

**HighMark Charter School  
Board of Directors Retreat  
Friday, June 3, 2016**



**Location:** 784 W Resort Dr.  
Midway, Utah 84049

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

**Others In Attendance:** Mary Johnston, Kellie Lockwood, Kim Dohrer, Krystal Taylor

## **MINUTES**

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### **6:23 PM – CALL TO ORDER**

#### **DISCUSSION ITEMS**

- Retreat Expectations

The Board discussed expectations for the retreat including a review of goals, survey results, a review of fees and business integration. Other expectations included a compensation comparison, elective offerings, and overview of sports and past surveys.

#### **ADJOURN**

*At 6:33 PM Richard Bigler made a motion to adjourn. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

### **6:45 PM- DINNER**

**HighMark Charter School  
Board of Directors Meeting  
Saturday, June 4, 2016**



**Location:** 784 W Resort Dr.  
Midway, Utah 84049

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

**Others In Attendance:** Mary Johnston, Ryan Smith, Kim Dohrer, Krystal Taylor

## **MINUTES**

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### **8:38 AM – CALL TO ORDER**

#### **REPORTS**

- Budget Report

Ryan Smith spoke to the current budget and the 2016/2017 budgets. The roles of the budget officer and audit committee were reviewed.

Ryan Smith left the meeting at 9:42 AM

### **BREAK – 9:42-10:02 AM**

- State of the School Report

Mary Johnston presented information regarding academic achievement, community relations, and enrollment. Retention of staff, and elective offerings were reviewed along with conversation regarding lunch and a compensation comparison. Bentley McEntire, Richard Bigler and Mary Johnston will serve as a survey committee.

- State of the Board Report

Item was tabled

#### **STRATEGIC PLANNING**

- SCOT Analysis Review
- Goals and Strategic Plan

The Board discussed the scheduling of a work session in the future to review current goals and a strategic plan.

## GOVERNANCE

- Open and Public Meetings Act Training
- GBOT Training/UCAP Portal

The Board reviewed the Utah Open Meetings Act Law, including electronic meetings, closed sessions, and the posting of meetings.

## CONSENT ITEMS

- May 16, 2016 Board Meeting Minutes

*Sage Ukena made a motion to approve the May 16, 2016 Board Meeting Minutes; Richard seconded the motion, Blake Petersen abstained. The motion passed.*

- New Hires

Item was tabled.

## CLOSED SESSION

To discuss the character, professional competence, or physical or mental health of an individual.

*At 11:47 AM, Sage Ukena made a motion move into closed session. Richard Bigler seconded the motion. Voting as follows: Bentley McEntire, Aye; Denis Petersen, Aye; Blake Petersen, Aye; Sage Ukena, Aye; Richard Bigler, Aye. The motion passed.*

*At 12:12 PM Richard Bigler made a motion to adjourn closed session; Sage Ukena seconded the motion. Voting as follows: Sage Ukena, Aye; Blake Petersen, Aye; Richard Bigler, Aye; Denis Petersen, Aye; Bentley McEntire, Aye. The motion passed.*

## VOTING ITEMS

- Background Check Policy

*Sage Ukena made a motion to approve the Background Check Policy; Denis Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Administration of Medication Policy

*Sage Ukena made a motion to approve the Administration of Medication Policy; Blake*

*Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Maturation Curriculum

*Denis Petersen made a motion to approve the approach to the maturation curriculum as discussed by the Board; Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Budget Officer

*Sage Ukena made a motion to approve the Director as the Budget Officer; Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Audit Committee

*Sage Ukena made a motion to approve the Financial Coordinator and the Board Chair as the Audit Committee; Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Eide Bailey Engagement Letter

*Blake Petersen made a motion to approve Eide Bailey Engagement Letter; Denis Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Board Members, Terms, and Elected Offices

*Denis Petersen made a motion to renew Sage Ukena for a 4 year term; Blake Petersen seconded the motion. Voting was unanimous and the motion passed. Board positions will remain as-is until voted upon at a later time.*

- HighMark Honorees & Special Recognitions

*Sage Ukena made a motion to approve Krystal Dhal as a HighMark Honoree; Richard Bigler seconded the motion. Voting was unanimous and the motion passed.*

- 2015/2016 Amended Budget

*Blake Petersen made a motion to approve the 2015/2016 Amended Budget; Denis Petersen seconded the motion. Voting was unanimous and the motion passed.*

- 2016/2017 Budget

*Blake Petersen made a motion to approve the 2016/2017 Budget; Denis Petersen seconded the motion. Voting was unanimous and the motion passed.*

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

#### **DISCUSSION ITEMS**

- Action Items
- Calendaring

Action items were discussed along with the establishment of board meeting dates for the upcoming year.

#### **ADJOURN**

*At 12:33 PM Blake Petersen made a motion to adjourn the board meeting; Denis Petersen seconded the motion. Voting was unanimous and the motion passed.*

**HighMark Charter School  
Board of Directors Closed Session  
Saturday June 4, 2016**




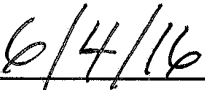
**Location:** 3000 Canyons Resort Drive  
Park City, UT 84098

*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.*

**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

  
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Date