

**HighMark Charter School  
Board of Directors Meeting  
Monday, February 17, 2014**



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

**In Attendance:** Bentley McEntire, Blake Petersen, Sage Ukena, Denis Petersen (by phone),  
Richard Bigler

**Others in Attendance:** Mary Johnson (Principal), Kim Dohrer (AW), Kara Finley (AW), Jill  
Jacobson, members of the public

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## **MINUTES**

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**7:00 PM – CALL TO ORDER by Bentley McEntire**

### **CONSENT ITEMS**

○ **Board Meeting Minutes**

The Board reviewed the minutes and no changes were needed.

Sage Ukena made a motion to approve the January 13, 2014 Board Meeting Minutes and the January 15, 2014 Board Meeting Minutes; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:

- Bentley McEntire – AYE
- Denis Petersen – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE

Richard Bigler arrived at 7:01 PM.

○ **New Hires**

Mary Johnston reviewed the role of the hired Special Education TA.

Sage Ukena made a motion to approve Jessica Shupe as a New Hire; Blake Petersen seconded. Motion passed with a majority vote, the votes were as follows:

- Bentley McEntire – AYE
- Richard Bigler – ABSTAIN
- Denis Petersen – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE

## **PUBLIC COMMENT**

- The following individual made a public comment:
  - Jill Jacobson

## **REPORTS**

- **Budget Report**

Blake Petersen reviewed the status of the budget and the timeline for available funding to purchase another computer lab. The budget is in good shape and the taxes have been submitted for last year, which will allow for the school to draw down Title I funds. The funding of bonuses out of the budget was discussed as well as providing a visual representation of the budget.
- **Principal Report**

The DIBELS test was reviewed and students that aren't proficient are receiving interventions. The new testing assessment is SAGE, which won't be comparable to last year but will provide baseline data for students. SAGE testing will be adaptive in the future and the test will require more computer skills from students. The writing test will be administered to fifth and eighth graders this year.

The enrollment numbers for last year were reviewed as well as the reasons why students have withdrawn for the 2014-2015 school year. The junior high program is filling and student retention is high. Another classroom upstairs is needed for the junior high program and the goal is to maintain low class sizes.

The technology in classrooms was reviewed as well as feedback from teachers that included airplay problems, keeping students on task, research advantages, and student's enjoyment. The School Land Trust Committee will continue to work on the plan and write for teacher assistant funding and other school needs.

Accreditation is in process and there is a communication plan for ethics that has been disseminated to teachers.

## **VOTING ITEMS**

- **School Year Calendar**

The calendar is similar to the surrounding school districts and teacher input has been integrated into the development. Spring Break was reviewed and the use of the Teacher Compensation Day to extend the long weekend. A Teacher Orientation has been added for new staff and the employment agreement days were discussed. Denis Petersen made a motion to approve the 2014-2015 School Year Calendar; Sage Ukena seconded. Motion passed unanimously.

Richard Bigler was absent from 7:54 PM to 7:55 PM.
- **Fee Schedule**

Mary Johnston reviewed the proposed fee schedule and the costs to run the junior high program. Course names have been updated for business and art classes. The Writing, Keyboarding, and Intramural fees will be removed and a Sports Clinic fee will be added to pay for coach's time. The proposed athletic fee was explained, including how coaches are paid based on the number of athletes, competitions, equipment, and season length. The Board discussed whether or not to charge one standard fee

across all sports or to charge sport-based fees and the actual costs of the sports. Uniform costs, equipment needs and maintenance, and the ability to have students participate were discussed. The athletic committee was tasked with an additional review of the current fees and costs.

Bentley McEntire was absent from 8:10 PM to 8:12 PM.

Sage Ukena made a motion to table the 2014-2015 Fee Schedule; Richard Bigler seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

- **Mid-Year Staff and Parent Survey**

The Survey Committee reviewed the mid-year surveys that were administered. Parent's favorite comments about HMCS were the faculty, small class sizes, business integration and curriculum, and location; areas for improvement included drop off and pick up, the lunch program, and dress code enforcement. Communication from the school and Board will be enhanced throughout the next year. Denis Petersen discussed the role of the Board versus the role of the Principal and the ability for the Board to function at governing level.

The staff survey results were great and Bentley McEntire applauded Mary Johnston for her administrations high scores. The direction of the curriculum and materials to match the Utah Core Curriculum was reviewed including the training that is being planned for next year. The ability for teachers to accept assignments electronically instead of printing out hard copies was discussed.

The student survey was administered through AdvancEd Accreditation and the scoring tables were discussed and the comments included loving teachers, fellow students, and the facilities.

- **Governing Board Online Trainings**

The Board was reminded to complete the newly released GBOT's.

- **Action Items**

The action items from the last Board Meeting were reviewed including the wish list items that have been completed and new action items were assigned.

- **Calendaring**

- Board Meeting March 10, 2014 at 7:00 PM.
- Retreat dates will be proposed and further discussed.

## **CLOSED SESSION TO DISCUSS PERSONNEL**

- Richard Bigler made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:

- Bentley McEntire – AYE
- Richard Bigler – AYE
- Denis Petersen – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE

Entered Closed Session at 9:01 PM.

The public left at 9:01 PM.

**ADJOURN**

- Richard Bigler made a motion to adjourn the Board Meeting and Closed Session; Sage Ukena seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE
  - Richard Bigler – AYE
  - Denis Petersen – AYE
  - Sage Ukena – AYE
  - Blake Petersen – AYE

Adjourned Board Meeting and Closed Session at 9:30 PM.

**HighMark Charter School  
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## **MINUTES**

### **9:01 PM – CALL TO ORDER by Bentley McEntire**

Closed Session to discuss the character, professional competence, or physical or mental health of an individual.

### **ADJOURN**

- Richard Bigler made a motion to adjourn the Board Meeting and Closed Session; Sage Ukena seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE
  - Richard Bigler – AYE
  - Denis Petersen – AYE
  - Sage Ukena – AYE
  - Blake Petersen – AYE

Adjourned Board Meeting and Closed Session at 9:30 PM.

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**AFFIDAVIT**

**This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).**

  
\_\_\_\_\_  
Bentley McEntire, Chair

  
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Date