

**HighMark Charter School  
Board of Directors Retreat  
Friday, May 22, 2015**



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

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

**Others in Attendance:** Mary Johnston, Kim Dohrer, Kara Finley, Krystal Garner

*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**

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**4:19 PM – CALL TO ORDER by Bentley McEntire**

### **DISCUSSION ITEMS**

- Retreat Expectations:  
The Board discussed their expectations for the retreat including setting realistic goals, technology for the upcoming school year, business integration, and ensuring that students are prepared when entering into high school.

### **REPORTS**

- Budget Report:  
Blake Petersen reviewed the budget for the 2014-2015 fiscal year and highlighted the April Budget. Finances are in order and the director was commended for maintaining fiscal stability. Mary Johnston spoke to the current programs available at the school; all supplies for the programs are accounted for and functioning properly. Overall, the budget is on track and healthy for the upcoming year. Blake Petersen also presented the 2015-2016 budget and the process for putting it together with the administration.
- State of the School Report:  
Mary Johnston presented information from school surveys that were taken by parents, students and staff. Overall, the surveys showed that the stakeholders are satisfied with the school. The DIBELS scores have improved in many grades. The use of technology in the classroom was discussed, including ideas for replacement technology in the future. Mrs. Johnston reported on Business integration activities in

the classroom, field trips, and school events.

- State of the Board Report:  
Bentley McEntire provided an overview on the state of the Board, their investment in all students and his appreciation of each Board member's individual talents.

## **GOVERNANCE**

- Open and Public Meetings Act Training:  
The Board reviewed the Utah Open Meetings Act Law, including electronic meetings, closed sessions, and the posting of meetings.
- Charter Review:
  - Charter Agreement  
Bentley McEntire reviewed the complete Charter Agreement and goals with the Board. The Board discussed school expectations and school goals and is committed to following the Charter Agreement.
- Board Communication Guidelines:  
The Board discussed communication between each other and the Principal. Denis Petersen expressed that the communication between the Board and the Principal has been professional and respectful. The Board discussed what is the best manner to handle comments and feedback that is given to individual board members about the school and school personnel, and the need to follow professional guidelines.

## **DISCUSSION ITEMS**

- HighMark Honorees & Special Recognitions:  
The Board was asked to think about nominees for honorees and special recognition recipients. Richard Bigler suggested a special honorees dinner for those who have gone above and beyond to impact the school. Additional honorees were discussed and the Board expressed their gratitude for the efforts that are made to further the mission of the school.

## **CLOSED SESSION TO DISCUSS PERSONNEL**

*At 6:43 pm; Sage Ukena made a motion to go into a closed session to discuss the character, professional competence, or physical or mental health of an individual. Blake Petersen seconded the motion. Voting as follows: Bentley McEntire, Aye; Sage Ukena, Aye; Richard Bigler, Aye; Blake Petersen, Aye; Denis Petersen, Aye. Voting was unanimous and the motion passed.*

Mary Johnston left the closed session at 6:55 PM.

*At 7:23 pm; Blake Petersen made a motion to adjourn the closed session and Board Meeting.*

*Richard Bigler seconded the motion. Voting as follows: Bentley McEntire, Aye; Sage Ukena, Aye; Richard Bigler, Aye; Blake Petersen, Aye; Denis Petersen, Aye. Voting was unanimous and the motion passed.*

**7:23 PM – ADJOURN**

**HighMark Charter School  
Board of Directors Closed Session  
Friday, May 22, 2015**



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

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

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## **MINUTES**

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### **6:43 PM – CALL TO ORDER**

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

Mary Johnston left the closed session at 6:55 PM.

*At 7:23 pm; Blake Petersen made a motion to adjourn the closed session and board meeting. Richard Bigler seconded the motion. Voting as follows: Bentley McEntire, Aye; Sage Ukena, Aye; Richard Bigler, Aye; Blake Petersen, Aye; Denis Petersen, Aye. Voting was unanimous and the motion passed.*

### **7:23 PM – ADJOURN**

**HighMark Charter School  
Board of Directors Annual Meeting  
Saturday, May 23, 2015**



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

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

**Others in Attendance:** Mary Johnston, Kim Dohrer, Kara Finley, Krystal Garner

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## **MINUTES**

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### **8:21 AM – CALL TO ORDER by Bentley McEntire**

#### **STRATEGIC PLANNING**

- 2014 Retreat Review:  
Mary Johnston reviewed the goals and strategic plan from last year. The Board's goals and plans for the school followed their expectations.
- SCOT Analysis Review:  
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 an excellent administration, an outstanding athletics program, along with the integration of business. Challenges include ninth grade enrollment and elective offerings. Opportunities include technology trainings and academic offerings.
- Goals and Strategic Plan:  
The Board members presented goals and concluded that the top three goals to focus on are academics, outreach and enrollment.

#### **CONSENT ITEMS**

- April 20, 2015 Board Meeting and Closed Session Minutes:

*Blake McIntire made a motion to approve the April 20<sup>th</sup> board meeting and closed session meeting minutes. Denis Petersen seconded the motion. Motion passed with a*

majority vote, votes were as follows: Bentley McEntire, Aye; Sage Ukena, Aye; Blake Petersen, Aye; Denis Petersen, Aye; Richard Bigler, Absent.

Richard Bigler was absent from 10:05-10:10 am.

- New Hires:  
Mary Johnston reviewed the new hires and roles in which each will serve.

*Denis Petersen made a motion to ratify the new hires: Richard Lambert, Kandra Wadsworth, Jarica Schwab, Laura Tzunan, Kaitlyn Phillips, and Brailee Saunders. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

## **VOTING ITEMS**

- Board Members, Terms, and Elected Officers:  
*Blake Petersen made a motion to renew Bentley McEntire's term for an additional four years extending his membership to July 1, 2019. Richard Bigler seconded the motion. Voting was unanimous and the motion passed.*

The Board discussed expanding roles and allowing cross training throughout each position. Blake Petersen asked if anyone on the Board would like to be invited to the finance committee meetings, Sage Ukena volunteered to attend.

*Blake Petersen made a motion to ratify the current Board of Directors and elected officers, Richard Bigler seconded the motion. Voting was unanimous and the motion passed.*

- HighMark Honorees & Special Recognitions:  
*Richard Bigler made a motion to approve Jim Golding and Geneva Rock as HighMark Honorees. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

*Sage Ukena made a motion to approve Melissa and Denis Petersen as a HighMark Honoree. Richard Bigler seconded the motion. Voting as follows: Bentley McEntire, Aye; Sage Ukena, Aye; Blake Petersen, Aye; Denis Petersen, Abstain. Motion passed with a majority vote.*

- 2014-2015 FY Amended Budget:  
*Blake Petersen made a motion to approve the 2014-2015 FY amended budget. Richard Bigler seconded the motion. Voting was unanimous and the motion passed.*
- 2015-2016 FY Budget:  
*Denis Petersen made a motion to approve the 2014-2015 FY Budget. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Principal Employment Agreement and Compensation:

*Blake Petersen made a motion to approve the Principal Employment Agreement and Compensation, as discussed in closed session. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Employment of Relatives Policy:

The Board reviewed the Employment of Relatives Policy and the need for a policy to ensure that there is no conflict of interest within the school.

*Sage Ukena made a motion to approve the Employment of Relatives Policy. Richard Bigler seconded the motion. Voting was unanimous and the motion passed.*

- Scholastic Read 180 Program and Costs:

Mary Johnston presented the Read 180 Program and the benefit it will provide for special education students at the school.

*Denis Petersen made a motion to approve the purchase for Read 180 in the amount of \$46,155. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Mobile Computer Lab Purchase up to \$36,000:

Mary Johnston presented on purchasing an additional mobile computer lab for student use.

*Sage Ukena made a motion to approve the mobile computer lab purchase up to \$36,000. Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

## **DISCUSSION ITEMS**

- Retreat Expectations Review:

The expectations for the retreat were reviewed and action items were set to ensure that all Board Member hopes were met.

- Action Items:

The current action items were reviewed.

- Calendaring:

- Annual Board Meeting Schedule

The Board set an annual Board meeting schedule for the 2015-2016 school year.

- Next Board Meeting, August 10<sup>th</sup> at 7:00 pm.

**10:53 AM--ADJOURN**

*At 10:53 am, Richard Bigler made a motion to close the Board Meeting. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*



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Board of Directors Closed Session  
Friday May 22, 2015**

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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).

  
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Bentley McEntire, Chair

5/22/15  
Date