

**HighMark Charter School
Board of Directors Retreat
Friday, May 16, 2014**



Location: Westgate Resort
3000 Canyons Resort Drive
Park City, UT 84098

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

Excused: Denis Petersen

Others in Attendance: Mary Johnston (Director), Kim Dohrer (AW), Kara Finley (AW)

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

4:23 PM – CALL TO ORDER by Bentley McEntire

DISCUSSION ITEMS

- **Retreat Expectations**
The Board discussed their expectations for the retreat including setting realistic goals, the student code of conduct, the school lunch program, assessments, and the Conflict of Interest Policy.
- **2014-2015 Budget**
Blake Petersen reviewed the budget for the 2014-2015 fiscal year and highlighted the purchase of the building which saved the school \$200,000, Special Education MOE that was used to purchase an additional mobile computer lab, and the school's ability to purchase additional labs each year. Finances are healthy based on the conservative approach to the current budget and next years budget should allow for the school to run properly with a surplus.
- **Annual Open Meetings Act Training**
The Board reviewed the Utah Open Meetings Act Law, including electronic meetings, closed sessions, and the posting of meetings. The Board discussed transparent communication and providing GRAMA materials as required.
- **HighMark Honorees**
The Board reviewed previous Honorees and Duane and Amy Mitchell were nominated for their outstanding support and volunteerism at the school. Melody Paul was also nominated for her work on the PTSO and at school events. Additional volunteers were discussed and the Board expressed their gratitude to the amazing

- efforts of everyone to move forward the mission of the school.
- **Charter School Agreement Goals: Upholding Mission and Purpose**
Bentley McEntire reviewed the complete Charter Agreement and goals with the Board. The Board discussed the school expectations, how the school is meeting the goals, and the desire to meet and exceed all goals within the agreement.
 - **2013 Retreat Review**
Bentley McEntire reviewed the notes from the previous retreat. The Board considered the use of equipment, the integration of the Seven Habits of Highly Successful Students, and business integration.

ADJOURN

- Richard Bigler made a motion to adjourn the Board Meeting; Sage Ukena seconded. Motion passed unanimously.
Board Meeting adjourned at 6:02 PM.

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Others in Attendance: Mary Johnston (Director), Kim Dohrer (AW), Kara Finley (AW), Marlies Burns

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MINUTES

11:59 AM – CALL TO ORDER by Richard Bigler

VOTING ITEMS

○ **E-Rate Resolution**

E-Rate funding and reimbursable services were discussed by the Board. Blake Petersen made a motion to approve the resolution for schools and libraries universal services (E-Rate) for 2014-2015, authorizing filing of the Form 471 applications for funding year 2014-2015 and the payment of the applicant's share upon approval of funding and receipt of services; Sage Ukena seconded. Motion passed unanimously, the votes were as follows:

- Richard Bigler – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE

○ **2014-2015 Fee Schedule**

Mary Johnston reviewed the changes to the fee schedule to accommodate the new athletic program costs. The uses of the new field for sports were discussed. Blake Petersen made a motion to approve the revised 2014-2015 Fee Schedule; Sage Ukena seconded. Motion passed unanimously, the votes were as follows:

- Richard Bigler – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE

DISCUSSION ITEMS

- **Wish List Update**

The Board reviewed the status of approved items including the baseball diamond, stage curtain, and grass maintenance areas.

Denis Petersen arrived at 12:11 PM.

Bleachers for the baseball field were added to the wish list. The classroom remodel will be completed in the summer and will match all the other classrooms. The inclusion of a sink in the classroom was discussed and it will be added the bid list.

Bentley McEntire arrived at 12:29 PM.

COMMUNICATION

- **Accreditation Report and Standards and Board Member Roles and Responsibilities**

Mary Johnston reviewed the accreditation report and how the school staff felt they performed in comparison to the report results. Marlies Burns reviewed the accreditation process and score benchmarks. The composition of the accreditation teams and the ratings were reviewed. Marlies Burns reviewed Standard Two discussing governance and leadership and the performance levels. Areas of improvement for governance were discussed as well as the ability to manage versus govern in different scenarios. The limits for contracts and purchasing and procurement were discussed as well as the need to create clearer procedures. The ability for the Board and administration to communicate on priorities to reach goals was examined. This report may serve as a baseline for future accreditation visits.

BREAK FROM 1:30 PM TO 1:43 PM

STRATEGIC PLANNING

- **Communication Guidelines**

The Board discussed communication between each other and with stakeholders and wanted to create guidelines for best practices. The need to follow the Parent Grievance Policy and the proper protocol for responses were discussed. Different avenues of receiving feedback from the community were discussed including emails and town hall meetings.

- **SCOT Analysis**

The strengths, challenges, opportunities, and threats analysis from the last retreat was reviewed and updated to fit the current status of the school. Strengths include the excellent administration, the athletics program, the PTSO program and volunteers, and the integration of business. Challenges include ninth grade enrollment, communication, and elective offerings. Opportunities include technology trainings, communication, and safety.

- **State of the School**

Mary Johnston presented on the status of the school, including the math plan, physical education, elective offerings, and staffing. Business integration in the class and through field trips were discussed. The athletics program will merge with the Ogden School District program next year. Changes to the school over the last year

were presented, which included teacher updates and assessment interventions. Enrollment figures for fall and class sizes will continue to be monitored.

- **State of the Board**
Bentley McEntire provided an overview on the state of the Board, relationship with the management company, relationship with the administration, and progress made by the Board.
- **Goals and Strategic Plan**
The Board Members each provided their top two goals to improve the school. Goals included technology integration, increased academic achievement, a lunch program, increased Board communications, and improving the image through the local community. The goals for the 2014-2015 school year were set.
- **Review Retreat Expectations**
The expectations for the retreat were reviewed and action items were set to ensure that all Board Member hopes were met.

DISCUSSION ITEMS

- **Action Items**
The current action items were reviewed.
- **Calendar**
Annual Board Meeting June 16, 2014 at 7:00 PM.

ADJOURN

- Sage Ukena made a motion to adjourn the Board Meeting; Blake Petersen seconded. Motion passed unanimously.
The Board Meeting adjourned at 4:59 PM.