

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

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

October 27, 2022  
4:17 p.m.

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

- 1 Welcome
  - 1.1 Upon determining the presence of a quorum, Ted Heap welcomed the board members that were present at 4:17 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 September 29, 2022 board meeting.
  - 3.2 Motion: To approve the September 2022 Consent Agenda.
    - 3.2.1 Moved: Brad Blanchard
    - 3.2.2 Second: Thomas Young
    - 3.2.3 Vote:

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

- 4 Board Business - 4:19 p.m.
  - 4.1 Second Review of Draft SY2023-2024 Academic Calendar - Carolyn Sharette
    - 4.1.1 Carolyn Sharette provided a second review of the Academic Calendar for the 2023-2024 school year. Calendar linked on the meeting agenda.
    - 4.1.2 Motion: To approve the SY2023-24 Academic Calendar as presented.
      - 4.1.2.1 Moved: Dee Henderson
      - 4.1.2.2 Second: Brad Blanchard
      - 4.1.2.3 Vote:

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

- 4.2 Policy Amendments - Kate York
  - 4.2.1 B-7.0 Records Retention Policies - Kate York outlined the amendments to the Records Retention Policies to include the adoption of the Utah Records Appraisal and Management Program (Utah RAMP). A quick guide is available at the bottom of the policy. Details included in the board brief linked on the meeting agenda.
  - 4.2.2 E-2.1 Required Registration Documents Policy - Kate York presented the policy amendment to the Required Registration Documents policy to comply with HB 230. Details included in the board brief linked on the meeting agenda.
  - 4.2.3 Motion: To approve the changes to policies in section B-7.0 Records Retention as presented and approve the changes to E-2.1 Required Registration Documents as presented.
    - 4.2.3.1 Moved: Brad Blanchard

4.2.3.2 Second: Dee Henderson

4.2.3.3 Vote:

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

4.3 New Policies - Kate York - Thomas Young joined the meeting in person at 4:32 p.m.

4.3.1 D-4.4 Interpreter and Translation Guidance - Kate York presented the new policy on Interpreter and Translation Guidance which is required for the Title III grant application. APA has been in compliance with interpreter and translation requirements before adoption of this policy. Details included in the board brief linked on the meeting agenda.

4.3.2 D-9.1 General Grievance Policy and Procedure - Kate York presented the new General Grievance Policy. The information is currently available in our Parent and Student Handbook but not as policy. Details included in the board brief linked on the meeting agenda.

4.3.3 Motion: To approve D-4.4 Interpreter and Translation Guidance as presented and to approve D-9.1 General Grievance Policy and Procedure as presented.

4.3.3.1 Moved: Thomas Young

4.3.3.2 Second: Dee Henderson

4.3.3.3 Vote:

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

4.4 Human Sexuality Curriculum available for review

4.4.1 Carolyn Sharette provided an overview of the Human Sexuality Curriculum annual requirement by USBE. Details included in the board brief linked on the meeting agenda.

4.4.2 Motion: No motion required.

5 Management Company Report - 4:37 p.m.

5.1 Management Accountability Report - Linked on the meeting agenda.

5.1.1 Academics - Carolyn Sharette presented the Standardized Assessment Report, including RISE Proficiency Rates and Utah Aspire Plus Proficiency Rates. The Accountability Element Reports for Secondary and Elementary have remained the same since the last board meeting.

5.1.2 Campus Highlights - Available for board review and linked on the agenda.

5.1.3 Enrollment - Carolyn Sharette reviewed the current enrollment counts as of October 2022. The school successfully hit its budget target at 5192 students.

5.1.4 Human Resources - Jeremiah Brennan reviewed the monthly employee retention report and open positions. The annual SY22-23 Retention Report was presented.

5.1.5 Finance - Casey Crellin reviewed the monthly financial reports including the monthly BVA, capital projects budget, and current audit statuses.

5.1.6 Compliance - Lisa Brunson reviewed the monthly compliance report, including the ELL Monitoring Visit outcome, upcoming SPED Desk Audit, and current Grant Applications.

5.1.7 Operations - Carolyn Sharette reviewed the status of the current and completed operations projects.

5.1.8 Technology - Carolyn Sharette provided updates on the current technology initiatives.

5.1.9 Transportation - Carolyn Sharette reviewed current transportation initiatives.

5.2 Cedar City Satellite Application - David Sharette

5.2.1 David Sharette introduced the updated Cedar City Satellite School Application. Carolyn Sharette provided additional information and discussion surrounding the application was held.

5.2.2 Motion: To approve the Cedar City Satellite Application as presented.

5.2.2.1 Moved: Thomas Young

5.2.2.2 Second: Dee Henderson

5.2.2.3 Vote:

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

- 6 Agenda Items for Future Meetings - 5:07 p.m.
  - 6.1 Next Board Meeting will be held November 29, 2022.
  - 6.2 Human Sexuality Curriculum - voting item

Adjournment at 5:08 p.m.