looking at the net loss YTD (\$407,488) - Loss is actually 14% lower than where we were at this point last year. This is due to timing of reimbursement requests. This includes CARES projects and other activities which are spent before funding is received.
- 5.1.2.2. FY20 Financial Audit - Squire
 - 5.1.2.2.1. Prolonged - having to roll forward year-end program accounting from FY19 to FY20 and then into FY21. This reconciliation is providing difficulties for Casey. There are a lot of individuals at the state who are anxiously awaiting the outcome. We are doing everything we can to move this forward.
- 5.1.2.3. FY20 Program Audits (4)
 - 5.1.2.3.1. Have provided first round of document requests and will be pulling second round of documents soon. Believe this audit should be completed by mid-February.
- 5.1.2.4. Crowe Update
 - 5.1.2.4.1. Casey had to do a hard reset with Crowe, to remind them of the scope of their role and expectation that they mentor us through efficiencies with Netsuite, etc. Crowe has been more conscientious of the manpower and meetings, etc.
- 5.1.3. Operations Report - Tim Evancich
 - 5.1.3.1. Draper Auditorium Update - Bid due date for contractors is today. Expect permit to build by mid-February and plan to break ground by March/April.
 - 5.1.3.2. Have engaged an attorney to ensure that the Ascent Default is being handled with our interests.
- 5.1.4. Compliance Report - Lisa Brunson
 - 5.1.4.1. Corrective Action Plan - CTE (Casey Crellin & Carolyn Sharette)
 - 5.1.4.1.1. This grant was new to us last year. February 8th deadline to provide FY20 and FY21 financial detail for this.
 - 5.1.4.2. New Grants Report - Lisa Brunson
 - 5.1.4.3. Motions Log - David Sharette
 - 5.1.4.3.1. Meets a recommendation in Brian Carpenter's report.

Adjournment by Ted Heap at 9:03pm

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

Governing Board Minutes Approved: 03/02/2021 @ 1906 - SH