

HighMark Charter School
Board Meeting Minutes
Monday, March 18, 2013



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

In Attendance: Robert Osborne, Sage Ukena, Blake Petersen

Excused: Bentley McEntire, Richard Bigler

Others in Attendance: Kent Fuller (Principal), Gabe Clark (AW), Brad Taylor (AW), Ryan Smith (AW), Kara Finley (AW), Erika Petersen (PTSO), Melinda Osborne (Business Integration Specialist), Spencer Knowles (CES), Anna Mauer

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

CONSENT ITEMS

❖ **Board Meeting Minutes**

Blake Petersen made a motion to approve the February 11, 2013 Board Meeting and Closed Session Minutes and the March 15, 2013 Board Meeting Minutes; Sage Ukena seconded the motion. Motion passed unanimously.

❖ **New Hires**

Blake Petersen made a motion to approve the new hire, Maria Dunbar, as a SpEd TA; Sage Ukena seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Release Time**

Robert Osborne introduced Spencer Knowles who works for the LDS Church Educational System. Spencer Knowles is a teacher at the Clearfield Seminary and provided contact information for CES administrators. In order to have a building or portable there would need to be 125 students, over multiple years, attending Seminary. A local church would be offered for early morning Seminary and transportation would need to be coordinated by student guardians. Class sizes would be dependent on student interest along with interest in early morning or first period release.

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

- ❖ Anna Mauer

REPORTS

❖ **PTSO Report**

Erika Petersen provided an update on the PTSO to the Board. Dr. Seuss Day was a success and the workshops ran well. A PTSO meeting will be held the same day as the National Lemonade Day. Teacher Appreciation Week and Field Day are in the process of being planned. The sixth grade will be hosting an end of year party. The PTSO Executive Committee will remain in place for the 2013-2014 school year.

❖ **Building Financing Report**

Gabe Clark and Brad Taylor discussed the building purchase. The USDA provided a status letter to the school and they have indicated that HMCS is Priority I on approval in Utah. The series loans were explained along with interest rates. A lease versus buy analysis was reviewed along with cost savings and repayment timelines.

❖ **Athletics Report**

Sage Ukena provided the soccer schedule to the Board and the soccer team has been selected and is practicing. The athletics budget for next school year is in the process of being developed.

❖ **Budget Report**

Blake Petersen reviewed the current budget and things continue to look positive. Title I Fund reimbursement will be submitted which will increase funds. Implementation Grant funds are being applied for and the amount for the 2013-2014 school year was released by USOE.

❖ **Principal Report**

Kent Fuller provided an update on the status of the school, including the following:

- Business Integration – Melinda Osborne discussed the Junior Achievement program that is wrapping up for the year and the preparations that are being made for Junior Achievement Day. The Entrepreneurial Fair and Lemonade Day are approaching and companies are being formed. The School Store is going well, making money, and students are getting into the marketing aspect. Teachers and staff will be attending a seminar on *Leader in Me* to help model leadership in the school. Brad Taylor was excused at 8:32 PM.
- Curriculum, Testing, and Teaching – The DIBELS results were reviewed included administration protocols that affected testing scores. The teacher evaluation tool and observations were reviewed. Teachers will also be attending the summer Core Academy in their subject area. Staffing and teacher recruitment for next year is taking place along with attending teacher fairs and interviewing. Kent also discussed hiring a reading specialist/interventionist possibly in place of an assistant administrator but this will be discussed further.
- Enrollment and Retention Plan – Enrollment was reviewed and the elementary portion is full. Additional students can be accepted in the Junior High.
- Jr. High – Registration will take place in April. An Open House was held in February and there was a good attendance.
- Technology – Additional thin client trainings are scheduled for teachers, students, and parents. Technology security was discussed and the new computer lab is being configured.

VOTING ITEMS

❖ ETS Invoice

Kent Fuller reviewed the invoice and the technology that was purchased for staff and student use and the source from the budget.

Blake Petersen made a motion to approve the ETS Invoice for \$5,151; Sage Ukena seconded the motion. Motion passed unanimously.

❖ Building Rental Policy

Blake Petersen asked that the Board review additional building fees to be comparable with the local area. The Board discussed the tax implications of commercial renting. The policy was tabled for additional discussion.

Ryan Smith was dismissed at 9:10 PM.

❖ Student Officer Policy

Robert Osborne discussed creating a Student Officer Policy and providing direction to the administration on elections and student expectations. The Board discussed the policy being either a Board or an Administrative Policy and ensuring that students meet academic standards. The Board tabled the policy for additional review and discussion and Kent Fuller will provide an update on it at the April Board Meeting.

DISCUSSION ITEMS

❖ South Weber Drive/UDOT

Sage Ukena spoke with a UDOT representative who explained the signs that were posted. The representative provided direction on the process to get a crosswalk. The school will start working on this process immediately. A school safety committee will be created that is composed of a Board Member, the Principal, the PTSO, Academics West, law enforcement, and additional members as needed.

❖ Action Item Review

Robert Osborne reviewed the action items and their status. The summer retreat was discussed including locations, which will be evaluated further. Smart Lunches will discontinue service on March 29th and the school will look at alternative options.

❖ Calendaring

- Board Meeting on April 15, 2013
- Summer Retreat May 31 – June 1, 2013
- UAPCS Conference 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 9:41 PM.