

**HighMark Charter School  
Board of Directors Meeting**

**Date:** June 4, 2025

**Location:** 1255 Park Ave, Park City, UT 84060

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

**Others In Attendance:** Shawn Miehke, Krystal Taylor, Brandon Fairbanks



**MINUTES**

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**CALL TO ORDER**

Richard Bigler called the meeting to order at 2:39PM.

**CONSENT ITEMS**

- March 24, 2025 Board Meeting Minutes
- May 8, 2025 Board Meeting Minutes
- Ratify New Hires

Shawn Miehke shared an update on staffing for the upcoming school year, outlining several new hires. Positions include teachers for 5th, 2nd, and 3rd grades, a cheer coach, a junior high ELA teacher, an assistant administrator, and a special education director. Additional positions under consideration include a 6th grade teacher and a junior high science teacher.

*Richard Bigler made a motion to approve the March 24<sup>th</sup>, 2025 Board Meeting Minutes, the May 8<sup>th</sup>, 2025 board meeting minutes and to ratify the new hires as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

**REPORTS**

- Director's Report

- Title IX Report

Shawn Miehke provided a Utah Title IX Athletics report to the board, detailing the number and types of boys', girls' and co-ed sports offered; student participation figures; per-sport and per-student spending; and an evaluation of practice and game facilities. He reviewed the school's compliance efforts under Utah Code 63G-31 and Title IX—confirming separate, equitable accommodations and no sex-based facility or scheduling disparities. Finally, he noted there is no ≥10 percent imbalance between boys' and girls' sports and therefore no action plan is currently required.

Shawn Miehke shared academic highlights, enrollment updates, staffing changes, and facility improvements. The school experienced its highest math scores to date, with three grade levels meeting or exceeding state averages and double-digit proficiency growth across multiple grades. Science proficiency was maintained at 46%, with several grades, including 5th, 6th, and 8th, seeing significant growth despite new curriculum implementation. ELA scores will be available in October due to hand grading. Several new staff members were introduced for the upcoming year, including teachers in 2nd, 3rd, 5th, and junior high, along with a new cheer coach and assistant administrator. Facility upgrades underway include interior painting, office remodeling, new carpet, safety improvements, and parking lot repairs. Enrollment remains strong with 698 students currently enrolled for the 2025–26 school year. Highmark continues to surpass early literacy goals, maintains low transfer rates, and has demonstrated commendable growth across academic areas. Recent staff development, increased compensation, and strategic leadership efforts have supported strong retention and financial growth. Updates to the school are ongoing with paint, carpet and the office remodel.

- Budget Report

- Annual Commitment to Ethical Behavior
  - Fraud Risk Assessment

Kim McVey presented the FY25 Fraud Risk Assessment to the board, reporting that HighMark Charter School scored 375 out of 395 points. Based on the state's criteria, this places the

school firmly in the “Very Low” risk category. Board members will also sign the Annual Commitment to Ethical Behavior to be filed with the Fraud Risk Assessment.

## VOTING AND DISCUSSION ITEMS

- Final Amended Budget 2024/2025
- Proposed Budget 2025/2026  
Kim McVey reviewed the amended 2024–2025 budget, outlining adjustments based on updated revenue and expenditure projections. He then presented the proposed 2025–2026 budget, highlighting anticipated funding, planned allocations, and key priorities for the upcoming fiscal year.
- Audit Engagement Letter  
The board reviewed the annual audit engagement with Eide Bailly who will perform audit services for the fiscal year ending June 30, 2025. These services include financial statement audits, student enrollment procedures, state compliance.
- Chromebook Purchase  
Shawn Miehke reported a Chromebook purchase from ETS totaling \$32,494 as part of the school’s ongoing device rotation and update cycle. The administration is exploring a new program where students would keep the same device throughout their time at HighMark, with the option to purchase the device for a small fee upon completing 9th grade.
- Summer Purchases  
Item tabled. There were no additional purchases at this time.
- Teacher Student Success Act Plan (TSSA Plan)  
Shawn Miehke presented the 2025–2026 Teacher and Student Success Plan (TSSA) which focuses on academic growth, specifically aiming for a 7% increase in Language Arts and Math scores from beginning to end of year, as measured by Acadience and end-of-year summative assessments. Key action steps include data-informed instruction and educator stipends tied to student growth. The budget allocates 30% of TSSA funds for stipends and 70% for professional development, supplies, and instructional resources.
- Sex Education Committee  
The board reviewed and approved the membership of the Sex Education Committee for the upcoming year. The committee includes administrators, a teacher, parents, and a health professional, with parent representation equal to or greater than that of school employees, as required.
- Policies:
  - Salary Supplement for Highly Needed Educators Program Policy
  - Paid Parental and Postpartum Recovery Leave Policy
  - Donation of PTO and Bereavement Policy
  - Amended Travel Policy

The Board reviewed the new Salary Supplement for Highly Needed Educators (SHiNE) Program Policy, which replaces the TSSP beginning July 1, 2025, and allows LEAs to define and support hard-to-fill teaching positions through locally determined salary supplements. Also reviewed was the Paid Parental and Postpartum Recovery Leave Policy, developed to comply with H.B. 192 and aligned with state employee leave standards.

The board discussed the proposed Donation of Paid Time Off Policy and expressed full support. There was discussion regarding the appropriate amount of PTO that may be donated, and final language will be included in the updated employee handbook. The board also approved updates to the Bereavement Policy, which will now provide five days of leave for all employees, regardless of full-time or part-time status, with corresponding adjustments to handbook language. Lastly, the Amended Travel Policy was reviewed, including a revision allowing board members to book their own lodging and a change in language from “shall” to “may” to clarify that reimbursements can be made.

*Blake Petersen made a motion to approve the Final Amended Budget for 2024–2025; the Proposed Budget for 2025–2026; the Audit Engagement Letter, authorizing Shawn Miehke to sign on behalf of the board; a Chromebook purchase in an amount up to \$35,000; the Teacher and Student Success Act (TSSA) Plan; the Sex Education Committee as discussed; and the listed policies as discussed and adjusted. Rory Ukena seconded the motion. Motion passed*

unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

- HighMark Honorees  
Each year, the board selects a HighMark Honoree. This honoree is an individual who has made a meaningful and lasting contribution to HighMark Charter School. The selection is based on nominations and board discussion, recognizing individuals who have demonstrated exceptional support, service, or impact on the school community.

*Rory Ukena made a motion to approve Janey Stoddard and Brittany Jolley as HMCS Honorees. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

- Board Member Terms and Elected Officers  
Richard Bigler and Lori Drake had board terms expiring June 30, 2025. The board would like to continue with current board membership and position.  
*Rory Ukena made a motion to renew new four year terms for Richard Bigler and Lori Drake ending June 30, 2029 and to keep all board positions as is. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, 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 4:46 PM 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 the Park City Library. Blake Petersen seconded. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye. Motion passed unanimously.*

*At 5:27 PM Rory Ukena made a motion to come out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

#### **VOTING AND DISCUSSION ITEMS**

- Director Agreement and Compensation  
There was no public discussion on this item.  
*Rory Ukena made a motion to approve the director agreement and compensation as discussed. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

#### **CALENDARING**

- Board Meeting Calendar 2025/2026 School Year  
Board meetings will begin for the 2025/2026 School Year in August.

#### **TRAINING & STRATEGIC PLANNING SESSION**

- Open and Public Meetings Act Training
- Schedule A Charter Amendment
- Forward Planning
- Business Integration  
The board reviewed the Open and Public Meetings Act Training via a game provided by Brandon Fairbanks. Future planning will be postponed to a later date.

#### **ADJOURN**

*At 5:47 PM Richard Bigler made a motion to adjourn. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

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Board of Directors Meeting  
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**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 4<sup>th</sup> day of June , 2025, at 1255 Park Ave, Park City, UT 84060.

A handwritten signature in black ink, appearing to read 'Richard Bigler', is written over a horizontal line.

Richard Bigler, Board Chair