

**HighMark Charter School  
Board of Directors Meeting  
Monday, January 13, 2014**



**Location:** 2467 E. South Weber Drive  
South Weber, UT 84405

**In Attendance:** Bentley McEntire, Richard Bigler, Sage Ukena, Blake Petersen

**Excused:** Denis Petersen

**Others in Attendance:** Mary Johnston (Principal), Ryan Smith (AW), Kara Finley (AW), Alden Moon (Eide Bailly), members of the public

*The mission of HighMark Charter School is to equip students with the highest quality education while fostering an entrepreneurial spirit by integrating practical business applications throughout the core curriculum.*

## **MINUTES**

**7:03 PM – CALL TO ORDER by Bentley McEntire**

### **PRESENTATION**

- **Audit Report**

Alden Moon from Eide Bailly presented the audit that was performed for the 2013 fiscal year. There were no audit findings, disagreements with management, and they presented an unmodified opinion. Everything was found to be in compliance with the auditing standards.

Alden Moon left at 7:12 PM.

### **CONSENT ITEMS**

- **Board Meeting Minutes**

Richard Bigler made a motion to approve the November 18, 2013 Board Meeting & Closed Session Minutes; Sage Ukena seconded. Motion passed unanimously.

Blake Petersen made a motion to approve the December 2, 2013 Board Meeting Minutes; Richard Bigler seconded. Motion passed unanimously.

- **New Hires**

Mary Johnston reviewed the newly hired Spanish Teacher and Reading Specialist. Sage Ukena made a motion to approve Scott Hill and Janet Eastman as New Hires; Richard Bigler seconded. Motion passed unanimously.

- **Handbooks**

The handbooks and how they will be disseminated to the school community were reviewed and they will be available and transparent to all the different groups.

Richard Bigler made a motion to ratify the Administrative Handbook, Staff

Handbook, and Parent & Student Handbook; Blake Petersen seconded. Motion passed with a majority vote, the votes were as follows:

- Bentley McEntire – AYE
- Blake Petersen – AYE
- Richard Bigler – AYE
- Sage – NAY

## **PUBLIC COMMENT**

- The following individuals made a public comment:
  - Alicia Lehman

## **REPORTS**

- **Budget Report**

The Board discussed the budget to actual numbers and the positive status of the budget. There is a good cash flow currently and there should be a reserve at the end of the year. Title fund reimbursement should be received this month. Tax returns should be completed by the end of the month. Field trips are scheduled for the spring and the PTSO is helping with funding.

- **Principal Report**

The 2014-2015 School Year Calendar was presented and the input that was received by the various stakeholders was discussed. The variations from the DSD calendar were explained and it will be a voting item at the February Board Meeting.

The approved wish list items and the status of the items were reviewed. The bleachers will be installed and the marquee will be built soon. The marquee will be built to suit the high wind; it is in school colors, and meets city code. The other previously discussed wish list items, including the elementary steps, storage shed, scoreboards, baseball diamond, and pull-down doors, were discussed.

Sidewalk safety for students and business integration was discussed. The current enrollment numbers for the 2014-2015 school year look promising and there will be an open house this Thursday. Student government and staff members will lead tours during the open house and the PTSO will provide refreshments and support. Accreditation is underway and the school will have a Title I visit shortly.

## **VOTING ITEMS**

- **Library Shelving Plan**

The librarian mapped the shelving plan and it was presented to the Board in order to fit the additional books that have been ordered. The library will also look into implementing e-readers for student use. It would be beneficial to junior high students to be able to come in during lunch and check out books.

Blake Petersen made a motion to approve the Library Shelving Plan for up to \$7,500; Sage Ukena seconded. Motion passed unanimously.

- **Building Rental Policy**

The policy inclusions and the use of the facilities by employees was discussed, including clarifying who is allowed to use the facilities without charge. The revisions

to the policy were to allow employees to use the facility as long as they leave it clean and in good repair and that employees cannot rent the facilities for events that are not their own.

Sage Ukena made a motion to approve the discussed revisions to the Building Rental Policy; Richard Bigler seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

- **Charter School Agreement Goals: Student Achievement**  
The Board reviewed the metrics for the student achievement goals and the administration is working toward achieving those goals. The SAGE end of level testing will be implemented this year and the school is working with teachers on setting standards for typewriting skills. The Board discussed the feasibility of getting another COW station prior to test administration.
- **School Contracts**  
Sage Ukena and Denis Petersen will review the contracts held by the school and present to the Board at a future Board Meeting.
- **Action Items**  
The action items assigned during the Board Meeting were reviewed.
- **Calendaring**
  - Conference Call Board Meeting on January 15, 2014 at 11:45 AM
  - Board Meeting on February 18, 2014 at 7:00 PM
  - Principal Evaluation will be scheduled after survey results are finalized

## **ADJOURN**

- Richard Bigler made a motion to adjourn the Board Meeting; Sage Ukena seconded. Motion passed unanimously.  
Board Meeting adjourned at 9:12 PM.