

**HighMark Charter School  
Board of Directors Meeting**

**Date:** August 18, 2025

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

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

**Others In Attendance:** Shawn Miehke, Kim McVey, Krystal Taylor



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**MINUTES**

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**CALL TO ORDER**

Richard Bigler called the meeting to order at 7:10 PM.

**CONSENT ITEMS**

- June 4, 2025 Board Meeting and Closed Session Minutes
- Ratify New Hires

*Blake Petersen made a motion to approve the June 4, 2025 Board Meeting and Closed Session Minutes. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Rory Ukena, Aye; Blake Petersen, Aye.*

Shawn Miehke discussed a new 6<sup>th</sup> grade teacher who has joined the team. A new science teacher has also joined the teachers at HMCS.

*Lori Drake made a motion to approve the new hires. Rory Ukena seconded. Motion passed unanimously.*

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

**REPORTS**

- Director's Report
    - Early Learning Plan
    - Parking Strategies at School Wide Events

The board reviewed and approved the submission of Highmark Charter School's Early Learning Plan to the Utah State Board of Education. The plan outlines the school's K-3 literacy and mathematics curriculum, intervention strategies, and compliance with state requirements, including established goals for student growth in math. Specific measurable goals were set for 2nd and 3rd grade to improve Acadience Math outcomes through targeted interventions, professional development, and instructional coaching. Parking Strategies were discussed. When school wide events occur Shawn Miehke will have employees park elsewhere to free up additional spaces for families. The board had concerns over safety for families attempting to cross South Weber Drive.
  - Budget Report
- Blake Petersen reported that the budget is on track. There were a lot of expenses over the summer, which was planned for. Enrollment numbers are looking good with additional funding coming from those revenues. Funding that has come in through the PTIF account has allowed for additional flexibility within the budget.

**VOTING AND DISCUSSION ITEMS**

- Curriculum Associates Purchases
- Shawn Miehke presented iReady invoices to the board. This purchase supports ongoing student assessment to align with the school's academic goals. This is a state approved program used for both Math and Reading. Grant funding is being used to pay for a portion of this purchase. These licenses will be used for many grade levels.

*Rory Ukena made a motion to approve the Curriculum Associates Purchases for up to \$23,000 . Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Rory Ukena, Aye; Blake Petersen, Aye.*

- Policies:
  - Re-Approve Parent and Family Engagement Policy
  - Amended Travel Policy

- Rescind Computer Network Communications & Electronic Devices Policy
- Amended Electronic Resources Policy
- Amended Child Abuse and Neglect Reporting
- Amended Kindergarten Toilet Training Policy

The board reviewed amendments to several policies to align with new state laws. Updates include revisions to the Electronic Resources Policy to comply with restrictions on student cellphone use and internet safety, renaming and expanding the Toilet Training Policy to apply to all enrolling students, and updating the Child Abuse and Neglect Reporting Policy to clarify reporting requirements and incorporate new training provisions. The Travel Policy was also revised to add an approval process for the school's annual ninth-grade trip.

*Rory Ukena made a motion to re-approve the Parent and Family Engagement Policy, approve the amended Travel Policy, rescind the Computer Network Communications and Electronic Devices Policy, amended Electronic Resources policy, amended Child Abuse and Neglect Reporting Policy, and the amended Kindergarten Toilet Training Policy. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Rory Ukena, Aye; Blake Petersen, Aye.*

#### **CALENDARING**

- Next Board Meeting—October 20, 2025

#### **ADJOURN**

*At 7:50 PM Blake Petersen made a motion to approve adjourn. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Rory Ukena, Aye; Blake Petersen, Aye.*