

HighMark Charter School

Board Meeting Minutes

Monday, November 12, 2012

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), Brad Taylor (AW), Ryan Smith (AW), Kara Finley (AW), Joel Wright (Kirton McConkie), Melinda Osborne (Business Integration Specialist), Erika Petersen (PTSO)

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

7:33 PM – CALL TO ORDER by Robert Osborne

CLOSED SESSION TO DISCUSS PROPERTY

- ❖ Blake Petersen made a motion to enter a Closed Session to discuss the purchase, exchange, lease or sale of real property; Bentley McEntire seconded the motion. The motion passed unanimously, the votes were as follows:

- Robert Osborne – AYE
- Richard Bigler – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE
- Bentley McEntire – AYE

Entered Closed Session at 7:34 PM.

- ❖ Sage Ukena made a motion to adjourn the Closed Session and enter back into the Board Meeting; Bentley McEntire seconded the motion. Motion passed unanimously, the votes were as follows:

- Robert Osborne – AYE
- Richard Bigler – AYE
- Sage Ukena – AYE
- Blake Petersen – AYE
- Bentley McEntire – AYE

Closed Session adjourned at 8:10 PM.

8:11 PM – CALL TO ORDER by Robert Osborne

Melinda Osborne arrived at 8:10 PM.

DISCUSSION & VOTING ITEMS

❖ **Building Purchase Agreement**

Joel Wright provided a summary of the appraisal of the school and the potential savings to the school for purchasing the building.

Richard Bigler made a motion to approve the Building Purchase Agreement; Blake Petersen seconded the motion. Motion passed unanimously.

Erika Petersen arrived at 8:15 PM.

❖ **CSFS Financial Advisor Engagement Agreement**

Gabe Clark and Brad Taylor explained the CSFS engagement and services. The services include working with the CPA firm, USDA, creating projections, and working with local banks for funding. Joel Wright explained the engagement agreement including the fees, relations to other companies, and reviewed the miscellaneous section.

Blake Petersen made a motion to approve the CSFS Financial Advisor Engagement Agreement; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **Financing Scenarios**

Brad Taylor reviewed the Financing Scenarios and the savings available through purchase of the building. They also discussed USDA financing and the federal single audit that is performed. A project fund for additional school needs were included in the projections. All the closing costs are included in the projections as well as attorney fees.

❖ **Feasibility Study & Eide Bailey Engagement Agreement**

Brad Taylor discussed the merge of SGS with Eide Bailey as the CPA firm that examines the projections based on revenue and expense assumptions. They reviewed the costs of the Feasibility Study and engagement agreement. Sage Ukena withdrew from the discussion and disclosed the relationship that his father works for Eide Bailey.

Blake Petersen made a motion to approve the Feasibility Study & Eide Bailey Engagement Agreement for \$15,000 plus out of pocket costs not to exceed \$1,000; Bentley McEntire seconded the motion. Motion passed with a majority vote, the votes were as follows:

- Robert Osborne – AYE
- Richard Bigler – AYE
- Blake Petersen – AYE
- Bentley McEntire – AYE
- Sage Ukena – ABSTAINED

CONSENT ITEMS

❖ **October 15, 2012 Board Meeting Minutes**

Blake Petersen made a motion to approve the October 15, 2012 Board Meeting Minutes; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **New Hires**

Bentley McEntire made a motion to approve Michelle Ward and Lanni Beardall 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 discussed the upcoming Winter Carnival and how the SBO's are helping recruit people to help with the carnival. Family pictures will be available at the Winter Carnival, along with a boutique and carnival games. An inspiration program is being planned by a group of charter schools in January. Volunteer hours are starting to be tracked and volunteers will be required to check in at the front office.

❖ **Athletics Report**

Sage Ukena stated that the basketball team schedule is included in the packet and will start playing shortly. The athletics committee has changed the sports GPA to 2.5 to allow for greater student opportunities, which is higher than district requirements. The girl's volleyball competed at state and lost in the second round. The scoreboard will be installed the week of Thanksgiving. The Board discussed the basketball court and the donation of additional hoops.

❖ **Budget Report**

Blake Petersen updated the Board on the status of the budget, which is in good shape. The school received the 501(c)(3) designation and state tax-exemption. Student enrollment changes were discussed, including ADM funding and student attrition.

Erika Petersen was excused at 9:12 PM.

❖ **Principal Report**

Dress Code Implementation was reviewed and teachers are checking the policy more rigorously. The policy has reinforced what the teachers were checking for and overall is being enforced well.

Teacher training was held on how to unify teacher websites and parent communication. The purchasing card is now working and teachers are able to get apps as needed. The thin client mobile lab has been added and the Internet full-bandwidth will be installed by Thanksgiving. An assembly was held last week to promote creating a school culture and good social norms by Brad Barton utilizing magic.

VOTING ITEMS

❖ **Revised 2012-2013 Budget**

Blake Petersen made a motion to approve the Revised 2012-2013 Budget; Sage Ukena seconded the motion. Motion passed unanimously.

❖ **Snow Removal Bids & Rate Approval**

Blake Petersen made a motion to approve the Extreme Green Snow Removal Bid & Rates; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **Holiday Bonuses**

Richard Bigler made a motion to approve a net Holiday Gift of \$200 for the 24 full-time staff members and \$100 for the 12 part-time staff members and the Principal may disseminate as desired; Blake Petersen seconded the motion. Motion passed with a majority vote, the votes were as follows:

- Sage Ukena – AYE
- Richard Bigler – AYE
- Blake Petersen – AYE
- Bentley McEntire – AYE
- Robert Osborne – ABSTAINED

❖ **Survey Committee**

The Board discussed the need to create a survey committee to determine a survey tool and evaluate the results to present them to the Board.

Sage Ukena made a motion to approve the Survey Committee, composed of Kent Fuller, Steve Davis, Kara Finley, and Bentley McEntire; Blake Petersen seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Strategic Planning – Review Charter School Agreement**

The Board reviewed the Charter School Agreement and goals. The Board will continue to assess it and will review it again at the next strategic planning session.

❖ **Lunch Program**

The lunch program numbers are starting to drop and in considering the numbers the school may need to look at additional options.

❖ **Governing Board Online Training**

The Board was reminded to complete the recently released GBOT training.

❖ **Calendaring**

- Board Meeting and Christmas Social on December 3, 2012 at 6:30 PM.
- The Summer Retreat was scheduled for May 31-June 1, 2013.

ADJOURN

- ❖ Richard Bigler made a motion to adjourn the Board Meeting; Sage Ukena seconded the motion. Motion passed unanimously.
Board Meeting adjourned at 10:00 PM.

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