

**HighMark Charter School  
Board of Directors Meeting  
Monday, August 19, 2013**



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

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

**Others in Attendance:** Mary Johnston (Principal), Jed Stevenson (AW), Kim Dohrer (AW), Ryan Smith (AW), Erika Petersen (PTSO), Krystal Dahl (Secretary), Melinda Osborne (Business Integration Specialist), Robert Osborne, Lisa Evans, Todd Evans

*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**

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

### **CONSENT ITEMS**

- **Meeting Minutes**  
Richard Bigler moved to approve the June 17, 2013 Annual Board Meeting Minutes, the June 24, 2013 Board Meeting & Closed Session Minutes, the July 8, 2013 Board Meeting & Closed Session Minutes, the July 22, 2013 Board Meeting & Closed Session Minutes, the July 29, 2013 Board Meeting & Closed Session Minutes, and the August 5, 2013 Board Meeting Minutes; Blake Petersen seconded. Motion passed unanimously.
- **New Hires**  
Mary Johnston reviewed the new hires with the Board including the positions the new employees will be filling.  
Richard Bigler moved to approve Kellie Lopaz, Barry Rishton, Kristina Schroeder, Teanna Anderson, and Leanne Roghaar as New Hires; Sage Ukena seconded. Motion passed unanimously.

### **PUBLIC COMMENT**

- The following individuals made a public comment:
  - Todd Evans

## REPORTS

- **PTSO Report**

Erika Petersen updated the Board on the status of the PTSO, including planned events, parent suggestions on after-school programs, book fairs, and teacher grants for specific projects. The PTSO will be asking families for a \$35 donation in lieu of running multiple fundraisers this school year.

- **Principal Report**

Mary Johnston provided an update to the Board on the school. Michelle Melville and Melinda Osborne will be leading some staff professional development for business integration and curriculum mapping.

Enrollment was reviewed and a student exit survey will be implemented this school year. Junior High retention and improving the experience was discussed, including implementing different activities and helping students understand expectations and school culture.

The process for dropping off and picking up students from the school grounds was discussed including student safety. Parents will be reminded of the process and it will be evaluated to determine effectiveness.

## DISCUSSION ITEMS

- **Lunch Committee Vendor Presentation**

The Board discussed vendors, services provided and available, and the challenge of providing services with a low number of students ordering daily. The Board discussed polling families to determine interest in having a school lunch vendor option. Mary Johnston was tasked with determining options for school lunch.

- **Open Meetings Act Training**

The Board completed their annual open meetings training. Kim Dohrer reviewed the Open Meetings Act with the Board and the responsibility of the Board to do their work in the public view. The types of meetings, including Closed Sessions, were reviewed and the need to follow the agendas as posted.

- **Action Item Review**

The Board reviewed the action items along with newly assigned items.

- **Calendaring**

- Board Meeting September 16, 2013 at 7:00 PM
- School Photos September 26, 2013

## ADJOURN

- Blake Petersen moved to adjourn the Board Meeting; Sage Ukena seconded. Motion passed unanimously.

The Board Meeting adjourned at 8:11 PM.