

HighMark Charter School

Board Meeting Minutes

Monday, January 7, 2013

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



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

Others in Attendance: Kent Fuller (Principal), Gabe Clark (AW), Steve Davis (AW), Ryan Smith (AW), Kara Finley (AW), Erika Petersen (PTSO), Ysenia Salgado (PTSO), Melinda Osborne (Business Integration Specialist)

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

7:35 PM – CALL TO ORDER by Robert Osborne

CONSENT ITEMS

❖ **November 12, 2012 Board Meeting & Closed Session Minutes**

Sage Ukena asked to clarify in the minutes that it is his father, not his father-in-law, that works for Eide Bailey and that the motion was seconded by Bentley McEntire. Sage Ukena made a motion to approve the November 12, 2012 Board Meeting & Closed Session Minutes with the discussed clarifications; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **New Hires**

Kent Fuller reviewed the new hires with the Board, which includes a technology teacher and a part-time counselor. Blake Petersen made a motion to approve Laura Wisner and Becky Crumbo as New Hires; Sage Ukena seconded the motion. Motion passed unanimously.

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

❖ No public comments were made.

REPORTS

❖ **PTSO Report**

Erika Petersen provided the Board with an update on the PTSO activities and plans. The Winter Carnival was able to raise funds for the school and it was an overwhelming success. The Inspirations Art Program is in January and they are looking for competition judges. The PTSO asked for clarification on their association with the other school organizations and

support needed. They also discussed school security and the reading challenge.

❖ **Budget Report**

Blake Petersen reviewed the current budget with the Board and funds the school has received. The budget will also be revisited before the end of the school year to align it to expenditures and as part of the building purchase application Academica West is completing a feasibility study. The feasibility study should be complete in the next few weeks.

❖ **Principal Report**

Kent Fuller updated the Board on the status of the school including the following items.

- Business Integration – Melinda Osborne reported on the four areas of business and how they are being integrated at the school. The school store is running and students are working in the store. The Financial Literacy Passport Program is being used by the grades to integrate business into math, language arts, and social studies. Students are participating in the Junior Achievement Program and the fifth and eighth graders will be able to visit JA City at the Gateway in April/May. The school will also be hosting the Lemonade Day later in the school year. Leadership has also been focused on at the school and the Covey program was introduced to Junior High students.
- Curriculum, Testing, and Teaching – Additional resources are needed and should be in place before the end of the school year. End of year testing window are coming shortly. ETS is working on getting a computer lab donated and it should be in place in the next few weeks. The first-round of teacher observations were completed in December.
- Enrollment and Retention Plan – The current enrollment numbers were reviewed and Open Houses are being planned. The bubbles that are moving up were discussed along with the siblings that may receive preference.
- Jr. High Student Experience – The teachers are collaborating well and the athletics program is running well.
- School Culture (Character Education) – A very positive environment is creating a good foundation and there is continual process of building a culture the first year.

VOTING ITEMS

❖ **Special Education Policies and Procedures Manual**

Kent Fuller reviewed the Special Education Manual and the process by which it has been approved by USOE.

Bentley McEntire made a motion to approve the Special Education Policies and Procedures Manual; Richard Bigler seconded the motion. Motion passed unanimously.

❖ **HighMark Honorees**

Robert Osborne discussed the plaques that will be posted at the school and requested adding Keith and Vicky Christensen based on their outstanding service and dedication to the school. The Board expressed their gratitude to the Christensen's and would like to recognize their efforts.

Sage Ukena made a motion to add Keith and Vicky Christensen to the HighMark Honorees; Blake Petersen seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Proposed School Calendar & Fee Schedule**

Kent Fuller presented the proposed 2013-2014 school calendar and fee schedule to the Board.

The calendar aligns closely with the Davis School District calendar. The fees will be adjusted to match closer to the current school years fees.

❖ **Mid-Year Parent & Staff Survey Review**

The Survey Committee conducted a school-wide survey in December 2012. Bentley McEntire reviewed the results of the survey and the response return rate. Common items included the parking lot and transportation. The basketball hoops were discussed in regards to egress allowances for their installation.

❖ **Parent Involvement & Communication**

The survey results show that parents feel as though they are receiving timely communication. Robert Osborne will attend a staff meeting to share the mission/vision of the school with the new school staff.

❖ **Governing Board Online Training**

Robert Osborne reminded the Board to complete GBOT's as they are released and thanked the Board Members who have taken the time to finish them all.

❖ **Calendaring**

- Charter Day on the Hill on February 11, 2013 from 11:00 AM – 1:00 PM
- Board Meeting on February 11, 2013 at 7:30 PM
- Summer Retreat on May 31 – June 1, 2013
- UAPCS Annual Conference on June 17-18, 2013

ADJOURN

- ❖ Sage Ukena made a motion to adjourn the Board Meeting; Blake Petersen seconded the motion. Motion passed unanimously.
Board Meeting adjourned at 9:08 PM.