

HighMark Charter School
Annual Board Meeting Minutes
Monday, June 17, 2013



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

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

Excused: Richard Bigler

Others in Attendance: Gabe Clark (AW), Brad Taylor (AW), Ryan Smith (AW), Kara Finley (AW), Ericka Petersen (PTSO), Ysendia Salgado (PTSO), Melinda Osborne, Tawnia Nielson, Michelle Melville

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

7:06 PM – CALL TO ORDER by Robert Osborne

CLOSED SESSION

- ❖ The Closed Session was tabled.

CONSENT ITEMS

- ❖ **Meeting Minutes**

Bentley McEntire made a motion to approve the May 20, 2013 Board Meeting & Closed Session Minutes and the May 31-June 1, 2013 Board Retreat, Board Meeting, and Closed Session Minutes; Blake Petersen seconded the motion. Motion passed unanimously. Sage Ukena arrived at 7:08 PM.

- ❖ **New Hires**

The Board discussed the new hires and their position at the school. Blake Petersen made a motion to approve Brianne Moon, Danille Hancock, and Kellyn Spear as New Hires; Bentley McEntire 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 updated the Board on the status of the PTSO. She reviewed the end of year

activities as well as upcoming events. The PTSO Board is filled and the Student Body Officers will be assisting next year.

❖ **Budget Report**

Blake Petersen provided the Board with an update on the budget. The final budget for the 2012-2013 budget was reviewed including additional payroll and expenses. The 2013-2014 budget was discussed in regards to purchasing the building as well as the increased student enrollment. The Board discussed having thirty days cash on hand as well as employee bonuses for next year. The Board reviewed the budget including having it align with the mission, athletics, and salaries.

The purchasing priorities wish list for the school were discussed, including getting a sound system, kitchen equipment, stage curtain, marquee, bleachers, classroom hooks, storage areas, outdoor scoreboard, baseball diamond, and roller doors dividing levels.

❖ **Principal Report Review**

The Board read through the report and discussed business integration, curriculum, enrollment, staffing, and culture. The summer purchasing plan was reviewed including the various orders and bids that have been received for curriculum, textbooks, and technology.

VOTING ITEMS

❖ **FY 2013 Budget**

Bentley McEntire made a motion to approve the final FY 2012-2013 Budget; Blake Petersen seconded the motion. Motion passed unanimously.

❖ **FY 2014 Budget**

Blake Peteren made a motion to approve the FY 2013-2014 Budget as written and the items budgeted as *Others* may not be purchased unless with full Board approval and the budget will be revised and amended at the August 2013 Board Meeting; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **HighMark Honorees**

Rob Osborne reviewed the nominee to be added as a HighMark Honoree and thanked Glenna Henderson for her service to the school.

Sage Ukena made a motion to designate Glenna Henderson as a HighMark Honoree; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **Ratify Board Members and Elected Officers**

Rob Osborne reviewed the terms and officer positions for the Board.

Blake Petersen made a motion to renew Richard Bigler's term for an additional four years and ratify Board Members and Elected Officers as follows; Sage Ukena seconded the motion. Motion passed unanimously.

- Chair – Robert Osborne
- Vice Chair – Richard Bigler
- Secretary – Sage Ukena
- Financial Coordinator – Blake Petersen
- Board Member – Bentley McEntire

❖ **Dress Code Policy**

Sage Ukena made a motion to approve the revised Dress Code Policy; Bentley McEntire seconded the motion. Motion passed unanimously.

❖ **Summer Purchasing Plan**

The Board reviewed the summer purchasing plan including furniture purchases, mathematics books, and technology.

Blake Petersen made a motion to approve up to \$51,500 for the Summer Purchasing Plan

(approximate amounts of \$12,134 School Specialty, \$9,312 McGraw Hill/Mountain States Book Depository, \$21,492 ETS Estimate #604, \$8,500 ETS Estimate #577 with the condition that the computers fit the desks); Bentley McEntire seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ Action Item Review

The action items for the last meeting were reviewed including assigned action items.

❖ Calendaring

- Board Meeting June 24, 2013 at 8:30 PM
- Board/Staff Dinner August 19, 2013 at 5:30 PM
- Board Meeting August 19, 2013 at 7:00 PM
- 2013-2014 Annual Board Meeting Calendar

ADJOURN

- ❖ Sage Ukena made a motion to adjourn the Board Meeting; Bentley McEntire seconded the motion. Motion passed unanimously.
Board Meeting adjourned at 8:55 PM.