

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

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

May 24, 2022
7:04 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 600, Draper, UT/Zoom Hybrid Meeting
 Board Members Present: Brad Blanchard, Stephanie Henderson, Dee Henderson
 Board Members Absent: Ted Heap, Thomas Young
 Staff Present: Carolyn Sharette, Lisa Brunson, Casey Crellin, Daniel Baker, David Sharette, Jeremiah Brennan, Carlene Dastrup, Kate York, Peri Daley, Jen Walstad, Tim Evancich
 Guests Present: None

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 Public Comment - The chair invited public comment. None was given.
 2.2 Board Training - Board Members watched Open and Public Meetings Act Training video, linked on the meeting agenda. Kate York confirmed that UCA has a policy on holding virtual board meetings.

3 Consent Agenda

3.1 Items include:

- 3.1.1 Minutes from the April 28th board meeting.
- 3.1.2 Policy Manual Review, Enrollment and Withdrawal - Kate York confirmed that minor changes have been made for board review. Details included in the board brief, linked on the meeting agenda.
- 3.1.3 IT Remediation Plan Policy - Minor changes made for board review. Policy linked on the meeting agenda.
- 3.1.4 LEA Specific License Requests - Carolyn Sharette provided an overview of three specific license requests for board review. Requests linked on the meeting agenda.

3.2 Motion: To approve the May 2022 Consent Agenda.

- 3.2.1 Moved: Stephanie Henderson
- 3.2.2 Second: Brad Blanchard
- 3.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X		X	
Nay					
Abstain					

4 Board Business

4.1 Proposed Changes to Charter Agreement - Lisa Brunson

- 4.1.1 Lisa Brunson reviewed the proposed changes to the UCA Charter Agreement. Carolyn Sharette provided further information on School Achievement metric changes. Details included in the board brief, linked on the meeting agenda.
- 4.1.2 Motion: To submit the proposed changes to the Charter Agreement - Exhibit A to the authorizing committee at SCSB.
 - 4.1.2.1 Moved: Stephanie Henderson
 - 4.1.2.2 Second: Brad Blanchard
 - 4.1.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X		X	
Nay					
Abstain					

4.2 FY23 Budget Presentation - Casey Crellin

- 4.2.1 Kate York reviewed Budget policy Section B.1.3 and approval procedures.
- 4.2.2 Casey Crellin presented the FY 23 Budget. Details included in the board brief, linked on the meeting agenda. Board decided to hold off on voting until the audit committee (Ted Heap and Thomas Young) has conducted a final review of the proposed budget..
- 4.2.3 Motion: No motion required.
- 4.3 Graduation Ceremony - Board members' attendance was requested.
- 4.4 New Policy - Private & Homeschool Participation in Statewide Testing
 - 4.4.1 Kate York provided an overview of the new Private & Homeschool Participation in Statewide Testing policy. Details included in the board brief, linked on the meeting agenda.
 - 4.4.2 Motion: To approve the Private & Homeschool Participation in Statewide Testing policy as presented.
 - 4.4.2.1 Moved: Brad Blanchard
 - 4.4.2.2 Second: Stephanie Henderson
 - 4.4.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X		X	
Nay					
Abstain					

- 4.5 New Policy - Digital Citizenship
 - 4.5.1 Kate York Provided an overview of the new Digital Citizenship policy. Details included in the board brief, linked on the meeting agenda.
 - 4.5.2 Motion: To approve the Digital Citizenship Policy policy as presented.
 - 4.5.2.1 Moved: Brad Blanchard
 - 4.5.2.2 Second: Stephanie Henderson
 - 4.5.2.3 Vote:

	DH	BB	TH	SH	TY
Aye	X	X		X	
Nay					
Abstain					

- 4.6 School Fee Amendments SY22-23
 - 4.6.1 Carolyn Sharette provided an overview of the School Fee Amendments for the 2022-2023 School Year. No further questions. Details included in the board brief, linked on the meeting agenda.
 - 4.6.2 Motion: Review item, no voting action required.

5 Management Company Report

- 5.1 Management Accountability Report - Carolyn Sharette provided an overview of the May Monthly Management Performance Report. Report linked on the meeting agenda.
 - 5.1.1 Campus Report - Carlene Dastrup presented the Early Learning Center campus report, including end-of-year testing, fundraising, enrollment for the 2022-2023 school year, and their recent field trip.
 - 5.1.2 Finance Report - Casey Crellin provided an overview of the monthly financials.
 - 5.1.3 Operations Report - Carolyn Sharette reviewed the operations report. Due to recent events, UCA's relationship with Front Sight Firearms Training and the available concealed carry training for staff was discussed. All staff receive fight back training each school year.
- 5.2 Compliance Report - Lisa Brunson
 - 5.2.1 Software Initiatives - Lisa Brunson reviewed the new Paycom training software. We are currently looking into policy management and procurement management software.
 - 5.2.2 CSAF Certifications Report - Lisa Brunson reviewed the Utah Charter School Accountability Framework annual assurances. Carolyn Sharette and Dee Henderson will review and certify the assurances. Details included in the board brief, linked on the meeting agenda.
 - 5.2.3 Fraud Risk Assessment - Lisa Brunson reviewed the Fraud Risk Assessment results with APA receiving full points. Details included in the board brief, linked on the meeting agenda.

6 Agenda Items for Future Meetings

6.1 Next Board Meeting will be held Thursday, June 23, 2022.

Adjournment at 9:11 p.m.