

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

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

October 26, 2023  
7:08 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 300, Draper, UT 84020/Google Meet Hybrid Meeting  
 Board Members Present: Thomas Hortin (virtual), Thomas Young (virtual), Brad Blanchard (virtual)  
 Board Members Absent: Stephanie Henderson, Ted Heap  
 Staff Present: Carolyn Sharette, Jeremiah Brennan, David Sharette, Daniel Baker, Clarke Headlee, Peri Daley, Lisa Brunson, Kate York, Jen Walstad, Casey Crellin  
 Guests Present: Jonathan Bejarano

1 Welcome

1.1 Upon determining the presence of a quorum, Brad Blanchard welcomed the board members that were present via roll call at 7:08 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 28, 2023 Board Meeting

3.2 Motion: To approve the October 26, 2023 Consent Agenda.

3.2.1 Moved: Thomas Young

3.2.2 Second: Thomas Hortin

3.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X			X	X
Nay					
Abstain					

4 Board Business - 7:10 p.m.

4.1 2024-2025 School Year Calendar

4.1.1 Carolyn Sharette presented the academic calendar for the 2024-2025 school year, ready for approval. Carolyn Sharette provided a brief overview of how the school breaks align/don't align with the Canyons, Granite, and Nebo School Districts. Calendar is linked on meeting agenda.

4.1.2 Motion: To approve the 2024-2025 School Year Calendar.

4.1.2.1 Moved: Thomas Hortin

4.1.2.2 Second: Thomas Young

4.1.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X			X	X
Nay					
Abstain					

4.2 Title I Manual

4.2.1 Lisa Brunson Provided the Title I, Part A manual ready for board review and approval. APA has a Title I monitoring visit coming up in January 2024. Brad Blanchard asked who on staff will be responsible for having knowledge of the manual's contents. In answer staff shared that monthly trainings are held with the school administration in which topics such

as Title I will be reviewed. APA's WV1 and WV2/3 campuses fall under Title I. APA's Title I program coordinator is based out of the WV2/3 campus.

4.2.2 Motion: No motion required. Title I Manual and board brief is linked on meeting agenda.

4.3 Title IX Athletics Report

4.3.1 Lisa Brunson reviewed the Title IX Athletics Report required by Utah Code 53G-6-1101. There is no discrepancy recognized in APA's athletic program. APA currently has 22 boys' and 22 girls' teams with 186 boy and 189 girl participants. Title IX Athletics Report and board brief is linked on meeting agenda. The State does not currently ask for this report, so APA will compile it internally each year. Brad Blanchard asked for clarification on the discrepancy percentage. If the discrepancy is less than 10%, the programs are considered equitable. Thomas Young asked if there are any problems regarding students accessing some of the sports. Lisa Brunson clarified that public schools are not required to provide the same sport for boys and girls. However, the sports we provide must address the interests of the students with equitable resources provided to each boy/girl team. Brad Blanchard asked for clarification regarding boys/girls clubs and if that falls under APA sports. Carolyn Sharette clarified that as the clubs are sponsored by parents and not APA, it would not fall under APA sports. Thomas Hortin asked if ballroom falls under sports. Daniel Baker clarified that ballroom does not.

4.3.2 Motion: No motion required. Title IX Athletics Report and board brief is linked on meeting agenda.

4.4 New Curriculum Reviews - Health & Human Sexuality, Writing Rhetoric, & BYU BrainHoney Health (with approved Waterford Kindergarten curriculum samples)

4.4.1 Carolyn Sharette provided a brief overview of the new curriculum reviews. Waterford Kindergarten is also linked in the agenda and available for review. The Waterford curriculum was approved at the September board meeting but further curriculum samples for review were requested by the board.

4.4.2 Motion: No motion required. Curriculum samples and details linked on meeting agenda.

4.5 School Fee Amendments (Secondary AP Test Fee increases and new AP test)

4.5.1 Second Review - Kate York provided a second review of the school fee amendments presented in the September board meeting.

4.5.2 Motion: To approve the amendments to the AP Test Fee increases and the new AP test with the new fee amount.

4.5.2.1 Moved: Thomas Young

4.5.2.2 Second: Thomas Hortin

4.5.2.3 Vote:

	B.B	T.He	S.H	T.Y	T.Ho
Aye	X			X	X
Nay					
Abstain					

5 Management Company Report - 7:35 p.m.

5.1 October Management Accountability Report - Linked on the meeting agenda.

5.1.1 Academics - Daniel Baker reviewed the Standardized Assessment Report for Secondary. Carolyn Sharette and Daniel Baker reviewed the varying test scores along with increases and decreases for grade levels and campuses. Salem has a School Improvement Plan for their ELA, Math, and Science 2023 test scores. Jen Walstad provided an overview of the Secondary Standardized Assessment Report, including the influences on the increases in the 3rd and 4th grade testing. Jen Walstad reviewed the Elementary Accountability Element Report which is presented by grade and subject for the month of October. Most subjects will have 1-3 accountability elements per month. The gray portions of the AEs are due to the subject not aligning to that grade level. Daniel Baker reviewed the Secondary Accountability Elements. The School Report Card data will be available to the public by October 31st.

- 5.1.2 Character Development - Carolyn Sharette reviewed the October department and campus highlights for character development. The Veteran's Day assemblies will be held across multiple campuses during the second week of November 6th-10th. Videos for several events are available for review, including the "chew time" videos that are shown to students discussing the Builders Themes and Patriotism Education at APA, and are linked under the Character Development portion of the October Management Report.
- 5.1.3 Campus Highlights - Available for board review. Carolyn Sharette made a note of the Salem campus highlights with Salem's new School Director including the changes and successes at that campus..
- 5.1.4 Enrollment - Carolyn Sharette reviewed the enrollment counts as of October 1st. Brad Blanchard noted that although the enrollment counts are down, retainment has increased. Carolyn Sharette confirmed. APA is still within the 96% of enrollment target.
- 5.1.5 Human Resources - Jeremiah Brennan reviewed the September 2023 staff counts and current open positions. APA was honored the second year in a row as a Top Workplace in Utah, and was the Life-Work Balance sponsor at the Utah Top Workplaces breakfast held on October 25, 2023. Jeremiah Brennan presented the APA Staff Retention Report, linked under the Human Resources portion of the October Management Report. Staff retention has increased this year compared to last school year.
- 5.1.6 Finance - Casey Crellin reviewed the September 2023 monthly financials, including actual vs budget. The loss of income for September has been significant partially due to the timing of revenues and expenses. In addition, APA budgeted for an 11% overall wage increase for this fiscal year, but there has been a 15% increase. The Special Education funding has decreased based upon the mid-year adjustment last fiscal year. There has also been an increase in participation in the available benefit plans. Benefit rates have not increased. A staff committee has been compiled to perform a review of the current financials. Balance sheet continues to be strong. Casey Crellin provided an update of the status of the flooding and Daycare/Early Learning Center construction, which is about halfway completed, and the impact on financials. Brad Blanchard asked if the print shop machine replacements will be made soon or throughout the year. As the print shop is vital to APA, staff is motivated to replace the machines and have the print shop running soon. Thomas Hortin needs to be added as a signatory to the bank accounts. Casey Crellin will coordinate adding him with the bank.
- 5.1.7 Compliance - Lisa Brunson provided an update on the compliance activities to date. APA is in the process of identifying a mentor for the Special Education settlement agreement. Carolyn Sharette reviewed the APPEL program status. APA has been working with USBE through the program and specific course requirements, including updating all recommended changes. APA is waiting on feedback from the State on this program. The SPED File Corrections from the April 2023 surprise monitoring visit are in progress and due December 25th. The State Auditor's Compliance Report for APA is available with all updated metrics, linked on the management report.
- 5.1.8 Operations - Tim Evancich reviewed the completed, in process, and pending projects. The Draper daycare project is complete, and they moved in on Monday. The ELC project is scheduled to be completed in December 2023. Some projects have received permits/approvals and are currently awaiting bids.
- 5.1.9 Technology - Clarke Headlee provided an overview of the current technology department updates. IT has completed several projects such as the Draper 2 camera project. Campus audio updates for WV1 are approved and scheduled for the end of October. IT recovery at the ELC is ongoing and new office suite technology implementations are in progress. PSAT testing completed on October 24th for the first all-digital testing. IT is preparing for Veteran's Day.
- 5.1.10 Transportation - Tim Evancich reviewed the current transportation performance metrics.

## 5.2 APA Cedar City Update

- 5.2.1 David Sharette provided an update on the APA Cedar City. They have been approved to begin Fall 2024. They have submitted a management bid for which APS intends to submit an RFP. The Cedar City school may reach out to the board to ask to use the APA name for

their school. Brad Blanchard requested that we reach out to David Mortenson regarding the use of the APA name for Cedar City. The RFP response will be submitted tomorrow.

6 Agenda Items for Future Meetings - 8:43 p.m.

6.1 Next Board Meeting may be held Thursday, November 30th, 2023

Adjournment at 8:43 p.m.