

HighMark Charter School
Board Meeting Minutes
Monday, April 15, 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), Melinda Osborne (Business Integration Specialist), Erika Petersen (PTSO), Kim Dohrer (AW), Ryan Smith (AW), Kara Finley (AW), Jacob Johnson (ETS)

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

7:30 PM – CALL TO ORDER by Rob Osborne

CONSENT ITEMS

❖ **Board Meeting Minutes**

Sage Ukena made a motion to approve the March 18, 2013 Board Meeting Minutes and the March 29, 2013 Board Meeting Minutes; Blake Petersen seconded the motion. Motion passed unanimously.

Bentley McEntire arrived at 7:32 PM.

❖ **New Hires**

Kent Fuller discussed the new hire and discussed her qualifications and the position she will be filling in the mathematics department as well as additional teachers needed.

Blake Petersen made a motion to ratify Staci Huffaker as a New Hire; Sage Ukena seconded the motion. Motion passed unanimously.

Erika Petersen arrived at 7:35 PM.

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

❖ No public comments were made.

DISCUSSION ITEMS

❖ **Technology**

Jacob Johnson discussed the Thin Client training that has occurred at the school and the grades that are utilizing the student pool of thin clients. Teachers are utilizing the thin clients both inside and outside of the school and additional trainings have been scheduled for

faculty and parents. The new website has been launched and was donated by ETS along with a VCMS content site for media. HMCS is the only school currently utilizing the VCMS site, which is a valuable tool for content sharing throughout the school on a safe media format with licensing donated by ETS. ETS is also donating LANSchool to HMCS, which allows teachers to view student computers as they are being used and will train teachers on how to use it. ETS has also donated to the HMCS Lemonade Day. Jake did a demo in a classroom of an android computing device that would be cost-effective for student home use. He also discussed the possibility of a donated lab and the costs associated with revamping the computers for student use. Blake Petersen discussed the funds that are being received and the Title I funds that weren't allocated to the school so the need to save funds through the remainder of the school year.

Melinda Osborne arrived at 7:43 PM.

Jacob Johnson was dismissed at 8:23 PM.

REPORTS

❖ **PTSO Report**

Erika Petersen discussed the PTSO's activities and the calendar that is being set for next year. The PTSO will be helping with the Junior Achievement Program and Lemonade Day. The PTSO is looking at starting a Culture Committee and incorporating some ideals from *Leader in Me*. The PTSO is looking for additional volunteer opportunities such as in the evening or during athletic events.

Erika Petersen was dismissed at 8:36 PM.

❖ **Principal Report**

Kent Fuller provided the following update on the status of the school.

- Melinda Osborne discussed Business Integration. Students are preparing to go to Junior Achievement City for the day and will plan on doing the program again next year. A *Leader in Me* book study is taking place to see how it relates to HMCS. The school is preparing for Lemonade Day and next year is being planned. Melinda Osborne was excused at 8:45 PM.
- Curriculum, Testing, and Teaching – The school is looking into block scheduling for Tier 2 students and teacher assistants are being trained.
- Enrollment and Retention Plan – Enrollment is looking good for next year and retention is high. The Junior High is filling up and students are being accepted and registered for next year. Staffing and hiring is being evaluated for next year and candidates are being interviewed.
- School Culture – An end of year survey is going to be put together and sent to the faculty and parents. Thin client access is occurring and great advances have been made on technology this year. The Student Officer Procedures were reviewed and new lunch services have been approved and have started operations.

VOTING ITEMS

❖ **ETS Technology Purchase up to \$7,000**

Blake Petersen made a motion to table the technology purchase until next fiscal year; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **Parent Compacts**

Kent Fuller reviewed the compacts and the changes that are suggested.

Sage Ukena made a motion to approve the Elementary and Junior High Parent Compacts

with the discussed changes; Blake Petersen seconded the motion. Motion passed unanimously.

❖ **Parent Involvement Policy**

Blake Petersen made a motion to approve the Parent Involvement Policy; Sage Ukena seconded the motion. Motion passed unanimously.

❖ **E-Rate Resolution**

Kim Dohrer explained the E-Rate process and the discount that schools receive for internet and phone services.

Richard Bigler made a motion to approve the resolution for Schools and Libraries Universal Services (E-Rate) for 2013-2014 – this resolution authorizes filing of the Form 471 applications for funding year 2013-2014 and the payment of the applicant’s share upon approval of funding and receipt of services; Blake Petersen seconded the motion. Motion passed unanimously.

❖ **Travel Policy**

Robert Osborne explained the policy and travelers getting reimbursed for actual expenses. Bentley McEntire made a motion to approve the Travel Policy; Sage Ukena seconded the motion. Motion passed unanimously.

❖ **Landscaping Vendor and Rate Approval**

Kent Fuller reviewed the bids that were received and the company with the best rates. Sage Ukena made a motion to approve Double TLC as the Landscaping Vendor and the rate sheet; Blake Petersen seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Building Rental Policy**

Blake Petersen updated the Board on the concerns with the policy and the potential commercial use of the facilities after the building is purchased. The Board will consider revising in the future should the need arise.

❖ **SpEd Room Dividers**

Kent Fuller discussed potentially adding dividers in the Special Education classrooms to increase study stations. He will investigate the cost and provide additional information to the Board for the project.

❖ **Action Item Review**

The Board reviewed the action items and items that need follow up.

❖ **Calendaring**

- Board Meeting on May 20, 2013 at 7:00 PM
- Summer Retreat May 31 – June 1, 2013
- Board Meeting on June 17, 2013 at 7:00 PM

CLOSED SESSION TO DISCUSS PERSONNEL

❖ Sage Ukena made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Bentley McEntire seconded the motion. Motion passed unanimously, the votes were as follow:

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

Entered Closed Session at 9:39 PM.

ADJOURN

- ❖ Blake Petersen made a motion to adjourn the Board Meeting and Closed Session; Richard Bigler 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
- Board Meeting and Closed Session adjourned at 10:14 PM.

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Closed Session Minutes
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