

# HighMark Charter School Board of Directors Meeting

Date: May 29, 2024

Location: 290 N Flint Street Kaysville, UT 84037

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

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



## MINUTES

---

### CALL TO ORDER

Richard Bigler called the meeting to order at 1:00PM.

### PUBLIC COMMENT

Ashley Stuart informed the board she has filed a formal complaint with the HighMark Director and is now submitting a formal complaint to the HighMark school board. She requested reconciliation from the school board along with a timely response to her concerns.

### REPORTS & TRAINING

- Principal's Report

Shawn Miehlike presented the 2023/2024 achievements and overall review. Data reports show a projected enrollment for the 2025 school year to be 685 students. Acadience Reading for K-6<sup>th</sup> grade went from 61% at the beginning of the year to 72% at the end of year testing. Acadience Math for K-3<sup>rd</sup> grade went from 61% at the beginning of the year to 72% at the end year testing. Retention rates for the 2024 school year were highlighted. Student retention at 96%; teacher retention at 94%; and a transfer rate of only 3.5%. HighMark completed a highly successful SCSB 10-year comprehensive review, and passed an accreditation review. HighMark's IEQ score was 307. Cognia's IEQ network average is 253, with anything over 300 indicating that the institution meets Cognia's expectations. Looking ahead HighMark has joined that A2A cohort to support staff in professional learning. Shawn highlighted summer projects that will be taking place including a redesign of the front entry way, installation of new Jr. High furniture, carpet and the beginning of a front office redesign to create a better workflow for the front office staff in conjunction with the new safety updates of the entry way.

- Budget Report

- Fraud Risk Assessment & Annual Commitment to Ethical Behavior

Kim McVey, Ryan Smith and Blake Petersen provided a financial update. Finances are in good standing with student enrollment strong to support the overall budget. The final 2023/2024 amended budget and the proposed budget for the upcoming school year were outlined. Board members completed the required training on the state auditors website giving the school an additional 20 points on the Fraud Risk Assessment. The overall score on the assessment is 375 points putting the school at a very low risk category. Board members were asked to sign the annual commitment to ethical behavior which will be submitted along with the fraud risk assessment.

### CONSENT ITEMS

- March 25, 2024 Board Meeting and Closed Session Minutes

*Blake Petersen made a motion to approve the March 25, 2024 board meeting and closed session minutes. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

### VOTING ITEMS AND DISCUSSION ITEMS

- 2024/2025 Proposed Budget

- 2023/2024 Final Amended Budget  
Following the finance report, there were no further questions.  
*Rory Ukena made a motion to approve the 2024/2025 proposed budget and the 2023/2024 Final Amended Budget. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*
- Audit Engagement Letter  
Eide Bailly has worked with the school in past years to complete the annual financial audit. The board was provided a sample letter that will be sent directly from Eide Bailly to the school for signature.  
*Blake Petersen made a motion to approve the Eide Bailly Audit Engagement Letter. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*
- Property & Liability Insurance Renewal  
Item tabled. Gabe Clark at Academica West is working with brokers to complete quotes for insurance.
- Varsity Spirit Purchase
- Chromebook Purchase  
Shawn Miehlke answered questions regarding the use of Chromebooks. Tyree Simonich asked if the use of Chromebooks has been beneficial in the classroom. The Varsity Spirit purchase costs are paid for by the school initially and then students who participate in cheer then pay for the uniforms after the fact.  
*Rory Ukena made a motion to approve the Varsity Spirit purchase for up to \$15,000 and the ETS Chromebook purchase for up to \$30,500. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*
- Lawncare Contract for 2024  
Shawn Miehlke has worked with The Groundsmen on the potential of a long-term contract. There may be an opportunity for the company to provide both lawn care and snow care services.
- Award Janitorial Services RFP  
Shawn Miehlke provided a glowing review of the current janitorial company. Board members also praised the work that is done. The RFP process was followed and only one bid was submitted for the committee to score and then provide statements with recommendations.  
*Richard Bigler made a motion to approve the lawn care agreement for 2024 to The Groundsmen and the award janitorial services RFP to Advanced Building Care. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*
- Entry Way Construction Costs  
Shawn Miehlke presented bids and drawings that have been submitted from contractors regarding the front entry of the school. The board has a high desire to enhance the safety of the school by creating a secure entrance that will require individuals entering the school to be buzzed in by a front office staff member. Shawn described how the process will look and the variances between each design along with the costs differences between bids.  
*Rory Ukena made a motion Butler General Inc. up to \$45,195 with the request to receive further information regarding window safety film; the additional office window; and the preferred front window design. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*
- Teacher Student Success Act Plan
- Sex Education Committee Membership  
Shawn Miehlke provided the board information on how funds throughout the TSSA plan are

utilized in the budget. This plan is similar to years past and has been successfully implemented.

Davis School District provides information for maturation via their website. The sex education committee meets annually to evaluate if this curriculum is what HMCS would like to provide. The committee is made up of health professionals, HMCS staff and parents.

*Lori Drake made a motion to approve the Teacher Student Success Act Plan and the Sex Education Committee Membership. Tyree Simonich seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

- Board Member Terms & Elected Officers

Board member terms were presented. No terms are set to expire in 2024. A brief discussion was held to determine if all board members are willing to remain in their current roles.

*Richard Bigler made a motion to approve the board member terms and elected officers as presently constituted. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

## **GOALS AND STRATEGIC PLANNING**

Item tabled.

**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 2:03PM Rory Ukena made a motion to move into closed session located at the Academica West Offices. Blake Petersen seconded. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye. Motion passed unanimously.*

*At 4:31PM Rory Ukena made a motion to move out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

## **VOTING ITEMS AND DISCUSSION ITEMS**

- Director Agreement & Compensation

The board had no further discussion regarding the details of the director agreement and compensation.

*Lori Drake made a motion to approve the Director Agreement and Compensation. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

## **CALENDARING**

- Annual Board Meeting Calendar
- National Charter School Conference- Boston, June 30-July 3<sup>rd</sup>

The annual board meeting calendar will be posted on the Utah Public Notice Website. Members of the board will be attending the National Charter School Conference for training in July.

## **ADJOURN**

*At 4:33 PM Blake Petersen made a motion to adjourn. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Tyree Simonich, Aye; Rory Ukena, Aye.*

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

**Meeting Date:** May 29, 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 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 29<sup>th</sup> day of May, 2024 at 2467 E. South Weber Drive, South Weber, UT 84405.



---

Richard Bigler, Board Chair