

**HighMark Charter School
Board of Directors Meeting
Monday, September 16, 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), Kim Dohrer (AW), Brad Taylor (AW), Ryan Smith (AW), 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

7:02 PM – CALL TO ORDER by Bentley McEntire

CONSENT ITEMS

- **Board Meeting Minutes**

Richard Bigler moved to approve the August 12, 2013 Board Meeting & Closed Session Minutes, the August 14, 2013 Board Meeting Minutes, and the August 19, 2013 Board Meeting Minutes; Blake Petersen seconded. Motion passed unanimously.

- **New Hires**

Mary Johnston reviewed the new hires and the positions they will be filling, including a Spanish teacher, registrar, and librarian.

Blake Petersen moved to approve Avelina Staker, Brynna Camp, Tiffany Ellis, Krista Findley, and Holly Rowley as New Hires; Sage Ukena seconded. Motion passed unanimously.

PUBLIC COMMENT

- No public comments were made.

REPORTS

- **Budget Report**

Blake Petersen reviewed the revised budget with the Board and the items that were updated. The UCA plans will be updated after approved by the Board. The school is maintaining healthy revenue and the school recently purchased the facilities. Brad Taylor reviewed the building purchase, the interest rates, and the cost savings to the school. The project fund is also available for the school to use to make

improvements to the facilities and school grounds.

- **Principal Report**

Mary Johnston discussed the status of the school with the Board including enrollment, DIBELS and Mentoring, and the opening week of school. Enrollment is near capacity with 678 students attending but additional students are still being added. The Board reviewed multiple score reports on assessments that Mary provided. The pickup and drop off plan was discussed, including working with the city and UDOT, changes to the plan, and watching the lot. Accreditation will be starting up and Mary will be heading up the process.

VOTING ITEMS

- **Principal Evaluation Tool**

Kim Dohrer reviewed the changes to the Principal Evaluation and Mary Johnston discussed the business integration goals that were revised.

Richard Bigler moved to approve the Principal Evaluation Tool for 2013-2014; Blake Petersen seconded. Motion passed unanimously.

Sage Ukena requested to see more measurable goals included in the Principal Evaluation tool in the future.

- **FY 2014 Budget**

Blake Petersen moved to approve the revised FY 2013-2014 Budget; Richard Bigler seconded. Motion passed unanimously.

- **Utah Consolidated Achievement (UCA) Plans**

Kim Dohrer reviewed the UCA plans and the funding allocations. The funding will fluctuate throughout the school year based on student numbers and proposed budgets. The funding is used to help students academically and help teachers become highly qualified.

Sage Ukena moved to approve the 2013-2014 Utah Consolidated Achievement Plans and Budget, including: Title IA Plan, Title IIA Plan, Accelerated Students Program Plan (Gifted and Talented), Enhancement for At-Risk Students Plan, Early Childhood Programs K-3 Reading Achievement Plan, and the IDEA School-Aged Plans; Richard Bigler seconded. Motion passed unanimously.

- **Policies**

The Board discussed the new procurement laws that now require the schools to adopt these policies to ensure compliance. The Donation and Fundraising Policy was discussed including its relation to the PTSO and the 501(c)(3) status restrictions.

Blake Petersen moved to approve the Cash Handling Policy, the Donation and Fundraising Policy, the Ethics Policy, and the Procurement Policy; Richard Bigler seconded. Motion passed unanimously.

- **Dress Code Policy**

Sage Ukena presented the proposed changes as discussed with the administration. Changes included removing the pictures, allowing designs, adding a section on dresses/skirts, and layering options.

Sage Ukena moved to approve the discussed revisions to the Dress Code Policy; Richard Bigler seconded. Motion passed unanimously.

- **E-Rate Policies and Designated Signer**
Kim Dohrer reviewed E-Rate and the funding and discounts received through E-Rate. She reviewed the policies and need to implement them to be in compliance with the E-Rate standards.
Blake Petersen moved to approve Mary Johnston as the designated E-Rate signer and approve the E-Rate Gift Policy, the E-Rate Procurement Policy, and the E-Rate Record Retention Policy; Richard Bigler seconded. Motion passed unanimously.

DISCUSSION ITEMS

- **Charter School Agreement Goals**
The Board discussed the Board Performance & Stewardship goals located in the Charter School Agreement with USOE, including the GBOT modules. The Board will review the modules to stay up-to-date.
- **Action Items**
The Board reviewed the action items and discussed newly assigned action items. The lunch program and vendor options were discussed and the administration is continuing to look into a variety of options. A PTSO and Athletics sponsored lunch day was considered as well as lunch personnel.
- **Calendaring**
 - Brian Carpenter Training in October
 - Board Meeting October 21, 2013 at 7:00 PM

ADJOURN

- Richard Bigler moved to adjourn the Board Meeting; Sage Ukena seconded. Motion passed unanimously.
Board Meeting adjourned at 8:35 PM.