

**HighMark Charter School  
Annual Board of Directors Meeting  
Monday, June 16, 2014**



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

**In Attendance:** Bentley McEntire, Richard Bigler, Blake Petersen, Denis Petersen

**Excused:** Sage Ukena

**Others in Attendance:** Mary Johnston (Principal), Kim Dohrer (AW), Ryan Smith (AW), Kara Finley (AW), members of the public

*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**

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**7:05 PM – CALL TO ORDER by Bentley McEntire**

### **CONSENT ITEMS**

○ **Meeting Minutes**

Richard Bigler made a motion to approve the April 23, 2014 Board Meeting and Closed Session Minutes and the May 16-17, 2014 Board Meeting Minutes; Denis Petersen seconded. Motion passed unanimously.

○ **New Hires**

Mary Johnston reviewed the new hires for the fall and the roles they will fill as faculty and staff members. A few positions are available still and will be hired shortly. Denis Petersen made a motion to approve the following new hires: Julie Franc, Tiffany Thomas, Alexis Furlong, Tim Phillips, Kayla Prusse, Ashley Rigby, Tamie Call, Sharon Hodge, and Rochelle Krizek; Blake Petersen seconded. Motion passed unanimously.

### **PUBLIC COMMENT**

- No public comments were made.

### **CLOSED SESSION TO DISCUSS PERSONNEL**

- Blake Petersen made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Richard Bigler seconded. Motion passed unanimously, the votes were as follows:
- Bentley McEntire – AYE

- Richard Bigler – AYE
- Blake Petersen – AYE
- Denis Petersen – AYE

Entered Closed Session at 7:13 PM.

Mary Johnston, Ryan Smith, and members of the public were absent from 7:13 PM to 7:34 PM.

- Richard Bigler made a motion to adjourn the Closed Session; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE
  - Richard Bigler – AYE
  - Blake Petersen – AYE
  - Denis Petersen – AYE

Adjourned Closed Session at 7:34 PM.

## REPORTS

- **Budget Report**  
Blake Petersen updated the Board on current budget and reviewed the final amended 2013-2014 budget and the good financial position of the school. The 2014-2015 budget has been updated with employee salaries and the new WPU. The 2014-2015 budget is an operating budget that will be updated once the October 1 Count is completed.
- **Principal Report**  
Mary Johnston reported on the current enrollment figures for fall and students are continuing to register for next school year. Enrollment figures are ready for natural attrition to occur and some seats may come available based on family transitions.

## VOTING ITEMS

- **HighMark Honorees**  
Blake Petersen made a motion to approve Dwayne & Amy Mitchell and Melody Paul as HighMark Honorees; Richard Bigler seconded. Motion passed unanimously.
- **2013-2014 FY Budget**  
Denis Petersen made a motion to approve the 2013-2014 FY Budget; Richard Bigler seconded. Motion passed unanimously.
- **2014-2015 FY Budget**  
Blake Petersen made a motion to approve the 2014-2015 FY Budget; Denis Petersen seconded. Motion passed unanimously.
- **2014-2015 Principal Employment Agreement and Compensation**  
Denis Petersen made a motion to approve the 2014-2015 Principal Employment Agreement and Compensation as discussed; Richard Bigler seconded. Motion passed unanimously.
- **Ratify Board Members and Elected Officers**  
Richard Bigler made a motion to renew Blake Petersen's term for an additional four years and ratify Board Member and officer positions as indicated; Denis Petersen

seconded. Motion passed unanimously.

- Bentley McEntire – Chair
- Richard Bigler – Vice Chair
- Blake Petersen – Financial Coordinator
- Sage Ukena – Secretary
- Denis Petersen – Member
- **Summer Purchasing Plan**

Mary Johnston reviewed the purchases in preparation for the upcoming school year. Purchases include the textbooks, math curriculum, supplies such as whiteboards, furniture for the junior high, and an additional mobile computer lab. Blake Petersen made a motion to approve the summer purchasing plan up to \$106,000, including the purchase of textbooks, supplies, furniture, and mobile computer labs; Richard Bigler seconded. Motion passed unanimously.

#### **DISCUSSION ITEMS**

- **Conflict of Interest Policy**

The Board reviewed the Conflict of Interest Policy and the Procurement Policy in regards to the vendor selection process. The Board will look for further clarification on the procurement process.
- **Strategic Plan**

The Board reviewed the goals created during the retreat and the desire of the Board to continually review the plan for progress.
- **Action Items**

Current action items were reviewed and additional items were assigned.
- **Calendaring**

Board Meeting August 19, 2014 at 7:00 PM.  
The annual Board Meeting schedule will be posted online.

#### **ADJOURN**

- Richard Bigler made a motion to adjourn the Board Meeting; Blake Petersen seconded. Motion passed unanimously.  
Board Meeting adjourned at 8:17 PM.

**HighMark Charter School  
Board of Directors Closed Session  
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## MINUTES

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### 7:13 PM – CALL TO ORDER by Bentley McEntire

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

### ADJOURN

- Richard Bigler made a motion to adjourn the Closed Session; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:
  - Bentley McEntire – AYE
  - Richard Bigler – AYE
  - Blake Petersen – AYE
  - Denis Petersen – AYE

Adjourned Closed Session at 7:34 PM.

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Board of Directors Closed Session  
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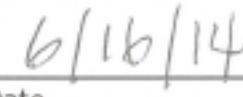
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**AFFIDAVIT**

**This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).**

  
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Bentley McEntire, Chair

  
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Date