

**HighMark Charter School**  
Board Retreat Minutes  
Friday, May 31, 2013



**Location:** 12117 S. State Street  
Draper, UT 84020

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

**Others in Attendance:** Kent Fuller (Director), Melinda Osborne (Business Integration Specialist), Kim Dohrer (AW), Steve Davis (AW), Kara Finley (AW)

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

6:12 PM – CALL TO ORDER by Robert Osborne

### GOVERNANCE DISCUSSION

❖ **Welcome**

Robert Osborne welcomed everyone to the retreat and presented the agenda and purpose for the meeting.

❖ **Introduction**

Kim Dohrer introduced retreat expectations and marking what items need to go onto a parking lot list to make sure that all items Board Members want to discuss are addressed. Kent Fuller arrived at 6:15 PM.

❖ **Retreat Achievement Goals**

Robert Osborne presented the goals for the retreat, including: 1) Define the mission, vision, and culture; 2) Aligning the mission, vision, and culture; 3) What went well this year; 4) Areas needing improvement; and 5) Action plan moving forward. Melinda Osborne arrived at 6:25 PM.

❖ **Introduction to *Leader in Me***

Melinda Osborne discussed the *Leader in Me* program and the philosophy of the program. She provided Board Members with the books and asked them to read the books to understand the habits and the tools available.

The Board discussed how the principles could align to the schools mission and vision. The school isn't proposing to become a *Leader in Me* school, but would like to look at the quality tools available in the book.

The Board discussed the Creator Club as the service arm of the school and the student

projects that they helped drive forward during the school year.

**ADJOURN**

- ❖ Blake Petersen made a motion to adjourn; Sage Ukena seconded the motion. Motion passed unanimously.  
Board Retreat adjourned at 6:57 PM.

**HighMark Charter School**  
Board Meeting Minutes  
Saturday, June 1, 2013



**Location:** 12117 S. State Street  
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**Others in Attendance:** Kent Fuller (Director), Kim Dohrer (AW), Steve Davis (AW), Ryan Smith (AW), Kara Finley (AW)

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**MINUTES**

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**8:37 AM – CALL TO ORDER by Robert Osborne**

**CLOSED SESSION TO DISCUSS PERSONNEL**

- ❖ Richard Bigler made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Sage Ukena 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

Entered Closed Session at 8:38 PM.

- ❖ Blake Petersen made a motion to adjourn the Closed Session and return to the Board Meeting; 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

Adjourned Closed Session and entered Board Meeting at 8:50 AM.

## **VOTING ITEMS**

### **❖ Principal Employment Agreement**

Blake Petersen made a motion to approve the 2013-2014 Principal Employment Agreement for Kent Fuller as discussed; Richard Bigler 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 – NAY

### **❖ Employment Agreements**

Richard Bigler made a motion to approve the FY 2013-2014 Employment Agreements for school employees; Sage Ukena seconded the motion. Motion passed unanimously.

## **ADJOURN**

- ❖ Blake Petersen made a motion to adjourn the Board Meeting; Richard Bigler seconded the motion. Motion passed unanimously.  
Board Meeting adjourned at 8:52 PM.

**HighMark Charter School**  
Closed Session Minutes  
Saturday, June 1, 2013



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

**Others in Attendance:** Kent Fuller (Director), Kim Dohrer (AW), Steve Davis (AW), Ryan Smith (AW), Kara Finley (AW)

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## MINUTES

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**8:38 AM – CALL TO ORDER by Robert Osborne**

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

**ADJOURN**

- ❖ Blake Petersen made a motion to adjourn the Closed Session and return to the Board Meeting; 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

Adjourned Closed Session and entered Board Meeting at 8:50 AM.

**HighMark Charter School**  
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## MINUTES

8:52 AM – CALL TO ORDER

### GOVERNANCE DISCUSSION

❖ **Discuss and Define Mission/Vision and Culture**

Melinda Osborne arrived at 8:55 AM.

The Board reviewed the mission, philosophy, and vision written in the charter application. They reviewed and defined the basic parts of the mission statement and how the Board feels the areas apply to the school and may be applied to student education.

Ryan Smith left at 9:38 AM.

Areas of the vision were discussed and how the school could look in one year, three years, and five years. The Board discussed students, staff, achievement, technology, extra-curricular activities, and financial standing.

❖ **Parent and Staff Satisfaction Surveys**

Bentley McEntire reviewed the surveys completed in May and the results. He discussed the top box for the survey from 4.0-5.0 and looking for changes and variables. The survey results from December to May were very similar. Areas that should be focused and improved on were reviewed, including parent concerns and comments.

### GOVERNANCE DISCUSSION

❖ **Administrative Team**

Kent Fuller discussed his vision for the administrative team, including an instructional coach. The instructional coach would be a mentor for teachers, would hold professional development, and could help serve in an administrative capacity as needed.

❖ **Dress Code Policy and Recommendations**

Kent Fuller discussed considerations with the dress code and the harder areas of the policy to administer. The Board discussed the standards for dress and setting parameters that will be easy to enforce. The interpretation of the policy was discussed, including colored denims, underclothing, and business casual. Changes discussed included potentially adding under Shirts, “Underclothing may not be visible” and under Junior High Physical Education removing the white t-shirt option.

**BREAK**

- ❖ Lunch break from 12:17 PM to 1:03 PM.

**GOVERNANCE DISCUSSION**

❖ **Strengths and Weaknesses**

The Board discussed the past year and discussed strengths such as the excellent staff, the facilities, the PTSO, and the extra-curricular activities. The areas that the school could improve on included communication pick up and drop off, the school expectations and vision alignment, and student behavior.

The tools for improvement include culture week, additional and separate staff meetings and trainings. A school lunch committee was formed to research vendor options and they will report at the August 2013 Board Meeting.

Steve Davis left at 1:36 PM.

Junior High electives were discussed including business integration and courses available. Business will be integrated into the core curriculum as well as providing elective business options. Kent Fuller and Becky Crumbo will discuss elective and required business options for the 2014-2015 school year with the Board at the October 2013 Board Meeting.

Limited parking was discussed including options for event utilization, South Weber Drive parking, and potential sidewalks/crosswalks. The pick up and drop off plan, including the express lane, was discussed and increasing communication to help parents understand expectations. The plan will be reviewed again at the August 2013 Board Meeting.

An update on the school building purchase and loan process was provided including how it will strengthen the schools financial standing.

**GOVERNANCE DISCUSSION**

❖ **Parking Lot Items**

The Board Member retreat expectations were reviewed, including items that were placed on the side for discussion. Additional separation of the elementary and junior high program will be studied for next year. School priority purchases, the reading program, communication, and discipline were considered.

❖ **Calendaring**

- Annual Board Meeting June 17, 2013
- Annual Board Calendar for 2013-2014 was set.

**ADJOURN**

- ❖ Richard Bigler made a motion to adjourn the Board Retreat; Sage Ukena seconded the motion. Motion passed unanimously.  
Board Retreat adjourned at 2:43 PM.