

HighMark Charter School Board of Directors Meeting

Date: September 19, 2023

Time: 7:00PM

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



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.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- August 21, 2023 Board Meeting and Closed Session Minutes

VOTING ITEMS AND DISCUSSION ITEMS

- Board Member Terms & Applications

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

ADJOURN

HighMark Charter School Board of Directors Meeting

Date: August 21, 2023

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

In Attendance: Richard Bigler, Blake Petersen, Rory Ukena, Lori Drake

Others In Attendance: Shawn Miehke, Krystal Taylor, Ryan Smith, Janey Stoddard, Kim McVey



MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 7:00PM.

REPORTS

- Principal's Report
Shawn Miehke provided the director's report. This included projects that had been completed, the offering of new SOAR classes. HighMark is set to host its Cognia accreditation engagement review during this school year. He also reported that they are offering new classes at the Jr High including Strength and Conditioning, French, Exploring Technology, and Creative Coding. A weight room project was something new for this year. There are plans to make more space for an additional kitchen warmer for lunch services.
- Budget Report
Blake Petersen expressed good news that the expansion loans have been paid off. Furniture purchases will be completed this year, and carpeting will be pushed back one year.

CONSENT ITEMS

- May 27, 2023 Board Meeting and Closed Session Minutes
- June 7, 2023 Board Meeting and Closed Session Minutes
- Ratify New Hires
Shawn Miehke provided names and positions for new hires.
Richard Bigler made a motion to approve the May 27, 2023 Board Meeting and Closed Session Minutes; June 7, 2023 Board Meeting and Closed Session Minutes with the corrections outlined by Blake Petersen; and to ratify the new hires as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

VOTING ITEMS AND DISCUSSION ITEMS

- Early Learning Plan
Shawn Miehke provided and explanation of the Early Learning Plan. This plan includes math and language arts goals. It also includes strategies to accomplish these goals. Grade 2 has a three-year average to maintain at or above state average. This plan was preapproved by the state. The board received a copy of this in their

documentation packet.

- Special Education Policies & Procedures Manual

This was updated according to the laws in the new legislative session. This plan was reviewed and approved by the administration. The board received redlined version of this in their packet.

- Special Education Services Agreement

Shaw Miehlik discussed the need for Special Education services. These services will help support the special ed specialists they have on staff.

- Policies to Review

- Bullying and Hazing Policy
- Fee Waiver Policy

The board reviewed the amendments to the Bullying and Hazing Policy, and the Fee Waiver Policy. The changes will ensure the policies are in compliance with the law from the last legislative session. The board received relined copies in their documentation packet.

Blake Petersen made a motion to approve the Early Learning Plan; Special Education Policies & Procedures Manual; Special Education Services Agreement; the amended Bullying and Hazing Policy, and the amended Fee Waiver Policy. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Gym AV Purchase

The board discussed the purchase of a new AV system for the gym. Concerns were raised that the cabinets need to be in a secure area where out of reach. The board hopes that this purchase will be sufficient and not need replacing within the next few years.

Richard Bigler made a motion to approve the Gym AV Purchase up to \$12,000. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

At 8:06PM Rory Ukena made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a), located at HighMark Charter School. Blake Petersen seconded. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye. Motion passed unanimously.

At 8:40PM Rory Ukena made a motion to move out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

VOTING AND DISCUSSION ITEMS

- Board Member Terms & Applications
Item tabled.

ADJOURN

At 8:40PM Blake Petersen made a motion to adjourn. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

HighMark Charter School Board of Directors Closed Session

Meeting Date: August 21, 2023

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



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for HighMark Charter School entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 21st day of August, 2023, at 2467 E. South Weber Drive South Weber, UT 84405.

A handwritten signature in black ink, appearing to read 'Richard Bigler', is written over a large, faint, diagonal watermark that says 'SWORN STATEMENT'.

Richard Bigler, Board Chair

HighMark Charter School

Board of Directors



• Accepting Applications •

The HighMark Charter School (HMCS) Governing Board of Directors is currently accepting applications for a Board Member. All interested candidates should submit a cover letter and resume by email to krystal@academicawest.com.

Successful candidates must:

- Understand and support the Charter of HMCS (available online)
- Understand the importance of team leadership
- Understand the roles and responsibilities of a Board Member
- Be willing to attend meetings as required and fulfill responsibilities associated with the position

A selection of candidates will be chosen and interviewed. The Board position(s) will be determined by a majority vote from the Board of Directors.

HighMark Charter School

Board of Directors Interviews



Candidate Name: _____

Overall Score: _____

Richard: Welcome candidate, introduce Board, and provide background.

1. Tell us about your professional background, including employment and relevant community experience.

[Score: 1 2 3 4 5]

2. What strengths do you feel you could bring to the Board?

[Score: 1 2 3 4 5]

3. What do you see as the most pressing challenges facing HighMark Charter School, and what recommendations would you make to address these challenges?

[Score: 1 2 3 4 5]

4. **(if applicable)** As a parent at the school, do you feel you would be able to separate your personal feelings from the work of the Board?

[Score: 1 2 3 4 5]

5. What do you like about the business emphasis at HighMark Charter School and how would you describe the school to a prospective parent or community member?

[Score: 1 2 3 4 5]

6. Have you read the school's Charter? Do you have any questions about the charter?

[Score: 1 2 3 4 5]

7. Why are you the best candidate for a position on the HighMark Charter School Board?

[Score: 1 2 3 4 5]

8. Are you willing to make a firm commitment to attending board meetings and trainings?

9. Members of the Board are required to pass a background check prior to joining the Board. Are you willing to submit to a background check?

Richard: Do you have any questions regarding the HMCS Board of Directors?

Richard: Thank the candidate and let them know the follow up process.

Comments:
