

The Minutes - Draft
Regular Governing Board Meeting
Utah Charter Academies

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

October 12, 2021
 7:44 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT
 Board Members Present: Dee Henderson, Stephanie Henderson, Brad Blanchard, Thomas Young
 Board Members Absent: Ted Heap
 Staff Present: Carolyn Sharette, David Sharette, Lisa Brunson, Kate York, Tim Evancich,
 Casey Crellin, Gina Ortega, Jeremiah Brennan, Daniel Baker
 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 7:44 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 August 26th meeting
- 3.1.2 Motion: To approve the August 26, 2021 Consent Agenda
- 3.1.3 Moved: Bradley Blanchard
- 3.1.4 Second: Stephanie Henderson
- 3.1.5 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4 Board Business

4.1 LEA-specific license Requests - Gina Ortega presented the LEA-specific license requests.

4.1.1 Motion: To approve the LEA-specific license requests presented.

- 4.1.1.1 Moved: Stephanie Henderson
- 4.1.1.2 Second: Bradley Blanchard
- 4.1.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4.2 ARP-ESSER III Application - Lisa Brunson

4.2.1 Motion: To approve the revised ESSER-III application as presented (September 17 original submission date).

- 4.2.1.1 Moved: Bradley Blanchard
- 4.2.1.2 Second: Thomas Young
- 4.2.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4.3 FY22 Teacher and Student Success Act Plans - Lisa Brunson

4.3.1 Motion: To approve the FY22 Teacher and Student Success Act Plans as presented.

- 4.3.1.1 Moved: Brad Blanchard
- 4.3.1.2 Second: Thomas Young
- 4.3.1.3 Vote:

	DH	BB	TH	SH	TY
Aye					
Nay					
Abstain					

Aye	x	x		x	x
Nay					
Abstain					

4.4 FY22 Title IA Schoolwide Plans - Lisa Brunson

4.4.1 Motion: To approve the FY22 Title IA Schoolwide Plans as presented.

4.4.1.1 Moved: Stephanie Henderson

4.4.1.2 Second: Thomas Young

4.4.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4.5 2021-2022 Health and Human Sexuality Curriculum - Carolyn Sharette

We want to make sure our governing board has ample opportunity to review our curriculum, and knows how to direct parents who may what to view it. The google drive to the lesson plans and curriculum was reviewed.

4.6 At-Risk Definition - Carolyn Sharette

4.6.1 Motion: To approve the expanded definition of At-Risk students to include students in grades K-12.

4.6.1.1 Moved: Bradley Blanchard

4.6.1.2 Second: Thomas Young

4.6.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	
Nay					x
Abstain					

4.7 Policy Amendments - Kate York

4.7.1 A-5.1 Parent Advisory Committee & A-5.2 Charter Trust Land Councils - changes required due to changes in law related to elections and composition of councils, etc.

4.7.2 B-2.1 Procurement Policy - minor change to clarify a threshold.

4.7.3 E-13.0 School Fee and Fee Waiver Policy - added more clarifying language around fundraising and textbooks in anticipation of state guidance.

4.7.4 Motion: To approve the amendments to each of the policies as presented.

4.7.4.1 Moved: Stephanie Henderson

4.7.4.2 Second: Bradley Blanchard

4.7.4.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4.8 Review 2021-2022SY Fee Schedule Amendments - Kate York

This is our first review of these changes. The AP Test Fee increase from the College Board required we make an adjustment to our schedule.

4.8.1 AP Test Fee Increase - Draper 3, West Valley 2

4.8.2 3D Printing Club - Afterschool - Salem

4.9 APA's SpEd Policies and Procedures Manual -

4.9.1 Motion: To approve APA's Special Education Policies and Procedures dated October 2021, with the preferred language referring to direct costs on page 88 as written in the document, but instruct staff to replace the language if required by the USBE for a timely submission of the manual.

4.9.1.1 Moved: Bradley Blanchard

4.9.1.2 Second: Stephanie Henderson

4.9.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

4.10 Title IVA Application and other Federal Applications

4.10.1 Motion: To duly authorize the timely filing of Federal Title, IDEA, COVID and other program applications with USBE on an ongoing basis.

4.10.1.1 Moved: Bradley Blanchard

4.10.1.2 Second: Stephanie Henderson

4.10.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

5 Management Company Report

5.1 Management Accountability Items - Carolyn Sharette

5.1.1 Enrollment Report - We have lost several students during September due to high COVID19 rates at some campuses. Our Oct 1 enrollment count was 5197. Our goal is to get our student count back up to 5250.

5.1.2 Staff Retention Report

- 82% retention rate for elementary teaching staff

- 73% retention rate for secondary teaching staff. Lost several English teachers due to lack of interest in teaching the classically aligned curriculum.

-Statewide attrition rate of 31% (according to a UofU study for USBE) so we are doing well. We have good longevity with our key employees.

-We are trying to be more clear at the very beginning in our interviews to make sure we are hiring staff who are philosophically aligned with our model. We have changed questions in our hiring process. 2020 and 2019 our retention rates were 75% and 76%.

5.1.3 Annual Parent Survey Report will be presented next month.

5.2 Academic Report - Carolyn Sharette

5.2.1 Campus Reports - the Constitution Day events went very well. We had many community members participate with us.

5.2.2 EASP Reports: GT/AP/CE reports were reviewed with the board members.

5.3 Financial Report - Casey Crellin

5.3.1 P&L Sep 2021 - Increased local revenue due to collection of fees, DTL funding has come through, and federal COVID funds are being reimbursed that were not available last year. We are returning to a more normal schedule of funding. We are seeing a 4% increase in salaries rather than 6%, primarily due to open positions. Printing and binding costs are up this year. Some of the change in line 500 is a timing issue, but there is also a significant increase in insurance rates.

5.3.2 Crowe -We are working well with Crowe and we hope they will provide some help with reviewing some of our new initiatives with regard to special education services documentation and billing.

5.3.3 Audit with Squire is ongoing and in reconciliation steps. We are in the final lap.

5.3.4 One report FY21 AFR was due October 1st. We asked for an extension and expect to submit the report within days. We will be current with all reports at that point.

5.3.5 Invoice received from USBE Operations Director Scott Jones for the penalty assessed by the USBE. First payment due November 1, 2021.

5.3.6 Motion: To receive the Financials

5.3.6.1 Moved: Stephanie Henderson

5.3.6.2 Second: Bradley Blanchard

5.3.6.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

5.4 Operations Report - Tim Evancich

5.4.1 CO detection project: working with Fire Marshall to resolve issues with current system by the end of this week.

5.4.2 HVAC project at D1: USBE committee approved the project. Awaiting full grant approval.

5.4.3 D3 Auditorium: Reconciling the type and size of building, and materials for the building is taking longer than expected, though we are getting close on that. There is a time-cost for us incentivising us to get this process completed sooner. If they cannot find a way to exit the surety for both auditoriums simultaneously, then we may separate those issues. No breaking ground date yet.

5.4.4 D2 Classroom update: Installing accordion doors in two classrooms to increase the number of breakout rooms.

5.5 Expansion Requests - David Sharette

The satellite application for Cedar City is completed and ready for the board's motion.

5.5.1 Motion: To approve the satellite application for Cedar City.

5.5.1.1 Moved: Bradley Blanchard

5.5.1.2 Second: Stephanie Henderson

5.5.1.3 Vote:

	DH	BB	TH	SH	TY
Aye	x	x		x	x
Nay					
Abstain					

5.6 COVID Report - Carolyn Sharette

We completed a test-to-stay event. We are testing frequently. Worked closely and personally with families with concerns. Students are able to request tests on any day. Students who test positive are asymptomatic for the most part.

6 Agenda Items for Future Meetings - November 18, 2021 (due to the Thanksgiving Holiday)

6.1 Parent Survey Results

Adjournment at 9:32 pm

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