

**HighMark Charter School  
Board of Directors Meeting  
Monday, November 18, 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), Ryan Smith (AW), Kara Finley (AW), Denis Petersen, 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**

### **INTERVIEWS**

- **Denis Petersen**  
The Board interviewed Denis and discussed his entrepreneurial background, volunteer history, and desire to serve the school.  
Denis Petersen left at 7:24 PM.  
Jacque Jeppsen arrived at 7:25 PM.
- **Jacque Jeppsen**  
The Board interviewed Jacque Jeppsen and she described her previous work and Board experience. She also discussed volunteering at the school and her ability to separate personal feelings from the work of the Board.  
Jacque Jeppsen left at 7:43 PM.  
Robert Osborne arrived at 7:45 PM.
- **Robert Osborne**  
Robert Osborne was interviewed by the Board and described his desire to have the vision of the school implemented through the Board in relation to business integration as well as continue to serve the school community.

### **CLOSED SESSION TO DISCUSS PERSONNEL**

- Sage Ukena moved to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE

- Richard Bigler – AYE
- Blake Petersen – AYE
- Sage Ukena – AYE

Entered Closed Session at 8:02 PM.

Robert Osborne, Kim Dohrer, Kara Finley, Ryan Smith, and members of the public were excused from 8:02 PM to 8:40 PM.

Mary Johnston was excused from 8:15 PM to 8:40 PM.

- Blake moved to adjourn the Closed Session; Richard Bigler seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE
  - Richard Bigler – AYE
  - Blake Petersen – AYE
  - Sage Ukena – AYE

Adjourned Closed Session at 8:40 PM.

#### **CONSENT ITEMS**

- **Board Meeting Minutes and New Hires**  
Richard Bigler moved to approve the October 21, 2013 Board Meeting and Closed Session Minutes and Kim Reynolds and Claire Watkins as New Hires; Sage Ukena seconded. Motion passed unanimously.

#### **PUBLIC COMMENT (Comments will be limited to three minutes each)**

- No public comments were made.

#### **REPORTS**

- **Budget Report**  
Blake Petersen reviewed the budget that has been amended based on the October 1 Count. A revision to the budget will be made, moving funds from textbooks to assistants for the school to hire a reading specialist. The Board discussed the textbooks for Secondary Math I that the school is using and the purchased professional services.
- **Principal Report**  
Mary Johnston discussed the status of the school and discussed the handbooks that are being organized and the constitution being created for student leaders and cheerleaders. A technology committee has been formed which is evaluating the school needs and creating a technology plan. The school is the process of being accredited and an assessment plan will be generated.  
The Board will be working on Standard 2 and providing evidence for the accreditation. Homework in the classrooms was discussed and teachers are considering the school policy. The school photos were reviewed and will be displayed on the wall at the school.

Enrollment and recruitment for the 2014-2015 school year was discussed and the plan includes hosting open houses, posting signs, advertising, and visiting K-6 schools.

#### **VOTING ITEMS**

- **FY 2014 Budget**

Blake Petersen moved to approve the revised 2013-2014 Budget with the discussed revision of moving funds from textbooks to instructional assets; Richard Bigler seconded. Motion passed unanimously.

- **Bond Wish List**

Mary Johnston updated the Board on the Bond Wish List items that were approved at the last Board Meeting and the timeline on the projects. The Board discussed the needs of the school, the usage of the stage, and the setup of the library.

Sage Ukena moved to approve additional Bond Wish List items included in their original approval amount of up to \$100,000 for a stage curtain and library and art room televisions; Blake Petersen seconded. Motion passed unanimously.

- **Holiday Gifts**

Mary Johnston discussed the holiday gifts being provided to the staff and her desire to provide end of year allotments based on goal completions.

Richard Bigler moved to approve holiday bonuses as discussed in the Closed Session; Blake Petersen seconded. Motion passed unanimously.

#### **DISCUSSION ITEMS**

- **Charter School Agreement Goals**

The Board reviewed the Student Attendance and Re-Enrollment goals in the Charter Agreement and the schools percentages for 2012-2013.

- **Governing Board Online Training**

The 13<sup>th</sup> GBOT has been released and Board Members will be completing it after their UTIPS usernames are provided.

- **Mid-Year Stakeholder Surveys**

The survey committee will develop the survey and administer it in early December so it can be reviewed in January.

- **Action Items**

The Board reviewed previous action items and newly assigned action items.

- **Calendaring**

Mid-Year Principal Evaluation will be determined after survey results are received.

#### **ADJOURN**

- Richard Bigler moved to adjourn the Board Meeting; Sage Ukena seconded the motion. Motion passed unanimously.

Board Meeting adjourned at 10:08 PM.

**HighMark Charter School  
Board of Directors Closed Session  
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**Others in Attendance:** Mary Johnston (Principal)

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## MINUTES

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### 8:02 PM – CALL TO ORDER

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

Mary Johnston was excused from 8:15 PM to 8:40 PM.

### ADJOURN

- Blake moved to adjourn the Closed Session; Richard Bigler seconded. Motion passed unanimously, the votes were as follows:
    - Bentley McEntire – AYE
    - Richard Bigler – AYE
    - Blake Petersen – AYE
    - Sage Ukena – AYE
- Adjourned Closed Session at 8:40 PM.

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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).**

  
\_\_\_\_\_  
Bentley McEntire, Chair

  
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Date