

# HighMark Charter School Board of Directors Meeting

**Date:** January 22, 2024

**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

### PUBLIC COMMENT

- 2024/2025 School Year Fee Schedule & Fee Waiver Policy

### REPORTS

- Principal's Report
- Budget Report

### CONSENT ITEMS

- October 10, 2023 Board Meeting Minutes
- November 20, 2023 Board Meeting Minutes
- December 12, 2023 Board Meeting Minutes

### VOTING ITEMS AND DISCUSSION ITEMS

- 2024/2025 School Year Fee Schedule & Fee Waiver Policy
- Selection and Purchase of Instructional Materials Policy
- Rescind Reuse and Disposal of Textbooks Policy
- Cabinetry/Locker Purchase
- Door Panel Safety Purchase
- School Safety Specialist Compensation

**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).

### CALENDARING

- Next Board Meeting March 25, at 7:00PM
- National Charter School Conference- Boston, June 30-July 3rd

### ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

# Principal's Report

## INFO REPORT

Enrollment: October 1 Count

2024: 666

Acadience (BOY)

Reading: (K-6th)

BOY: 61% at or above benchmark

MOY: 67% at or above benchmark

End of Year Goal: 70%

Math: (K-3rd)

BOY: 61% at or above benchmark

MOY: 69% at or above benchmark

End of Year Goal: 70%

## AROUND THE SCHOOL

**Highmark Clubs:** The following clubs have been offered for students in grade 5th through 9th grade this year. Art, Cappella, Crochet, Sewing, Cooking, D&D, Games, Newsletter, Scientist, and Service Clubs.

### Acadience MOY Results:

#### Reading:

- Double-Digit growth in Kindergarten & 1st Grade.
- 14 Students moving into the green from BOY to MOY
- 25 less students in the red from BOY to MOY.
- Overall school-wide

growth of 6%

#### Math:

- Double-Digit growth in Kindergarten & 1st Grade.
- 14 Students moving into the blue from BOY to MOY
- 10 less students in the red from BOY to MOY.
- Overall school-wide growth of 8%.

### Cognia Accreditation:

Successful school site visit on November 29th. Have received positive feedback from our accreditation evaluator. Working on submitting final

pieces of evidence. Last piece will be a leadership presentation meeting over Zoom before the end of April.

### Sports 23-24:

**Flag Football:** 1st Place

**Volleyball:** 2nd Place

**Girls Soccer:** 2nd Place

**Cross Country:** Overall Girls Winner—2 Boys Top 6

**Wrestling:** 1st Place

**Boys Basketball:** TBD



## GOALS

Successfully complete and pass accreditation for Highmark during the 23-24 school year.

Maintain 95% enrollment (660) for October 1st count.

Maintain consistent and constant communication with stakeholders.

Work with Ryan and Blake, maintaining a healthy budget while continuing to improve Highmark with various projects.

## JR. HIGH PLATFORM CHANGE

For the 24-25 school year, Highmark will return to the Canvas Platform for students in grades 4th through 9th.

We're excited to share that we are building a new experience on top of Canvas and are heavily customizing our instance of the platform, so it comes pre-loaded with all

of our rigorous curricula, our mentoring experience, our whole student dashboard, updated Learning Space, and more.

These changes are all part of our evolution towards a complete Whole Student System that brings together everything educators

need—in a single, cohesive approach—to deliver on the promise of whole student teaching—where school is bigger than just academics.

We'll have more information to share within the next couple months.

**HighMark Charter School  
Budget Comparison  
For the Period 7/1/23 - 12/31/23**

	Year Ending June 30, 2024			As of 12/31/23	
	Approved Budget	Projected Budget	Increase/(Decrease)	Actual	% of Project Budget
<b>Income</b>					
<b>Revenue From Local Sources</b>					
1510 - Interest on Investments	35,000	80,000	45,000	47,657	60 %
1741 - General Student Fees	1,000	1,000	0	948	95 %
1743 - Curricular Activity Fees	25,000	25,000	0	21,592	86 %
1745 - Co-Curricular Activity Fees	0	0	0	2,231	
1747 - Extra-Curricular Activity Fees	45,000	45,000	0	34,556	77 %
1750 - School Vending & Stores (Gross Sales)	20,000	20,000	0	11,213	56 %
1910 - Rentals	12,500	12,500	0	9,700	78 %
1920 - Contributions and Donations From Private Sources	8,000	8,000	0	9,673	121 %
1990 - Miscellaneous	120,000	100,000	(20,000)	56,596	57 %
1990-001 - Field Trips	2,000	2,000	0	270	14 %
<b>Total Revenue From Local Sources</b>	<b>268,500</b>	<b>293,500</b>	<b>25,000</b>	<b>194,436</b>	<b>66 %</b>
<b>Revenue From State Sources</b>					
3005 - Regular School Programs K	78,200	204,272	126,072	102,136	50 %
3010 - Regular School Programs 1-12	2,550,000	2,511,643	(38,357)	1,273,964	51 %
3020 - Professional Staff	178,391	209,363	30,972	104,682	50 %
3100 - Restricted Basic School Programs	635,893	630,098	(5,794)	319,033	51 %
3200 - Related to the Basic Programs	2,226,261	2,299,359	73,097	1,154,807	50 %
3300 - Special Populations	48,545	48,545	0	12,151	25 %
3400 - Other Programs	405,852	466,732	60,880	205,742	44 %
3500 - One-time Funding	262,713	262,713	0	180,622	69 %
3800 - Non-MSP State Revenues (via USBE)	3,000	4,000	1,000	5,000	125 %
<b>Total Revenue From State Sources</b>	<b>6,388,855</b>	<b>6,636,725</b>	<b>247,870</b>	<b>3,358,137</b>	<b>51 %</b>
<b>Revenue From Federal Sources</b>					
4200 - Unrestricted Revenue Received From Federal Government Through The State	0	47,034	47,034	0	0 %
4522 - IDEA - B -- Pre-School Disabled (Sec 619)	3,500	4,173	673	0	0 %
4524 - IDEA - B -- Disabled (PL 101-476)	100,000	108,319	8,319	0	0 %
4800 - Federal No Child Left Behind	1,350	845	(505)	0	0 %
<b>Total Revenue From Federal Sources</b>	<b>104,850</b>	<b>160,370</b>	<b>55,521</b>	<b>0</b>	<b>0 %</b>
<b>Revenue from Other Sources</b>					
5200 - Transfers In From Other Funds	450,000	450,000	0	0	0 %
<b>Total Revenue from Other Sources</b>	<b>450,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0 %</b>
<b>Total Income</b>	<b>7,212,205</b>	<b>7,540,595</b>	<b>328,391</b>	<b>3,552,573</b>	
<b>Expenses</b>					
<b>Instruction/Salaries</b>					
0121 - Salaries - Principals and Assistants	310,000	310,000	0	161,075	52 %
0131 - Salaries - Teachers	2,816,253	2,933,953	117,700	1,012,542	35 %
0132 - Salaries - Substitute Teachers	35,000	35,000	0	10,108	29 %
0142 - Salaries - Guidance Personnel	76,500	76,500	0	28,663	37 %
0152 - Salaries - Secretarial and Clerical Personnel	70,000	70,000	0	33,749	48 %
0161 - Salaries - Teacher Aides and Para-Professionals	380,100	380,100	0	180,817	48 %
<b>Total Instruction/Salaries</b>	<b>3,687,853</b>	<b>3,805,553</b>	<b>117,700</b>	<b>1,426,954</b>	<b>37 %</b>
<b>Employee Benefits</b>					
0220 - Social Security	394,500	394,500	0	108,677	28 %
0230 - Local Retirement	80,000	90,000	10,000	36,097	40 %
0240 - Group Insurance	100,000	100,000	0	35,441	35 %
0270 - Industrial Insurance	0	0	0	918	
0280 - Unemployment Insurance	0	0	0	10,405	
0290 - Other Employee Benefits	5,000	5,000	0	1,502	30 %
<b>Total Employee Benefits</b>	<b>579,500</b>	<b>589,500</b>	<b>10,000</b>	<b>193,040</b>	<b>33 %</b>
<b>Purchased Prof &amp; Tech Serv</b>					
0320 - Professional - Educational Services	90,000	90,000	0	58,956	66 %
0330 - Professional Employee Training and Development	20,000	20,000	0	1,318	7 %
0340 - Other Professional Services	40,000	40,000	0	31,529	79 %
0345 - Business Services	300,000	277,500	(22,500)	171,733	62 %
0350 - Technical Services	80,000	80,000	0	45,393	57 %
<b>Total Purchased Professional &amp; Technical Services</b>	<b>530,000</b>	<b>507,500</b>	<b>(22,500)</b>	<b>308,929</b>	<b>61 %</b>
<b>Purchased Property Services</b>					
0410 - Utility Services	65,000	25,000	(40,000)	13,196	53 %
0422 - Snow Removal Services	0	10,000	10,000	425	4 %
0423 - Custodial Services	0	72,000	72,000	29,814	41 %
0424 - Lawn Care Services	0	30,000	30,000	14,585	49 %
0430 - Repairs & Maintenance Services	60,000	60,000	0	3,915	7 %
0433 - Custodial Services	70,000	0	(70,000)	0	
0441 - Rental of Land & Buildings	0	0	0	120	
0442 - Rental of Equipment & Vehicles	1,000	1,000	0	0	0 %
0450 - Construction Services	0	61,000	61,000	8,934	15 %
0490 - Other Purchased Property Services	40,000	40,000	0	1,616	4 %
<b>Total Purchased Property Services</b>	<b>236,000</b>	<b>299,000</b>	<b>63,000</b>	<b>72,605</b>	<b>24 %</b>
<b>Other Purchased Services</b>					
0513 - Student Transportation Services - Commercial	15,000	15,000	0	4,968	33 %
0518 - Student Day Trips/Field Trips (includes Admission Charges)	10,000	10,000	0	656	7 %
0521 - Property Insurance	28,500	28,500	0	25,439	89 %
0522 - Liability Insurance	0	0	0	1,500	
0530 - Communication (Telephone & Other)	10,000	12,000	2,000	7,292	61 %
0540 - Advertising	500	500	0	350	70 %
0561 - Student Tuition to other LEAs In State	500	500	0	75	15 %
0580 - Travel/Per Diem	5,000	5,000	0	1,022	20 %
<b>Total Other Purchased Services</b>	<b>69,500</b>	<b>71,500</b>	<b>2,000</b>	<b>41,302</b>	<b>58 %</b>
<b>Supplies &amp; Materials</b>					
0610 - General Supplies	200,000	200,000	0	94,596	47 %
0610-001 - Furniture and Fixtures (not capitalized)	25,000	360,000	335,000	7,559	2 %
0610-002 - Other Food Purchases	100,000	100,000	0	49,670	50 %
0621 - Natural Gas	0	15,000	15,000	5,297	35 %
0622 - Electricity	0	40,000	40,000	23,194	58 %

0641 - Textbooks	25,000	25,000	0	2,632	11 %
0642 - E-Textbooks / Online Curriculum	30,000	30,000	0	5,428	18 %
0644 - Library Books	500	500	0	208	42 %
0650 - Supplies - Technology Related	65,000	112,034	47,034	78,715	70 %
0670 - Software	20,000	25,000	5,000	20,722	83 %
0680 - Maintenance Supplies and Materials	25,000	25,000	0	8,360	33 %
Total Supplies & Materials	490,500	932,534	442,034	296,381	32 %
Property					
0710 - Land and Site Improvements	200,000	0	(200,000)	0	
0734 - Technology Related Hardware	0	0	0	10,813	
Total Property	200,000	0	(200,000)	10,813	
Debt Services & Miscellaneous					
0810 - Dues and Fees	25,000	25,000	0	13,527	54 %
0810-001 - UBTI Federal Tax	1,000	1,000	0	3,475	348 %
0830 - Interest	421,017	421,017	0	216,937	52 %
0840 - Redemption of Principal	686,835	686,835	0	567,430	83 %
Total Debt Services & Miscellaneous	1,133,852	1,133,852	0	801,369	71 %
Total Expenses	6,927,205	7,339,439	412,234	3,151,393	43 %
<b>Total Net Income</b>	<b>285,000</b>	<b>201,156</b>	<b>(83,844)</b>	<b>401,180</b>	199 %

**HighMark Charter School**  
**Statement of Financial Position**  
**As of 12/31/2023**

	07/01/2023 - 12/31/2023	Year Ending 06/30/2023
	Actual	Actual
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash		
8111-05H-001 - HighMark ZB OP	1,440,709	1,176,171
8112-05H-001 - HIGHMARK ZB PETTY	4,031	2,297
Total Cash	<u>1,444,740</u>	<u>1,178,468</u>
Investments		
8120-05H-001 - PTIF - HMC	1,027,692	1,105,701
Total Investments	<u>1,027,692</u>	<u>1,105,701</u>
Operating Cash	2,472,432	2,284,169
Accounts Receivables		
8133 - State	0	30,264
8134 - Federal	0	175,704
8139 - Other Receivables	2,811	2,257
Total Accounts Receivables	<u>2,811</u>	<u>208,225</u>
Other Current Assets		
8150 - Prepaid Expenditures	20,000	31,697
Total Other Current Assets	<u>20,000</u>	<u>31,697</u>
Total Current Assets	<u>2,495,243</u>	<u>2,524,091</u>
Restricted Cash		
8119-05H-001 - US Bank- 2013A Bonds MM	27,357	27,357
8119-05H-002 - US Bank- 2013B Bonds MM	4	3,803
8119-05H-003 - US Bank-Reserve Fund MM	379,046	385,360
8119-05H-005 - US Bank Expense Acct	1,865	836
8120-05H-002 - PTIF - USDA - HMC	335,578	279,962
Restricted Cash	<u>743,850</u>	<u>697,318</u>
Net Assets		
Fixed Assets		
8201 - Audio-Visual Materials	106,092	106,092
8202 - Furniture, Fixtures & Equipment	339,122	339,122
8204 - Computer Hardware	198,674	198,674
8206 - Capital Improvements	369,300	369,300
8210 - Land	1,330,000	1,330,000
8220 - Buildings	9,902,600	9,902,600
Total Fixed Assets	<u>12,245,788</u>	<u>12,245,788</u>
Depreciation		
8260 - Accumulated Depreciation	(2,689,275)	(2,689,275)
Total Depreciation	<u>(2,689,275)</u>	<u>(2,689,275)</u>
Total Net Assets	<u>9,556,514</u>	<u>9,556,513</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>12,795,607</u></b>	<b><u>12,777,922</u></b>

**Liabilities & Fund Equity**

Current Liabilities		
9510 - Accounts Payable	865	8,625
9530 - Accrued Liabilities	10,664	10,663
9540 - Accrued Salaries and Withholdings	(389)	382,326
9540-001 - Accrued PTO	12,679	12,679
9561 - Other Local	0	18,808
Total Current Liabilities	<u>23,819</u>	<u>433,102</u>
Long-Term Liabilities		
9610-05H-001 - Series 2013A - HMC	3,802,766	3,802,765
9610-05H-002 - Series 2013B - HMC	444,099	444,099
9620-05H-001 - USDA Loan - HMC	5,509,767	5,509,768
9620-05H-002 - USOE Revolving Loan - HMC	6,540	6,540
Total Long-Term Liabilities	<u>9,763,172</u>	<u>9,763,172</u>
Fund Balance		
9830 - Unrestricted Net Assets	(1,421,091)	(1,421,092)
9860 - Non-Spendable – Inventories & Prepaid Expenditures	31,697	31,697
9870 - Restricted – Debt Service	697,317	697,317
9879 - Restricted - Other	41,787	41,787
9899 - Unassigned	3,231,939	2,443,093
Total Fund Balance	<u>2,581,649</u>	<u>1,792,802</u>
Net Income	426,967	788,846
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>12,795,607</u></b>	<b><u>12,777,922</u></b>

# HighMark Charter School Board of Directors Meeting

**Date:** October 10, 2023

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

**In Attendance:** Richard Bigler, Blake Petersen, Rory Ukena, Tyree Simonich

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

**Excused:** Lori Drake



## AGENDA

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### CALL TO ORDER

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

### REPORTS

- Principal's Report  
Shawn Miehlike provided a report on things going on at the schools. This report included progress on goals, student testing data, upcoming events, and staff development provided. The Halloween event took place and was very well attended. The USBE Safety grant was discussed in depth. The board showed interest in being involved with the safety measures that will be put in place. They requested that additional input be gathered prior to the plans being implemented. Funding from the grant is anticipated to be awarded in the next month or so. Jr. High involvement has been lacking in some areas. After Fall Break, students in the Jr. High will attend each class every day instead of having an A/B day schedule. A test run occurred and feedback was gathered from both students and staff afterwards. It was found that students were more actively engaged throughout entire class periods, and it helped create a sense of urgency among students that they needed to get to work quickly so they could complete the activities or assessments assigned for the day. Core teachers also value seeing their students daily so they can reinforce the standards being taught each day. The October 1 count was at a healthy spot and as expected. A few additional students are also enrolling soon.
- Budget Report  
Ryan Smith and Blake Petersen provided the monthly budget report. The budget is looking good and on target for the year. Blake Petersen expressed appreciation for the work that Academica West has done to help keep the school finances in a good place. The audit report will be completed soon and provided to the board. The board requested that Eide Bailly come and provide a brief overview and discussion at a future board meeting.

### CONSENT ITEMS

- September 19, 2023, Board Meeting and Closed Session Minutes
- Ratify New Hires

There were no new hires at this time.

*Blake Petersen made a motion to approve September 19, 2023 Board Meeting and Closed Session Minutes. Tyree Simonich seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*

## **VOTING ITEMS AND DISCUSSION ITEMS**

- Policies to Review

- Student Conduct and Discipline Policy
- Attendance Policy

The board reviewed the above policies and discussed the changes. These changes are necessary to be in compliance with the laws from the 2023 legislative session. The board received redline versions of these policies in their documentation packet.

*Richard Bigler made a motion to approve the Amended Student Conduct and Discipline Policy, and the Amended Attendance Policy as outlined. Tyree Simonich seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*

- Snow Removal
- LEA Specific Licenses

The board discussed the bids they received for snow removal for the 23-24SY. They will continue the good relationship that they have with Extreme Green. Shawn Muhlke reviewed each educator that is in need of an LEA specific license and the path that they are each taking to complete proper certification and endorsements.

*Rory Ukena made a motion to Snow Removal Bid through Extreme Green, and to approve the LEA Licenses as presented. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*

- Board Member Terms & Applications

The board discussed the need to have Tyree Simonich's term be renewed for a new 4-year term.

*Rory Ukena made a motion to approve Tyree Simonich for a 4-year term ending June 30, 2027. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye*

## **CALENDARING**

- Holiday Social- Tuesday December 5th, 6:00PM
- Next Board Meeting January 22, 7:00PM

## **ADJOURN**

*At 7:49PM Tyree Simonich made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*



# HighMark Charter School Board of Directors Meeting

**Date:** November 20, 2023

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

This meeting of the board of directors was held electronically.

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

**Others In Attendance:** Shawn Miehle, Krystal Taylor

**Excused:** Tyree Simonich



## MINUTES

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### CALL TO ORDER

Richard Bigler called the meeting to order at 1:31PM.

### VOTING ITEMS AND DISCUSSION ITEMS

- Tuition Reimbursement
- 2024/2025 School Year Calendar

Shawn Miehle discussed the tuition reimbursement agreement between HighMark Charter School and Kristen Marberger. The 2024/2025 School Year Calendar is lined up well to the local school district.

*Richard Bigler made a motion to approve the Tuition Reimbursement and the 2024/2025 School Year Calendar as discussed. Lori Drake seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*

### ADJOURN

*At 1:38PM Richard Bigler made a motion to adjourn. Rory Ukena seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; Tyree Simonich, Aye.*

# HighMark Charter School Board of Directors Meeting

**Date:** December 12, 2023

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

This meeting of the board of directors was held electronically.

**In Attendance:** Richard Bigler, Rory Ukena, Tyree Simonich, Blake Petersen

**Others In Attendance:** Shawn Muhlke, Krystal Taylor, Ryan Smith

**Excused:** Lori Drake



## MINUTES

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### CALL TO ORDER

Richard Bigler called the meeting to order at 9:00AM.

### PUBLIC COMMENT

- 2024/2025 School Year Fee Schedule & Fee Waiver Policy  
This was the first opportunity for the public to comment on the 2024/2025 School Year Fee Schedule & Fee Waiver Policy. There were no comments.

### VOTING ITEMS AND DISCUSSION ITEMS

- Technology Purchases  
Shawn Muhlke provided an overview of the technology purchases. These funds have been allocated with one-time funds through the Digital Teaching and Learning Grant. Richard Bigler commented that these unexpected funds are of benefit to the school, allowing for some technology to be updated. These funds will allow for other allocations to be re-adjusted and moved towards other areas of need.

*Rory Ukena made a motion to approve the technology purchases for up to \$48,200. Tyree Simonich seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*

### CALENDARING

- Next Board Meeting January 22, 2024, 7:00PM

### ADJOURN

*At 9:06AM Richard Bigler made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye.*



# HIGHMARK CHARTER

2024-2025 Student Fee Schedule

The following student fees may be assessed to students of HighMark as follows:

<b>REQUIRED FEES</b>			
<b>(for all fully and partially enrolled students in grades 6-9)</b>			
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>		<b>TOTAL FEE</b>
<b>Grade 6</b>	ID card with lanyard or replacement	\$3.00	<b>\$3</b>
<b>Grade 7</b>	School activities	\$15.00	<b>\$83</b>
	ID card with lanyard or replacement	\$3.00	
	Science labs	\$15.00	
	CCA Supplies	\$15.00	
	Elective Supplies	\$35.00	
<b>Grade 8</b>	School activities	\$15.00	<b>\$84</b>
	ID Card with lanyard or replacement	\$3.00	
	Science labs	\$16.00	
	Electives Supplies	\$50.00	
<b>Grade 9</b>	School activities	\$15.00	<b>\$97</b>
	ID card with lanyard or replacement	\$3.00	
	Science labs	\$19.00	
	Electives Supplies	\$60.00	

<b>OTHER FEES, INCLUDING FEES FOR OPTIONAL AFTER-SCHOOL CLUBS, ACTIVITIES, AND SPORTS (for participating students)</b>		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Cheerleading</b>	• Stipend for coach, judges, music	<b>\$80</b>
	• Uniforms, camp – approximate	<b>\$800-1200</b>
<b>Student Government</b>	• Activities, stipend for advisor	<b>\$80</b>
	• Sweater, training – approximate	<b>\$80-100</b>
<b>Volleyball</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Cross Country</b>	• Supplies, stipend for coaches	<b>\$35</b>
<b>Soccer</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Wrestling</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Baseball/Softball</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Track and Field</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Academic Bowl</b>	• Supplies, stipend for coaches	<b>\$20</b>
<b>Basketball</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Flag Football</b>	• Supplies, referees, stipend for coaches	<b>\$70</b>
<b>Sport Uniforms</b>	• Sport uniforms – approximate	<b>\$20-100</b>
<b>Sport Clinics</b>	• Supplies, stipend for coaches; each sport may have a 2-day clinic	<b>\$15</b>
<b>After School Care</b>	• Supplies, stipend for teacher	<b>\$80 per week</b>
<b>9<sup>th</sup> Grade <i>Optional</i> Business trip</b>	• Air fare, hotel, bus, food	<b>\$1300</b>

**PER STUDENT (GRADE 6) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL YEAR: \$3800**  
This amount reflects the total student fees any student in grade 6 would be required to pay if the student participated in all after-school activities provided, sponsored, or supported by the School for students in grade 6th for the year.

**PER STUDENT (GRADES 7-8) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL YEAR: \$3900**  
This amount reflects the total student fees any student in grades 7-8 would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in grades 7-8 for the year.

**PER STUDENT (GRADE 9) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL YEAR: \$5100**  
This amount reflects the total student fees any student in grade 9 would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in grade 9 for the year.

**Notice to Parents:** Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided during on the school website (School Fees Posters and Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School’s decision.

**HighMark Charter School**  
**Policy: Fee Waiver Policy**  
**Approved: August 21, 2023**

**Purpose**

HighMark Charter School (the "School") must abide by the Utah State Board of Education rules which direct the School's Board of Directors (the "Board") to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

**Policy**

Under the direction of the Board, the School's Director (the "Director") is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

**Definitions**

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

"Curricular activity" means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
  - (i) not directly related to delivering instruction;
  - (ii) not a curricular activity or co-curricular activity; and
  - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided,

sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

**“Instructional equipment”**

- (a) means an activity-related, course-related, or program-related tool or instrument that:
  - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
  - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
  - (iii) is subject to a fee waiver;
- (b) includes:
  - (i) shears or styling tools;
  - (ii) a band instrument;
  - (iii) a camera;
  - (iv) a stethoscope; or
  - (v) sports equipment, including a bat, mitt, or tennis racket.
- (c) does not include school equipment.

**“Instructional supply”** means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, pain, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

**"Maintenance of School equipment"** means a cost, payment, or expenditure related to storing, repairing, or keeping School equipment in good working condition. It does not include the cost related to end-of-life replacement.

**"Non-waivable charge"** means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
  - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
  - (ii) a charge for college credit related to the successful completion of:
    - (A) a concurrent enrollment class; or
    - (B) an advanced placement examination; or
  - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;

(b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or

(c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:

(i) a school uniform as provided in Utah Code § 53G-7-801;

(ii) a school lunch; or

(iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

(a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:

(i) is authorized by the School; or

(ii) satisfies at least one of the following conditions:

(A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;

(B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or

(C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.

(b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee waiver"

(a) means an alternative to fee payment or waiver of fee payment; and

(b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

(a) fully participate in school or in a School activity, class, or program;

(b) successfully complete a School class for the highest grade; or

(c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:

(i) peer pressure, shaming, stigmatizing, bullying, or the like; or

(ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School equipment” means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer. “School equipment” includes a saw or 3D printer.

"Something of monetary value"

(a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and

(b) includes:

(i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;

(ii) payments made to a third party that provide a part of a School activity, class, or program;

(iii) classroom textbooks, supplies or materials;

(iv) charges or expenditures for school activity clothing; and

(v) a fine, except for a student fine specifically approved the School for:

(A) failing to return School property;

(B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or

(C) improper use of School property, including a parking violation.

(c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

(a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;

(b) includes:

(i) a hardcopy book or printed pages of instructional material, including a consumable workbook;

(ii) computer hardware, software, or digital content; and

(iii) the maintenance costs of School equipment.

(c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### **General School Fees Provisions**

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

(a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and



(b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver requirements of this policy.

### **Fees for Classes & Activities During the Regular School Day**

#### **Fees for Students in Kindergarten through Sixth Grade**

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

#### **Fees for Students in Seventh through Ninth Grade**

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

### Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

### Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

### Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal

to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

### **Maximum Fee Amounts**

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

### **Notice to Parents**

The Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver policy;
- (b) The School's fee waiver application;

- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

### **Donations**

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

### **Fee Collection**

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

### **Fee Refunds**

Student fees are non-refundable.

### **Budgeting and Spending Revenue Collected Through Fees**

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

### **School Fee Collections & Accounting Procedures**

It is the responsibility of the Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Director. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

## **Fee Waiver Provisions**

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

### **Fee Waiver Administration**

The Director will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

### **Fee Waiver Eligibility**

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility

determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or  
(d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

### **Fee Waiver Approval Process**

The Director will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Director will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

## **Appeal Process**

Denial of eligibility for a waiver may be appealed in writing to the Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Director to discuss the parent's concerns. If, after meeting with the Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

## **Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.



### **Annual Review, Approval, and Training**

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

## Policy Summaries

### Rescinding Reuse and Disposal of Textbooks Policy

HB 494 from the past legislative session repealed the law (Utah Code § 53G-7-606) that required LEAs to notify all other LEAs before disposing of undamaged textbooks. In light of HB 494, the USBE also recently repealed its rule (R277-433) that required LEAs to follow Utah Code § 53G-7-606 and to have a policy addressing the reuse and disposal of textbooks. As a result, the school no longer needs to follow those requirements and doesn't need to have a policy. So, the recommendation is for the school to rescind its Reuse and Disposal of Textbooks Policy.

### Selection and Purchase of Instructional Materials Policy

SB 55 from the last legislative session (which is now codified in Utah Code § 53G-5-404) states that when charter school governing boards select and approve instructional materials for use in the classroom, the board has to go through the following process: (1) post the instructional material online (or, for copyrighted material, make available at the school) to allow for the public and school's educators to review; (2) hold at least two public board meetings where the public and school's educators have an opportunity to make public comment on the instructional materials; and (3) approve the instructional materials in a public board meeting no earlier than the second public board meeting at which public comment on the instructional materials was allowed.

As a result of SB 55, the recommendation is to revise the school's Selection and Purchase of Instructional Materials Policy to clarify that the school's board delegates to the principal/director the authority and responsibility to select and approve instructional materials for the school except under limited circumstances where the board is specifically required by law to approve instructional materials. The revisions provide the process the principal/director must go through to select and approve instructional materials – e.g., must select and approve instructional materials that meet the required criteria, must involve parents in the consideration of instructional materials (which is required by R277-468), etc. The revisions also provide the process the board must go through to select and approve instructional materials – i.e., the posting/two-board meeting/public comment requirement process explained above. Additional revisions to the policy have been recommended to make the policy more consistent with law and USBE rule, including the requirement to include parents in the review of complaints about the school's instructional materials (whether the complaint goes to the board or to the principal/director per the school's grievance policies).

**HighMark Charter School**  
**Policy: Selection, Approval, and Purchase of Instructional Materials**  
**Policy**  
**Amended:**



**Purpose**

The purpose of this policy is to establish the parameters by which HighMark Charter School (the “School”) will select, approve, and purchase instructional materials.

**Policy**

The School shall comply with the requirements of Utah law regarding the selection, approval, and purchase of instructional materials, including but not limited to Utah Administrative Code R277-468 and R277-469 and, when applicable, Utah Code § 53G-5-404.

The School’s purpose in managing the selection, approval, and purchase of instructional materials is to implement, enrich, and support the School’s educational program. For purposes of this policy, instructional materials are the resources used by educators to deliver or support student learning. These materials may be commercially available or School-created and include such materials as textbooks, workbooks, digital resources, online courses, and multiple forms of communication media.

Criteria for Instructional Materials

Instructional materials should contribute to the intellectual development and positive character of students. These materials should be:

- (a) in alignment with the School’s educational mission and philosophy and Utah Core standards;
- (b) of high quality, research-based, and proven to be effective in supporting student learning;
- (c) objective and provide balanced viewpoint of issues;
- (d) accurate and factual;
- (e) reflective of the pluralistic character and culture of the American people and accurate in the representation of diverse ethnic groups;
- (f) consistent with the principles of individual freedom as defined in Utah Code § 53G-10-206;
- (g) appropriate to varying levels of learning;
- (h) age appropriate; and
- (i) compatible with School technology systems, of high technical quality, and easy to use.

Instructional materials should not be “sensitive materials” as that term is defined in Utah Code § 53G-10-103.

Selection and Approval of Instructional Materials by the Principal

The Board of Directors (the “Board”) delegates to the School Principal the authority and responsibility to select and approve instructional materials for the School, except under

circumstances where the Board is specifically required by law to approve instructional materials. The Principal shall select and approve instructional materials that meet the criteria set forth in this policy. When considering instructional materials, the Principal shall review the Utah State Board of Education recommended instructional materials (RIMs), but the Principal is not required to select RIMs if there are other instructional materials available that meet the criteria set forth in this policy.

The Principal shall involve parents reflective of the School's community (those who have a student who attends the School) and instructional staff in the consideration of instructional materials. The Principal has discretion as to how to involve such parents and instructional staff in this process.

#### Selection and Approval of Instructional Materials by the Board

If the Board is required by law to approve instructional materials for use in the classroom, the Board shall do the following (in order) prior to approving the instructional materials:

- (a) post the recommended instructional materials online to allow for public review or, for copyrighted material, make the instructional materials available at the School for public review; and
- (b) hold at least two Board meetings where the recommended instructional materials is on the agenda and allow an opportunity at those Board meetings for School educators and parents of students enrolled in the School to express views and opinions on the recommended instructional material.

The Board may approve the recommended instructional materials in an open and regular Board meeting after the requirements above have been satisfied. The vote to approve the recommended instructional materials may occur at the second of the two Board meetings described in subsection (b) above.

In accordance with Utah Code § 53G-5-404(14), the requirements in this section apply only if the Board is approving instructional materials. The requirements do not apply if the Principal is selecting and approving instructional materials (which Utah Code § 53G-5-404(14) refers to as "learning material"), nor do the requirements apply to educators' selection of supplemental materials or resources.

#### Purchase of Instructional Materials

The School shall follow its Purchasing and Disbursement Policy in connection with the purchase of any instructional materials, regardless of whether the instructional materials are selected and approved by the Principal or by the Board. The School shall identify all costs associated with instructional materials prior to purchasing the instructional materials, including any implementation and professional development costs.

#### Educator Selection of Additional Supplemental Materials or Resources

Despite the foregoing, educators at the School may select and use supplemental materials or resources in their classroom to augment instructional materials already selected and approved by the Principal or the Board so long as each of the following are satisfied:

- (a) the educator has reviewed the supplemental materials or resources in their entirety prior to using them in the classroom;
- (b) the supplemental materials or resources meet the criteria set forth in this policy;  
and
- (c) the supplemental materials or resources have not previously been prohibited by the Principal or the Board.

### Contract Requirements

If the School contracts with a third party to provide online or digital materials, the School shall include in the contract a requirement that the provider give notice to the School any time that the provider makes a material change to the content of the online or digital materials, excluding regular informational updates on current events.

### Complaints About Instructional Materials

If a School employee or parent has a complaint about instructional materials, they shall follow the School's applicable grievance policy (i.e., Staff Grievance Policy or Parent Grievance Policy). If a complaint about instructional materials rises to the level of the Principal or the Board, the School shall include parents reflective of the School's community (those who have a student who attends the School) in reviewing the complaint. The Principal or the Board, as applicable, has discretion as to how to include such parents in this process.

**HighMark Charter School**  
**Policy: Reuse and Disposal of Textbooks Policy**  
**Adopted: January 23, 2023**



**Purpose**

The purpose of this policy is to help ensure HighMark Charter School (the “School”) disposes of its textbooks properly and in accordance with Utah Code § 53G-7-606 and Utah Administrative Code Rule R277-433.

**Definitions**

For purposes of this policy, “textbook” has the same meaning as described in Utah Code § 53G-7-601 and R277-433.

**Policy**

The School shall select and purchase textbooks in accordance with School policy and applicable law. The Principal or his/her designee is responsible for determining how long the School will use or reuse its textbooks and when and how the School will dispose of its textbooks.

The School shall not dispose of textbooks without first notifying all other LEAs in the state of the School’s intent to dispose of the textbooks. However, this requirement does not apply to textbooks that have been damaged, mutilated, or worn out.

The Principal shall establish administrative procedures regarding the various ways in which the School may dispose of textbooks and how the School may provide the required notification to all other LEAs in the state before disposing of textbooks.

## **Administrative Procedures Reuse and Disposal of Textbooks**

These procedures are established pursuant to the Reuse and Disposal of Textbooks Policy established by the School's Board of Directors.

### Textbook Disposal

The School's Principal or his/her designee is authorized to determine when the School will no longer use certain textbooks. The reasons for deciding that the School will no longer use certain textbooks may be varied, including that the textbooks are outdated, have inaccurate, inappropriate, or insufficient content, and/or are in poor physical condition.

After the School's Principal or his/her designee determines that the School is no longer going to use certain textbooks, the School may dispose of the textbooks, subject to the notification requirements below. Textbooks may be disposed of in a variety of ways. For example, the School may donate, recycle, sell, exchange, or even throw away textbooks, as appropriate. However, whenever practical and when textbooks still have market value, the School shall attempt to sell or negotiate the exchange of the textbooks before donating, recycling, or throwing them away.

### Required Notification

Prior to disposing of textbooks, the School shall notify all other LEAs in the state of the School's intent to dispose of the textbooks. The School may provide this notification by any reasonable method, including, for example, by a mass email to all other LEAs in the state or by providing the notification to the Utah State Board of Education ("USBE") who will then provide the notification to all other LEAs (such as through USBE emails to LEA curriculum directors). The notification shall describe how long the textbooks may be available and the general timeline for their disposal.

The notification requirement described above does not apply when textbooks have been damaged, mutilated, or worn out. The School may dispose of such textbooks without providing any prior notification to other LEAs.

# ESTIMATE

**Woodcreek Cabinetry LLC**  
564 West 800 South  
Bountiful, UT 84010

woodcreekcabinetry@outlook.com  
+1 (801) 750-5745



## Highmark

**Bill to**  
Highmark

### Estimate details

Estimate no.: 1006  
Estimate date: 11/13/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Cubby Cabinets/lockers</b> 63 double cubbies with coat hooks finished toe kicks and top caps to match existing cubby and coat hooks. Price includes all fabrication and installation of cabinetry.			\$55,634.00	\$55,634.00
					<b>Total</b>	<b>\$55,634.00</b>







EMINENT TECHNICAL SOLUTIONS

1103 N 1600 W, Layton, UT 84041

932 E 00 S, Declo, ID 83323

833.758.7300

etscorp.com

# PROJECT QUOTE

CM-1758

### ISSUED TO

HighMark Charter School  
2467 E South Weber Dr  
South Weber UT 84405

### DATE

1/9/2024

### PROJECT DESCRIPTION

Door Access System - Qty. 5

### EXPIRATION DATE

2/8/2024

### PROJECT MANAGER

Shrock, Steven M  
steven.shrock@etscorp.com

### DESCRIPTION

### QTY

### UNIT PRICE

### EXT PRICE

\*\*\* Scope of Work \*\*\*

- Prodatakey System
- PDK head end system will be installed
- Review all doors names with Admin
- Train admin on system

- Exterior Doors (Qty. 4)
- Interior Door (Qty. 1)

\*\*\*\* Monthly Service Agreement \*\*\*\*

#### DOOR ACCESS CONTROL

\*NOTE: PDK MONTHLY SUBSCRIPTION RATE \$12/month/per door

- PDK Cloud Access
- PDK Managed Access
- Remote troubleshooting
- Service calls not included (billed per incident after system has been established) \*\*NOTE: 36 month agreement required. After 36 month term agreement will renew to month to month terms at \$12/month/per door. Additional total monthly amount will be \$60 for (Qty.5) door adds\*

New Door Adds

1

15,805.00

15,805.00

- (Qty. 5) DAC Cable
- (Qty. 5) Door Hardware
- (Qty. 5) Card Reader
- (Qty. 1) Door Controller
- Installation Labor
- Setup and Configure

### TERMS AND CONDITIONS

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

**SUBTOTAL**

15,805.00

**SALES TAX**

0.00

**QUOTE TOTAL**

**15,805.00**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for considering ETS for your project. We are pleased to present you with a project quote for the services we will provide. The quote presented in this document includes a description of the services we will provide and the total project cost. We strive to take all factors into consideration to provide a fair and accurate quote for your project. If the project requires a change in materials or scope of work, ETS will produce a change order for your approval.

The following process will be followed by client or ETS if a change to this quote is required:

- A request to change or add to any part of the project must be made in writing and will be considered a 'Change Order' to the original project.
- If the Change Order will require a difference in the original project cost, an estimated amount will be provided to the Client for review and approval.
- The Client will confirm the Change Order via email response or signature on change order quote, and in doing so, it is agreed that the Client will pay any difference in cost illustrated in the change order once the project is completed and invoiced. If the Change Order requires some payment upfront, this will be noted.

If you have any questions or concerns about the project quote, please do not hesitate to contact us. We appreciate the opportunity to work with you and look forward to the possibility of partnering on this project.