

**HighMark Charter School  
Board of Directors Meeting  
Tuesday, August 19, 2014**



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

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

**Excused:** Richard Bigler

**Others in Attendance:** Mary Johnston (Principal), Kellie Lockwood (Assistant Principal), Steve Davis (AW), Ryan Smith (AW), Kara Finley (AW), Dwayne Mitchell, Amy Mitchell, Melody Paul, Alicia Lehman, Abby Gertge, members of the public

*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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**7:05 PM – CALL TO ORDER by Bentley McEntire**

### **PRESENTATION**

- **HighMark Honorees**  
The Board thanked Dwayne and Amy Mitchell and Melody Paul for their outstanding service to HighMark Charter School.

### **CONSENT ITEMS**

- **Board Meeting Minutes**  
Blake Petersen made a motion to approve the June 16, 2014 Board Meeting & Closed Session Minutes and the June 26, 2014 Board Meeting Minutes; Denis Petersen seconded. Motion passed with a majority vote, the votes were as follows:
  - Bentley McEntire – AYE
  - Blake Petersen – AYE
  - Denis Petersen – AYE
  - Sage Ukena – ABSTAIN
- **New Hires**  
Mary Johnston reviewed the new hires, their backgrounds, and their job duties. Sage Ukena made a motion to approve Lana Sandman and Raquel Gallegos as new hires; Blake Petersen seconded. Motion passed unanimously.

## **PUBLIC COMMENT**

- The following individuals made a public comment:
  - Alicia Lehman submitted a grievance to the Board.
  - Abby Gertge commented on providing an assistant coach to the cheerleaders.

## **REPORTS**

- **Principal Report**

Mary Johnston provided an update on the state of the school. Enrollment numbers were reviewed along with the grades that are full. The junior high has limited availability and the administration will continue to review available enrollment. The Technology Committee met and the five-year plan was updated and will include getting the mobile computer labs into the classrooms sooner. Procedures for using the mobile computer labs were discussed and the additional labs will help with completing testing within the designated testing windows. The math and science departments prefer to use the mobile computer labs and will test the system this school year.

The Business Integration Specialist will work monthly with teachers to ensure that business is being integrated into the curriculum and that business events are being prepped accordingly. The first week of school, teachers will teach the seven habits and school principles to students.

The proposed Academic Awards were presented and include awards based on grade point averages, attendance, citizenship, and teacher nominations. The Board Business Hawk Award, the incentive activities, and the sport awards were reviewed and the criteria will be established and presented when finalized. The awards will help build the culture of the school and encourage students to seek an award.

Back to School Night went well, enrollment is flowing, and the teachers are excited for school to begin. Junior high registration flowed and the process was enhanced to include lockers and schedules. Professional development has gone well and the staff is ready for students to arrive.

## **VOTING ITEMS**

- **School Land Trust Committee**

The Board reviewed the intention for the Governing Board of Directors to act as the Trustlands Committee, as they have since school started.

Blake Petersen made a motion to clarify that the HighMark Charter School Governing Board of Directors serves as the School Land Trust (Trustlands) Committee; Sage Ukena seconded. Motion passed unanimously.

- **Bell Printing Purchase**

Mary Johnston discussed the yearbooks that were purchased and the problems that the school encountered based on the binding adhesive malfunctioning. The timeline for paying for the yearbooks was discussed, including the service received.

Denis Petersen made a motion to approve the Bell Printing purchase for yearbooks up to \$7,986.06; Blake Petersen seconded. Motion passed unanimously.

- **Landscaping Vendor & Rate Sheet**  
Mary Johnston reviewed the bid process for landscaping vendors and the services that are being provided to maintain the school grounds. The Board examined the sod installation, watering schedule, and grounds care.  
Sage Ukena made a motion to approve Extreme Green as the landscaping vendor and the service rate sheet; Blake Petersen seconded. Motion passed unanimously.
- **Protection Plus Purchase**  
Kellie Lockwood reviewed the cameras that were installed and the cost to increase recording storage and access.  
Sage Ukena made a motion to approve the Protection Plus purchase for cameras; Denis Petersen seconded. Motion passed unanimously.
- **ETS Service Agreement**  
The technology service agreement was presented based on the RFP that was issued and includes a reduced price based on a three-year contract. The new school IT person has met with ETS to be trained and overall the administration has been pleased with the service provided. The Board would like to amend Section 8 Payment, Line E to have payments due within thirty (30) calendar days. Sage Ukena and Denis Petersen will review the RFP's received for technology services and make a recommendation for the next Board Meeting.  
The vote on the ETS Service Agreement was tabled.

## **DISCUSSION ITEMS**

- **Action Items & Contact Information**  
The Board reviewed the assigned action items and the need to send feedback on the Board Communication Guidelines. The possibility of a school 5K will continue to be examined and within year transfers were presented. The status of the wish list items and the costs incurred were inspected. The wish list items cost more than originally estimated and the timeline for finalizing the baseball field were discussed.
- **Calendaring**  
Board Meeting September 16, 2014 at 7:00 PM.

## **ADJOURN**

- Sage Ukena made a motion to adjourn the Board Meeting; Blake Petersen seconded. Motion passed unanimously.  
Board Meeting adjourned at 8:24 PM.