

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

March 2, 2021  
7:00 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT  
Board Members Present: Stephanie Henderson, Brad Blanchard, Dee Henderson,  
Thomas Young (joined at 7:15)  
Board Members Absent: Ted Heap  
Staff Present: Carolyn Sharette, Tim Evancich, Casey Crellin, Lisa Brunson,  
David Sharette, Kate York, Clarke Headlee  
Guests Present: None noted

- 1 Welcome
  - 1.1 Upon determining the presence of a quorum, Dee Henderson welcomed the board members that were present at 7:04 pm
- 2 Presentation and Comments
  - 2.1 Minutes from January 26, 2021
    - 2.1.1 Motion: To approve the minutes from meeting held January 26, 2021
      - 2.1.1.1 Moved: Stephanie Henderson
      - 2.1.1.2 Second: Brad Blanchard
      - 2.1.1.3 Vote: Approved unanimously
- 3 Public Comment - The chair invited public comment. None was given.
- 4 Board Business
  - 4.1 LEA-specific license requests – February tab
    - 4.1.1 Discussion: Would like to know more about the individuals being presented for consideration. Tabled until Jen Walstad could join the meeting.
    - 4.1.2 Jen Walstad joined and reviewed staff qualifications on the list. Tincher is removed from the request as she is no longer employed at APA.
    - 4.1.3 Brad and Dee would like to know what our turnover rate is. Carolyn reports that we share that annually at EOY. Contracts end in June. Request made that Management report educator turnover every quarter.
    - 4.1.4 Motion: To approve the LEA-specific license requests that were presented
      - 4.1.4.1 Moved: Dee Henderson
      - 4.1.4.2 Second: Brad Blanchard
      - 4.1.4.3 Vote: Approved unanimously
  - 4.2 Consent Agenda Board Policy – Kate York
    - 4.2.1 Discussion: Stephanie suggests we include it on our regular agenda with the list of items
    - 4.2.2 Motion: To approve and adopt the Consent Agenda Policy
      - 4.2.2.1 Moved: Stephanie Henderson
      - 4.2.2.2 Second: Brad Blanchard
      - 4.2.2.3 Vote: Approved unanimously
  - 4.3 Board Policy Section Discussion – Kate York & Carolyn Sharette
    - 4.3.1 Discussion: We have never pulled the Board Governance Policies into our APA Policy structure.
    - 4.3.2 Brad would like to know if this was intentional or due to an oversight.
    - 4.3.3 Dee assigned Brad to be point on this question and report next meeting.
  - 4.4 Drug-Free Workplace Policy – Kate York
    - 4.4.1 Discussion: This is a minor amendment to existing policy. The intent is the same between the two policies. Language is updated.

- 4.4.2 Board members recommend language changes. Those changes are made to the policy.
- 4.4.3 Motion: To approve the Amendments to the Drug-Free Workplace Policy
  - 4.4.3.1 Moved: Stephanie Henderson
  - 4.4.3.2 Second: Brad Blanchard
  - 4.4.3.3 Vote: Approved unanimously
- 4.5 2021-2022 Fee Schedule Amendments – Kate York
  - 4.5.1 Discussion: After our January approval, the schools submitted additional changes. This is our first review of the Fee Amendments for 2021-2022 School Year. List of proposed changes presented. Prorated fees discussed. No vote required this month.
- 4.6 Unclaimed Property Policy – Casey Crellin
  - 4.6.1 Discussion: Review of past 10 years of uncashed, unclaimed checks that have been carried forward. Exposure is low (\$7-\$8,000). Due diligence emails and mailings sent.
  - 4.6.2 Motion: To accept the Unclaimed Property Policy as presented
    - 4.6.2.1 Moved: Brad Blanchard
    - 4.6.2.2 Second: Dee Henderson
    - 4.6.2.3 Vote: Approved unanimously
- 4.7 Food Services – Late guidance just arrived from the state. This item is postponed.
- 4.8 Purple Star School Designation Resolution – Carolyn Sharette
  - 4.8.1 Motion: To approve the Resolution for the Support of Military Children and Families
    - 4.8.1.1 Moved: Dee Henderson
    - 4.8.1.2 Second: Brad Blanchard
    - 4.8.1.3 Vote: Approved unanimously
- 5 Management Company Reports
  - 5.1 Academic Report - Carolyn Sharette
    - 5.1.1 Campus Reports
      - 5.1.1.1 Science Fair – Exciting Outcomes
      - 5.1.1.2 Coins for Hope – Launched in West Valley
    - 5.1.2 Vaccination Report – 42% immunized and 20% have had COVID
    - 5.1.3 On/Off Campus Enrollment Data – 87% District-wide On-Campus participation. We continue to see students returning to in-person learning.
  - 5.2 Financial Report - Casey Crellin
    - 5.2.1 Discussion on anticipated funding for education in FY22.
    - 5.2.2 Reports
      - 5.2.2.1 Might consider building a budget for future years that more accurately reflects our reimbursement schedules rather than a 1/12<sup>th</sup> each month.
      - 5.2.2.2 Motion to receive the financial report for February
        - 5.2.2.2.1 Moved: Brad Blanchard
        - 5.2.2.2.2 Second: Thomas Young
        - 5.2.2.2.3 Vote: Approved unanimously
    - 5.2.3 Annual Squire Financial Audit for FY20 – top priority
    - 5.2.4 Four FY20 Program Audits – Responded to all with sound documentation. No concerns noted.
    - 5.2.5 CTE Audit – Documentation submitted
    - 5.2.6 Crowe – Not much occurring there. Would like to utilize their services to assist us in productive ways such as coding questions.
    - 5.2.7 Saxon Math Book invoice from Vegas >\$25,000 request award approval
      - 5.2.7.1 Motion to approve \$29,332 for books on invoice 1006 dated 02/22/2021.
        - 5.2.7.1.1 Moved: Brad Blanchard

5.2.7.1.2 Second: Thomas Young

5.2.7.1.3 Vote: Approved unanimously

- 5.3 Operations Report - Tim Evancich
  - 5.3.1 CO Detector Project – proceeding
  - 5.3.2 Centralized Kitchen – We are exploring the possibility to provide school lunches to all campuses.
  - 5.3.3 Auditorium Project – Came in over budget as anticipated because the design was greater than Phase 1. Ascent Subcontractor – Will be working with them to negotiate a contract at a price we can afford.
  - 5.3.4 Chair recommends that the Board Audit Committee (Thomas and Ted) review these projects.
- 5.4 Cedar City School Replication Application
  - 5.4.1 Positive interest. No opposition by the Iron County School Board. We are still working on collecting information for a K-8 school.
- 5.5 Appeal to USBE SpEd Corrective Action
- 5.6 SB 178 Expected to Pass – Fiscal Flexibility
- 6 Board Training
  - 6.1 Board members watched the required audit committee training video (17:00-31:35)
- 7 Adjournment by Dee Henderson at 9:15pm
  - 7.1 Motion to Adjourn: Dee Henderson
  - 7.2 Second: Brad Blanchard
  - 7.3 Vote: Approved unanimously

Adjournment by Dee Henderson at 9:15 pm

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

Minutes approved 3/23/21 SH

Reapproved 4/27/21