

# HighMark Charter School

## Board of Directors Meeting

**Date:** January 22, 2024

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

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

**Others in Attendance:** Shawn Miehlke, Ryan Smith, Kim McVey, Krystal Taylor



### MINUTES

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#### CALL TO ORDER

Richard Bigler called the meeting to order at 7:03PM.

#### PUBLIC COMMENT

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

#### REPORTS

- Principal's Report  
Shawn Miehlke presented his report to the board. Enrollment is up for the second half of the year. Shawn Miehlke also presented on Acadience Middle of Year results. Cognia Accreditation had a successful school visit on November 29<sup>th</sup>. Applications for the upcoming school year are looking successful. The 9<sup>th</sup> grade trip will be in Florida this year.

Lori Drake joined the meeting at 7:08PM.

- Budget Report  
The Budget report was presented by Blake Petersen. The most recent audit has been completed. This came back in good standing, which he expressed his excitement on. The PTIF account has decreased slightly due to a bond payment, however, this has put the school in a good financial standpoint. Ryan Smith referenced a projected budget that has estimates for funding throughout the rest of the year.

#### CONSENT ITEMS

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

*Blake Petersen made a motion to approve the October 10, 2023 Board Meeting Minutes, the November 20, 2023 Board Meeting Minutes, and the December 12, 2023 Board Meeting Minutes. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye, Lori Drake, Aye.*

#### 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

The board discussed the 2024/2025 School Year Fee Schedule & Fee Waiver Policy. There were no changes in the fee schedule from the current school year. A policy summary was provided to the board regarding the Selection and Purchase of Instructional Materials policy and the recommended rescindment of the Reuse and Disposal of Textbooks Policy. Due to law changes and state rule the board is aligning policies accordingly. Shawn Miehlke discussed the locker and cabinetry installation project that will be taking place. Two quotes were received for the project and the recommendation is to go with the Wood Creek quote. This project can then be scheduled to be completed over Spring break. The board discussed the purchasing of door panel safety. With these enhancements doors will be able to remain locked at all times. The funds for these updates have been awarded through the safety grant.

*Rory Ukena made a motion to approve the 2024/2025 School Year Fee Schedule & Policy Fee Waiver; Selection and Purchase of Instructional Materials Policy; to rescind the Reuse and Disposal of Textbooks Policy to approve Wood Creek to install the locker and cabinet project with a purchase amount up to \$57,000; the Door Panel Safety purchase through ETS for up to \$16,500. Tyree Simonich seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye, Lori Drake, Aye.*

- School Safety Specialist Compensation

The board had no open discussion regarding the school safety specialist.

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

*At 7:29PM 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(l)(a), located in the Art classroom at HighMark Charter School. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye, Lori Drake, Aye.*

*At 8:08PM Tyree Simonich made a motion to come out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye, Lori Drake, Aye.*

## **CALENDARING**

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

The board will consider 2-3 board members attendance at the national charter school conference.

## **ADJOURN**

*At 8:22PM Blake Petersen made a motion to adjourn. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Tyree Simonich, Aye, Lori Drake, Aye.*

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

**Meeting Date: 1.22.2024**

**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 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 22<sup>nd</sup> day of January, 2024, at 2467 E. South Weber Drive  
South Weber, UT, 84405.



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Richard Bigler, Board Chair