

The Minutes
Regular Governing Board Meeting
Utah Charter Academies

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

March 24, 2022,
 7:08 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT/Zoom Hybrid Meeting
 Board Members Present: Ted Heap, Dee Henderson, Brad Blanchard, Thomas Young (joined late)
 Board Members Absent: Stephanie Henderson,
 Staff Present: Carolyn Sharette, Lisa Brunson, David Sharette, Kate York, Jen Walstad,
 Catherine Findlay, Jeremiah Brennan, Daniel Baker, Tim Evancich, Clarke Headlee, Casey
 Crellin
 Guests Present: Nadia Pflaum, Jonathan Bejarno, Paul Winward (Squire)

- 1 Welcome
 - 1.1 Upon determining the presence of a quorum, Dee Henderson welcomed the board members that were present at 7:08pm.
- 2 Presentation and Comments
 - 2.1 Public Comment - The chair invited public comment. None was given.
- 3 Board Training
 - 3.1 The board watched a training session on Required Policies, presented by UAPCS (length: 6 minutes, 46 seconds).

4 Consent Agenda

- 4.1 Items include:
 - 4.1.1 Minutes from the February 17th board meeting.
 - 4.1.2 Policy Manual Review - Chapter D, Section D-5.2 through 5.3
 - 4.1.3 Parent Disciplinary Committee List
- 4.2 Motion: To approve the March 2022 Consent Agenda.
 - 4.2.1 Moved: Ted Heap
 - 4.2.2 Second: Brad Blanchard
 - 4.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X		
Nay					
Abstain					

5 Board Business

- 5.1 2022-23SY School Fee Schedule Amendments - First Review (Kate York)
 - 5.1.1 Kate York presented school fee amendments for the district and Draper 3.
 - 5.1.2 Motion: No motion required.
- 5.2 Student Code of Conduct Policy (Kate York)
 - 5.2.1 Amended definition of Parent Disciplinary Committee. Suspension and expulsion certified mail notifications changed to not requiring certification to align with current statute and removed witness list from the policy to enhance student privacy. Modified definitions of disruptive student behavior. Other changes as noted in the document.
 - 5.2.2 Motion: To approve the amendments to the Student Code of Conduct policy as presented.
 - 5.2.2.1 Moved: Ted Heap
 - 5.2.2.2 Second: Dee Henderson
 - 5.2.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X		
Nay					
Abstain					

- 5.3 FY23 School Land Trust Plans - (Lisa Brunson)

5.3.1 Parent Committees have approved Plans for expenditures of the Land Trust grant funds for FY23.

5.3.2 Motion: To approve the FY23 School Land Trust Plans as presented.

5.3.2.1 Moved: Brad Blanchard

5.3.2.2 Second: Ted Heap

5.3.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X	X		
Nay					
Abstain					

6 Management Company Report

6.1 Management Accountability Items (Carolyn Sharette)

6.1.1 Academic Tracking and Performance (Jen Walstad and Daniel Baker)

- Term 3 Average Missing Assignments Report - Elementary reports an average of 2.7 missing assignments per student for the term. There are on average 512 assignments in Term 3.

- Elementary and Secondary Accountability Elements (AE) Report. Elementary reports these AE's by grade and secondary reports them by department. This data will be further analyzed during post-service at the end of the year. District-wide, we are seeing a strong and consistent response from teachers in reporting.

- Science Fair accomplishments and awards - APA students received more awards this year than in any other year to date. The full list of awards is in the management report linked in the agenda.

-The accountability elements (AEs) provide a district-wide system whereby APA administrators can ensure continuity of education across classrooms and campuses.

6.1.2 Campus Reports - Carolyn Sharette provided an overview of the March 2022 campus reports. Campus reports are linked on the meeting agenda.

6.2 Financial Report

6.2.1 Enrollment Report (Carolyn Sharette)

-We are above our enrollment metric when compared to this time last year.

6.2.2 Audited Financials Presentation (Paul Winward, Squire)

-UCA's financial statement package was submitted today to USBE by Squire & Co., which includes all required items. Squire & Co. has issued an unmodified, clean opinion. Squire noted in their report year-end adjustments that resulted in a "significant deficiency" to the year-end closing process. Paul Winward indicated the cause for the number of adjustments was due primarily to changes from FASB to GASB as well as the new APA Financial Software system. An APA management response has been provided in the audit report. The federal government does not consider significant deficiencies a concern if they do not rise to the level of a material weakness, and this deficiency does not rise to that level.

-Casey notes that although the delay in the audit was not ideal, it allowed us time to make adjustments that provided additional clarity to the financial statements.

6.2.3 Monthly Financial Reports (Casey Crellin)

- The Audit Committee met prior to the board meeting. The Income Statement was reviewed. Revenues are coming in much earlier this year because of timely staff reimbursement requests.

-Review of expenses was conducted. Staff is researching the feasibility of setting up an internal print shop to reduce printing/binding expenses. Brad Blanchard requests to see days cash on hand and debt service coverage ratio monthly. Requirement for DCOH and DSCR is quarterly.

-Crowe engagement running smoothly and set to expire June 30, 2022.

-Preparing draft FY23 Budget for board review.

-Financial reports are linked in the meeting agenda.

-Audit Committee members Thomas Young and Ted Heap reviewed the engagement with AEGIS.

6.3 Human Resources - (Jeremiah Brennan)

6.3.1 Year-over-year staff retention report was presented. Elementary instructional groups are larger than we would like because we are short on intensive instructors. There was discussion regarding open positions and the impact on students. With regard to special education, qualified district staff is filling critical campus needs during the interim until additional staff is hired.

6.4 Operations Report (Tim Evancich)

6.4.1 Tim Evancich introduced the Operations metrics for the Monthly Management Report. It will now include large impact capital projects, technology, and transportation. The Operations Report will also present any Notices of Non-Compliance received by APA. The operations report was reviewed including project updates. Details are included in the operations report and linked on the meeting agenda.

6.5 Financial Approvals (Clarke Headlee)

6.5.1 - Approval of Digital Teaching & Learning Purchases, and TSSA purchases of computers and audio upgrades - PO# WV221-22-1279, PO#A21-22-1210, and PO#FY22 TSSA.55 Apple

6.5.2 Motion that we approve the technology purchases as presented.

6.5.2.1 Moved: Brad Blanchard

6.5.2.2 Second: Ted Heap

6.5.2.3 Vote:

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

6.6 Exciting Successes (Carolyn Sharette and Daniel Baker)

6.6.1 Learning Loss Successes at D3

-Utah published comparisons from 2019 to 2021. Report compares our RISE and Utah Aspire+ outcomes compared to Utah’s average. Junior High (Grades 7 & 8) were on par or above the state expected learning loss, highlighted by WV2 7th grade outperforming state learning loss across the board. In the High School (Grades 9-12), Draper 3 was on par with Utah while WV2 saw slightly worse learning loss outcomes than Utah statewide.

6.7 Legislative Developments (Carolyn Sharette) The following bills have a direct impact on, and to some degree, were impacted by APA’s experiences with the USBE regarding special education and the USBE’s audit of APA’s special education costs:

6.7.1.1 SB 134 codifies that USBE must utilize federal definitions for LRE, SDI, etc. The USBE shall make Rules explaining what documentation is required to demonstrate appropriate use of special education funds. Additional important highlights from this bill will require a rewrite of the USBE SpEd Rules.

6.7.1.2 SB 163 changes the Administrative Rules committee to the Administrative Rules and General Oversight Committee and authorizes the Committee to examine and review an agency’s policies and respond to those that are contrary to legislative intent.

6.7.1.3 HB 419 lines 68-76: If the USBE engages an audit, they shall make rules for selecting the entity to be audited, determining the scope of the audit, and determining the procedures (including due process) to be used in the audit.

Adjournment at 8:50 p.m.

Follow-up Agenda Items: Jeremiah Brennan asked to present a salary analysis demonstrating how competitive APA is with other school districts.