

HighMark Charter School
Board of Directors Meeting

Date: October 20, 2025

Time: 7:00PM

Location: 2467 E South Weber Dr, 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

CONSENT ITEMS

- August 18, 2025 Board Meeting and Closed Session Minutes
- Ratify New Hires

REPORTS

- Director's Report
- Budget Report

VOTING AND DISCUSSION ITEMS

- Something to Talk About Contract and Invoice
- Policies:
 - Hotline Complaint Policy
 - Amended Bullying and Hazing Policy
 - Amended Dual Enrollment Policy

CALENDARING

- Next Board Meeting—January 26, 2026
- Holiday Social—December 9th, 6PM at Maddox

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).

ADJOURN

**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



MINUTES

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 6th 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.

HighMark Charter School
Policy: Bullying and Hazing Policy
Amended: ▼



Deleted: October 28, 2024

Purpose

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving HighMark Charter School (the "School") students and employees. The School's Board of Directors (the "Board") has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment.

Policy

Prohibited Conduct

Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees are against federal, state, and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate this conduct – including, but not limited to, civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents or guardians against School employees is prohibited by the School and will not be tolerated in the School.

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School employees (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School employee is traveling to or from School property or a School-related or sponsored event.

The School prohibits all forms of bullying, cyber-bullying, hazing, abusive conduct of or retaliation against students and School employees at any time and any location.

Students and School employees are prohibited from retaliating against any student, School employee or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Students and School employees are prohibited from making false allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation against a student or School employees.

Students and School employees are prohibited from sharing a recording of an act of bullying, cyber-bullying, hazing, abusive conduct, and retaliation in order to impact or encourage future incidents.

Students and School employees are prohibited from creating or distributing sexually explicit or nonconsensual intimate images.

In addition, School employees, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing, bullying, cyber-bullying, or abusive conduct and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing, bullying, cyber-bullying, or abusive conduct.

Any bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to OCR compliance regulations.

Definitions

Abusive Conduct – For purposes of this policy, “abusive conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a School employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

Action Plan – For purposes of this policy, “action plan” means a process to address an incident of bullying, cyber-bullying, hazing or retaliation.

Bullying – For purposes of this policy, “bullying” means student bullying and staff bullying.

Civil Rights Violations – For purposes of this policy, “civil rights violations” means violations as outlined in the following federal laws:

- (1) Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the basis of race, color, or national origin);
- (2) Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex);
- (3) Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability); or
- (4) Title II of the Americans with Disabilities Act (prohibits discrimination on the basis of disability).

Cyber-bullying – For purposes of this policy, “cyber-bullying” means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Hazing – For purposes of this policy, “hazing” means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

- (1) (a) endangers the mental or physical health or safety of a School employee or student;
- (b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

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Deleted: a School employee or student intentionally committing a written, verbal, or physical act against a School employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

Deleted: (1) causing physical or emotional harm to the School employee or student;¶

¶
(2) causing damage to the School employee's or student's property;¶

¶
(3) placing the School employee or student in reasonable fear of:¶
(a) harm to the School employee's or student's physical or emotional well-being; or¶
(b) damage to the School employee's or student's property;¶

¶
(4) creating a hostile, threatening, humiliating, or abusive educational environment due to:¶
(a) the pervasiveness, persistence, or severity of the actions; or¶
(b) a power differential between the bully and the target; or¶

¶
(5) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.¶

Deleted: This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.¶

¶
Bullying may also include relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation

Deleted: bullying, cyber-bullying, harassment, abusive conduct, or hazing that is targeted at a federally protected class.

Deleted: *Federally protected class* – For purposes of this policy, “federally protected class” means any group protected from discrimination under federal law, such as:¶

¶
(1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin.¶

¶
(2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex.¶

¶
(3) Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.¶

- (c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or
 - (d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and
- (2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or
- (ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
- (3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Incident – For purposes of this policy, “incident” means a verified incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is prohibited in Utah Code § 53G-9-601 *et seq.*

Retaliate or Retaliation – For purposes of this policy, “retaliate or retaliation” means an act or communication intended:

- (1) as retribution against a person for reporting bullying or hazing; or
- (2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

School Employee – For purposes of this policy, “School employee” means an individual working in the individual’s official capacity as:

- (1) a School teacher;
- (2) a School staff member;
- (3) a School administrator; or
- (4) an individual:
 - (a) who is employed, directly or indirectly, by the School; and
 - (b) who works on the School’s campus(es).

Staff Bullying – For purposes of this policy, “staff bullying” means a School employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another School employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
- (2) substantially interferes with a student’s or employee’s educational or professional performance, opportunities, or benefits.

Student Bullying – For purposes of this policy, “student bullying” means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile; and
- (2) interferes with a student’s educational performance, opportunities, or benefits.

“Student bullying” and “staff bullying” do not mean instances of:

- (1) ordinary teasing, horseplay, argument, or peer conflict;
- (2) reasonable correction of behavior by a School employee; or
- (3) reasonable coaching strategies and techniques by a School employee who is a coach.

Verification – For purposes of this policy, “verification” means that an alleged incident has been found to be substantiated through a formal investigation process done by the School as outlined in this policy.

Volunteer – For purposes of this policy, “volunteer” means a non-employee with significant, unsupervised access to students in connection with a School assignment.

Reporting Prohibited Conduct

Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, must promptly report such prohibited conduct to any School personnel orally or in writing. School personnel who receive reports of such prohibited conduct must report them to the Principal.

School employees who have been subjected to or witnessed hazing, bullying, cyber-bullying, abusive conduct, or retaliation must report such prohibited conduct to the School’s Principal orally or in writing.

Each report of prohibited conduct shall include:

- (1) the name of complaining party;
- (2) the name of person subjected to the prohibited conduct (if different than complaining party);
- (3) the name of perpetrator (if known);
- (4) the date and location of the prohibited conduct; and
- (5) a statement describing the prohibited conduct, including names of witnesses (if known).

In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Principal and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees must take strong responsive action to prevent retaliation, including assisting students who are subjected to prohibited conduct and his or her parents or guardians in reporting subsequent problems and new instances of prohibited conduct.

The Principal or his/her designee shall promptly make a reasonably thorough investigation of all complaints of prohibited conduct, including, to the extent possible, anonymous reports, and shall, in accordance with the Consequences of Prohibited Behavior section below, administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

The Principal may report to OCR all incidents of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of a student's or employee's civil rights.

It is the School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the School's computer equipment and network system, and routine monitoring or maintenance may lead to discovery that a user has violated School policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of this policy will be confiscated for investigation and may be turned over to law enforcement.

Investigation of Alleged Incidents

The School will investigate all allegations of bullying, cyber-bullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Principal or his/her designee will investigate such allegations, and the School shall ensure that the investigator is provided adequate training to conduct such an investigation. The Principal or his/her designee will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

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The School will investigate these alleged incidents by interviewing:

- (1) the individual who was allegedly targeted;
- (2) the individual who is alleged to have engaged in the prohibited conduct;
- (3) the parents or guardians of the students who were allegedly targeted and the individual who is alleged to have engaged in prohibited conduct;
- (4) any witnesses;
- (5) School staff familiar with the student who was allegedly targeted;
- (6) School staff familiar with the individual who is alleged to have engaged in prohibited conduct; or
- (7) Other individuals who may provide additional information.

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The individual who investigates an alleged incident will inform an individual being interviewed that (1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the School may (1) review disciplinary reports of involved students; and (2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The School will report alleged incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct to law enforcement when the Principal reasonably determines that the alleged incident may have violated criminal law.

The School shall follow up with the parents or guardians of all parties to:

- (1) inform parents or guardians when an investigation is concluded;
- (2) inform parents or guardians what safety measures will be in place for their child, as determined by the investigation;
- (3) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g ("FERPA"); and
- (4) inform parents or guardians of the School's Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

If the investigation results in a verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall create and implement an action plan for each such incident in accordance with Utah Code § 53G-9-605.5 and R277-613.

In addition, following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the Principal may, if he/she determines it is appropriate:

- (1) use accountability practices in accordance with policies established by the School; and
- (2) provide supportive services designed to preserve the student's access to educational opportunities and a sense of safety.

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However, a student to whom an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct is directed is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the School would like any student to participate in a restorative justice practice, the School will notify the student's parent or guardian of the restorative justice practice and obtain consent from the student's parent or guardian before including the student in the process.

Parental Notification

The Principal or his/her designee will timely notify a student's parent or guardian if:

- (1) the student threatens suicide; or
- (2) the student is involved in an incident (including if the student is subjected to the incident or is the person who caused the incident) and of the action plan to address the incident.

The Principal or his/her designee will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by

telephone, the Principal or his/her designee will provide the parent or guardian the required notification by email.

The Principal or his/her designee will produce and maintain a record that:

- (1) verifies that the School notified each parent or guardian as required above. If an in-person meeting takes place, the Principal or his/her designee may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Principal or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Principal or his/her designee will retain a copy of the email; and
- (2) tracks implementation of the action plan addressing the incident, if applicable.

The School will retain the record for at least as long as the student is enrolled at the School and will provide or expunge the record in accordance with Utah Code § 53G-9-604. The School will maintain the confidentiality of the record in accordance with the state and federal student data privacy laws referenced in Utah Code § 53G-9-604.

In addition to notifying the parent or guardian as set forth above, the Principal or his/her designee will provide the parent or guardian with the following:

- (1) suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);
- (2) information on ways to limit a student's access to fatal means, including firearms or medication; and
- (3) information and resources on the healthy use of social media and online practices as provided in R277-613.

Action Plan to Address Incidents

Following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall develop and implement an action plan. The action plan shall include:

- (1) with respect to the targeted student, and in direct coordination with the student's parent or guardian:
 - (a) a tailored response to the incident that addresses the student's needs;
 - (b) a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident;
 - (c) notification of the consequences and plan to address the behavior of the student who caused the incident, to the extent allowed by FERPA;
 - (d) support measures designed to preserve the student's access to educational services and opportunities; and
 - (e) to the extent available, access to other resources the parent requests for the student; and
- (2) with respect to the student who caused the incident and in direct coordination with the student's parent or guardian:

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- (a) a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities;
- (b) a process to determine and provide any needed resources related to the underlying cause of the incident;
- (c) supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students; and
- (d) a process to remove the student from School in an emergency situation, including a description of what constitutes an emergency.

The School may not include in an action plan a requirement that the student to whom the incident was directed change the student's:

- (1) educational schedule or placement; or
- (2) participation in a School sponsored sport, club, or activity.

The School shall try to involve the parent or guardian of a student who was involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct in the development and implementation of an action plan. However, if, after the School attempts to involve a parent or guardian in the development and implementation of an action plan, the parent or guardian chooses to not participate in the process, the School may develop and implement an action plan without the parent or guardian's involvement.

The School shall communicate with the parent or guardian of each student involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct about the implementation of the action plan. Specifically, the School shall provide regular updates on the implementation of the action plan to each such parent or guardian. The updates shall include:

- (1) the outcome of the School's investigation (if not already provided at the conclusion of the investigation);
- (2) a discussion of safety considerations for the student who is the subject of the incident; and
- (3) an explanation of the School's process for addressing the incident.

The Principal or his/her designee shall oversee the implementation of the action plan, monitor the implementation of the communication plan/requirements within the action plan, and assist the School with case-specific needs when the School is addressing an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct.

Consequences of Prohibited Behavior

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code § 53G-8-205 and School policy, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR). If, after an investigation, a School employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment or other appropriate action.

School officials have the authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to School operations, including violent altercations or a significant interference with a student's educational performance and involvement in School activities.

Grievance Process for School Employees

As explained above, a School employee who has experienced abusive conduct must report the abusive conduct to the School Principal orally or in writing. If the School employee is not satisfied with the Principal or designee's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the School employee may address/raise the issue in accordance with the School's Staff Grievance Policy.

Grievance Process for Parents and Guardians

A parent or guardian of a student who caused an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct may appeal one or more of the consequences included in an action plan in accordance with the School's Parent Grievance Policy.

Additional Provisions

The Principal will ensure compliance with OCR regulations when civil rights violations are reported, as follows:

- (1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.
- (2) If it is determined that the bullying, cyber-bullying, or hazing of a student did occur as a result of the student's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:
 - (a) end the bullying, cyber-bullying, or hazing;
 - (b) eliminate any hostile environment; and
 - (c) prevent its recurrence.
- (3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

The Principal will take reasonable steps to ensure that any person subjected to prohibited conduct will be protected from further hazing, bullying, cyber-bullying, abusive conduct, and retaliation and that any student or School employee who reports such prohibited conduct will be protected from retaliation.

If the Principal believes that any person who was subjected to or who caused conduct prohibited by this policy would benefit from counseling, the Principal may refer such individuals for counseling.

If the Principal believes that it would be in the best interests of the individuals involved, the Principal may involve the parents or guardians of a student who was subjected to or a student

who caused hazing, bullying, cyber-bullying, or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the School's student information system as required.

Student Assessment

The Principal or his/her designee will assess the prevalence of bullying, cyber-bullying, hazing, and retaliation in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

Training

The Principal will ensure that School students, employees, coaches, and volunteers receive training on bullying, cyber-bullying, hazing, retaliation, and abusive conduct from individuals qualified to provide such training. The training shall meet the standards established by the Utah State Board of Education's rules and include information on:

- (1) bullying, cyber-bullying, hazing, retaliation, and abusive conduct;
- (2) discrimination under the following federal laws:
 - (a) Title VI of the Civil Rights Act of 1964;
 - (b) Title IX of the Education Amendments of 1972;
 - (c) Section 504 of the Rehabilitation Act of 1973; and
 - (d) Title II of the Americans with Disabilities Act of 1990;
- (3) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination;
- (4) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon race, color, national origin, sex, disability, or religion;
- (5) the right of free speech and how it differs for students, employees, and parents or guardians; and
- (6) safe digital citizenship.

The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53G-9-704(1), and also include information on when issues relating to R277-613 may lead to student or employee discipline.

The training shall be offered to:

- (1) new school employees, coaches, and volunteers within the first year of employment or service;
- (2) all School employees, coaches, and volunteers at least once every three years after the initial training; and
- (3) all students (regardless of whether they are involved in athletics or extracurricular activities or clubs) at a frequency determined by the Principal.

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In addition to the training requirements described above, any student, employee, or volunteer coach participating in a School sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, shall, prior to participating in the athletic program or activity, participate in bullying, cyber-bullying, hazing, retaliation, and abusive conduct prevention training. This training shall be offered to new participants on an annual basis and to all participants at least once every three years. The School will inform student athletes and extracurricular club members of prohibited activities under R277-613 and potential consequences for violation of the law and the rule. The School will maintain training participant lists or signatures and provide them to the Utah State Board of Education upon request.

Liaison to Utah State Board of Education

The Principal or his/her designee shall act as the School's liaison to the Utah State Board of Education regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

Distribution of Policy and Signed Acknowledgement

The School will inform students, parents or guardians, School employees, and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited by distributing a copy of this policy to such individuals annually. A copy of this policy will also be posted on the School's website and included in any student conduct or employee handbooks issued by the School.

Deleted: Principal

On an annual basis, School employees, students who are at least eight years old, and parents or guardians of students shall sign a statement indicating that they have received this policy.



HighMark Charter School
Policy: Dual Enrollment and Split Enrollment Policy
Adopted: October 17, 2011



Purpose

The purpose of this policy is to articulate HighMark Charter School's (the "School") position on the dual enrollment and split enrollment of students in the School.

Deleted: private school and home schooled

Definitions

"Dual enrollment" or "dually enroll(ed)" refers to when a student enrolls simultaneously in the School and in a private school or home school.

"Split enrollment" or "split enroll(ed)" refers to when a student enrolls simultaneously in the School and in another public school.

Policy

Consistent with Utah Code §§ 53G-6-702 and 53G-6-703 and Utah Administrative Code Rule R277-438, students may be dually enrolled in the School and in a private school or home school, or split enrolled in the School and in another public school, under the conditions set forth herein if there is, in the School's discretion, a reasonable educational basis for the dual enrollment or split enrollment.

Dual Enrollment

The School does not allow students in grades K-6 to dually enroll in the School.

The School may allow students in grades 7-9 to dually enroll in the School if the student is enrolled in the School for at least 1/2 of each school day. This policy is consistent with Utah Administrative Code Rule R277-438, which gives charter schools discretion as to whether or not to allow dual enrollment in their schools.

Split Enrollment

The School does not allow students in grades K-6 to split enroll in the School.

The School may allow students in grades 7-9 to split enroll in the School if the student is enrolled in the School for at least 1/2 of each school day. In addition, split enrollment in the School will generally only be allowed if the School is the student's primary LEA, meaning the LEA which reports the student to be in regular membership and, if applicable, special education membership (sometimes referred to as the student's "school of record").

No student will be allowed to split enroll in the School if any course, program, or activity to be taken by the student at another public school would conflict with the student's schedule at the School.

Requests for Dual Enrollment or Split Enrollment

In order for a request for dual enrollment or split enrollment to be considered by the School, the request should be submitted to the Principal using the approved forms provided by the School before any appropriate deadline set by the School. The Principal will approve or deny requests for dual enrollment or split enrollment and, notwithstanding anything to the contrary in this policy, has full discretion in making such decisions.

Testing

Students who are dually enrolled or split enrolled in the School will only take at the School the state standardized tests and other assessments for the subjects for which they receive instruction at the School.

Deleted: Pursuant to Utah Code Ann. § 53A-11-102.5, students may be dually enrolled in both the School and in a private school or home school under the conditions set forth herein. ¶

Deleted: ¶
A parent seeking to dually enroll a student must certify that the student will receive instruction (a) in the subjects the State Board of Education requires to be taught in public schools and (b) for the same length of time as minors are required to receive instruction in public schools, as provided by rules of the State Board of Education. ¶

¶
All students of the School must be enrolled in the School for at least $\frac{3}{4}$ of each school day. Therefore, no student of the School will be allowed to dually enroll if they do not plan to attend at least $\frac{3}{4}$ of each school day. ¶

Deleted: Requests for dual enrollment should be provided to the School's Director using the Application for Home School Dual Enrollment

Deleted: and in a private school or home school

Deleted: Criterion Referenced Tests ("CRTs")



HMCS – Board of Directors Meeting
Monday, October 20, 2025

Financial Updates

Items of Note:

Revenues

- We are 25% of the way through the fiscal year. Overall revenues are at **25.2%**.
- Local revenues are at **36%** due mainly to beginning of the year fees.
- State revenues are slightly ahead due to **School Land Trust, Teacher Supplies and Materials**, and other grants that are fully funded at the beginning of the year.
- Federal funding is at 0% as federal monies are only realized once expenses have been incurred and reimbursement is requested.
- **Enrollment:** the October 1 enrollment count was **671 students**, while the budget was based on **660 students**.

Expenses

- Overall expenses are **19.1%**
- Salaries and benefits will lag due to the timing of employee contracts.
- Property Services are ahead due to **summer projects** (block seal, asphalt, carpet) as anticipated.
- Other Purchased Services are ahead due mainly to **liability and property insurance** policies that are paid on an annual basis.
- Supplies and Materials are also reflective of yearly purchases of **software, textbooks, and curriculum** that are needed at the beginning of the year.
- The expenses in the Property category represent **Safety Program** purchases.

Cash Position

- Operating Cash has increased by **\$328,000** compared to the same time last year.
- All grant receivables for FY25 have been paid and we are beginning the reimbursement requests for FY26 – (Safety - **\$131,672** and Early Interactive Software - **\$10,633**)

Balance Sheet

- **Note:** The **Monthly Balance Sheet** sent to the board shows information from the beginning of this fiscal year. This analysis represents a comparison of September 2025 to September 2024. **See statement below.**
- Fixed Assets increased at the end of FY25 by **\$571,550** due to capitalization for cameras, carpet, and computer purchases.
- Long-Term Liability decrease of **\$247,950** represents the payment of bond principle.

Audit Update

- Actual (AFR and APR) amounts have been uploaded to **UPEFS**
- Statements are being finalized and will be completed on **October 30**.
- Single audit is also underway and is progressing as expected.

Statement of Financial Position

	Period Ending 09/30/2025	Period Ending 09/30/2024
	Actual	Actual
▼ Assets & Other Debits		
▼ Current Assets		
▶ Operating Cash	3,419,485	3,091,190
▶ Accounts Receivables	2,773	1,879
▶ Other Current Assets	20,000	20,000
Total Current Assets	3,442,258	3,113,069
▶ Restricted Cash	406,934	404,735
▼ Net Assets		
▶ Fixed Assets	13,256,490	12,684,940
▶ Depreciation	(3,529,966)	(3,085,657)
Total Net Assets	9,726,524	9,599,283
Total Assets & Other Debits	13,575,716	13,117,087
▼ Liabilities & Fund Equity		
▶ Current Liabilities	36,609	14,964
▶ Long-Term Liabilities	8,827,747	9,075,697
▶ Fund Balance	4,137,610	3,334,209
▶ Net Income	573,750	692,217
Total Liabilities & Fund Equity	13,575,716	13,117,087

HighMark Charter School
Policy: Hotline Complaint Policy
Approved: _____, 20__



Purpose

The purpose of this policy is to outline, in accordance with Utah Administrative Code R277-123-7, how HighMark Charter School (the “School”) responds to and resolves Utah State Board of Education (“USBE”) public education hotline complaints received as referrals from the USBE Internal Audit Department.

Policy

After the School receives a hotline complaint, if contact information for the complainant is available, designated School personnel will contact the complainant promptly and document (a) the School personnel that contacted the complainant; (b) the type of contact made (phone, email, etc.); (c) the date of the contact; and (d) the resolution of the concern or action steps to be taken.

The School will make at least two good faith attempts to contact a complainant when contact information is available.

The School will investigate, respond to, and attempt to resolve hotline complaints in accordance with the requirements set forth in R277-123-7 and School policy. If the School determines that a hotline complaint should have been addressed by way of the School's applicable grievance policy, the School may inform the USBE Internal Audit Department. To the extent allowed by R277-123 and applicable law, complainants should not use the hotline to bypass the School's grievance policies.

POLICY SUMMARIES

Amending Dual Enrollment Policy

Revisions to the HMCS Dual Enrollment Policy primarily clarify and streamline the language around enrollment eligibility and administrative discretion. The updates reinforce that grades K–6 are not eligible for dual or split enrollment, while grades 7–9 may participate if enrolled for at least half of each school day. The revisions also emphasize that split enrollment is generally limited to students for whom HMCS is the primary LEA (“school of record”), and the principal has full discretion to approve or deny requests using the school’s designated forms. Minor edits improve alignment with Utah law and ensure consistency in terminology and procedure.

Amending Bullying and Hazing Policy

SB 223 from the 2025 legislative session amended the definition of bullying and broke it down into “staff bullying” and “student bullying.” Both of these bullying definitions require repeated misconduct or a single egregious act that involves an imbalance of power. In light of SB 223, the USBE amended its bullying rule in R277-613 to not only incorporate the new definitions of staff bullying and student bullying, but to make other changes as well. These other changes include, but aren’t limited to, amending the definition of “civil rights violation,” prohibiting students and employees from creating or distributing sexually explicit or nonconsensual intimate images, and adding “safe digital citizenship” to the list of bullying and hazing topics schools must train on. The school’s Bullying and Hazing Policy has been revised to comply with the changes brought about by SB 223 and the revised rule in R277-613.

New Hotline Complaint Policy

R277-123 requires each school to have on its website a link to the school’s local education hotline or a link to the USBE’s public education hotline so that the public can report alleged violations. The school does not have its own local hotline but does have a link on its website to the USBE’s public education hotline. R277-123 also now requires each school to adopt a hotline complaint policy. Per R277-123, this policy must establish how a school will respond to hotline complaints and contain steps a school must go through when responding to such complaints. The proposed Hotline Complaint Policy tracks the requirements in R277-123. It also explains that if a hotline complaint received by the school should have been addressed via the school’s applicable grievance policy, the school may inform the USBE’s Internal Audit Department (the department who handles USBE hotline complaints). This policy emphasizes that complainants should not use the hotline to bypass the school’s grievance policies.

- *Reminder- board members please complete the training that was emailed out.*
- *Website has been updated to comply with the outlined requirements*

Principals Report #12

Enrollment History

SY	LEA	TOTAL	ENROLLMENT TREND	RETENTION RATE	TRANSFER RATE
2015	Highmark Charter School	655	96.80%	82.60%	4.90%
2016	Highmark Charter School	674	102.90%	86.60%	3.40%
2017	Highmark Charter School	685	101.60%	83.10%	5.10%
2018	Highmark Charter School	676	98.70%	83.00%	6.40%
2019	Highmark Charter School	644	95.30%	84.90%	5.30%
2020	Highmark Charter School	621	96.40%	86.00%	3.00%
2021	Highmark Charter School	659	106.10%	81.50%	5.00%
2022	Highmark Charter School	651	98.80%	86.80%	6.40%
2023	Highmark Charter School	681	104.60%	92.30%	4.30%
2024	Highmark Charter School	666	97.80%	90.30%	3.00%
2025	Highmark Charter School	668	100.30%	TBD	4.00%
2026	Highmark Charter School	671		TBD	TBD

Around the School

- Fall Sports have wrapped up.
- First round of clubs will be starting in the first week of November –German – DnD – Crochet – Sewing – Painting –Jazz Band.
- The Fall Family Festival has been completed and was attended by over 500 students/parents.
- First Jr. High Dance will be this Friday.

Potential Projects

- Painting the Gym – Replace Gym Lighting
- Completing Wall Carpet in East Entrance.
- Replace Vinyl Flooring throughout the school.
- Entrance Painting Focal Point – Examples Below



Vendor name	Date	Amount	Hourly Rate	Yearly Total
Something to Talk About, LLC	09/30/2025	\$15,572.29	\$75 / \$56	
Something to Talk About, LLC	08/31/2025	\$8,762.45	\$75 / \$56	
Something to Talk About, LLC	05/31/2025	\$8,054.50	\$74 / \$56	\$101,232.92
Something to Talk About, LLC	04/30/2025	\$9,016.04	\$74 / \$56	
Something to Talk About, LLC	03/31/2025	\$11,071.48	\$74 / \$56	
Something to Talk About, LLC	02/28/2025	\$10,558.64	\$74 / \$56	
Something to Talk About, LLC	01/31/2025	\$11,726.96	\$74 / \$56	
Something to Talk About, LLC	12/31/2024	\$10,684.94	\$74 / \$56	
Something to Talk About, LLC	11/30/2024	\$9,442.84	\$74 / \$56	
Something to Talk About, LLC	10/31/2024	\$11,602.52	\$74 / \$56	
Something to Talk About, LLC	09/30/2024	\$10,123.50	\$74 / \$56	
Something to Talk About, LLC	08/31/2024	\$8,951.50	\$74 / \$56	
Something to Talk About, LLC	05/31/2024	\$9,464.37	\$71 / \$53	\$81,560.75
Something to Talk About, LLC	04/30/2024	\$8,336.21	\$71 / \$53	
Something to Talk About, LLC	03/31/2024	\$8,509.47	\$71 / \$53	
Something to Talk About, LLC	02/29/2024	\$8,293.31	\$71 / \$53	
Something to Talk About, LLC	01/31/2024	\$8,296.12	\$71 / \$53	
Something to Talk About, LLC	12/31/2023	\$5,330.23	\$71 / \$53	
Something to Talk About, LLC	11/30/2023	\$8,828.20	\$71 / \$53	
Something to Talk About, LLC	11/01/2023	\$8,939.25	\$71 / \$53	
Something to Talk About, LLC	09/30/2023	\$9,163.79	\$71 / \$53	
Something to Talk About, LLC	08/31/2023	\$6,399.80	\$71 / \$53	
Something to Talk About, LLC	05/31/2023	\$6,535.59	\$69 / \$51	\$58,548.66
Something to Talk About, LLC	04/30/2023	\$5,270.43	\$69 / \$51	
Something to Talk About, LLC	03/31/2023	\$8,233.26	\$69 / \$51	
Something to Talk About, LLC	02/28/2023	\$4,948.44	\$69 / \$51	
Something to Talk About, LLC	01/31/2023	\$6,451.92	\$69 / \$51	
Something to Talk About, LLC	01/01/2023	\$4,308.51	\$69 / \$51	
Something to Talk About, LLC	11/30/2022	\$6,064.26	\$69 / \$51	
Something to Talk About, LLC	11/01/2022	\$6,954.27	\$69 / \$51	
Something to Talk About, LLC	10/01/2022	\$5,545.08	\$69 / \$51	
Something to Talk About, LLC	08/31/2022	\$4,236.90	\$69 / \$51	
Something to Talk About, LLC	06/01/2022	\$4,283.28	\$68 / \$50	\$47,567.56
Something to Talk About, LLC	05/01/2022	\$4,572.40	\$68 / \$50	
Something to Talk About, LLC	03/31/2022	\$7,512.72	\$68 / \$50	
Something to Talk About, LLC	03/01/2022	\$5,358.00	\$68 / \$50	
Something to Talk About, LLC	02/01/2022	\$5,291.18	\$68 / \$50	
Something to Talk About, LLC	01/03/2022	\$2,510.20	\$68 / \$50	
Something to Talk About, LLC	12/01/2021	\$5,209.52	\$68 / \$50	

Something to Talk About, LLC	11/01/2021	\$5,262.72	\$68 / \$50	
Something to Talk About, LLC	10/01/2021	\$5,413.36	\$68 / \$50	
Something to Talk About, LLC	09/01/2021	\$2,154.18	\$68 / \$50	
Something to Talk About, LLC	06/01/2021	\$4,570.50	\$66 / \$45	\$42,377.94
Something to Talk About, LLC	05/01/2021	\$2,675.64	\$66 / \$45	
Something to Talk About, LLC	03/31/2021	\$4,600.86	\$66 / \$45	
Something to Talk About, LLC	02/28/2021	\$5,606.04	\$66 / \$45	
Something to Talk About, LLC	01/31/2021	\$5,211.36	\$66 / \$45	
Something to Talk About, LLC	12/31/2020	\$2,612.94	\$66 / \$45	
Something to Talk About, LLC	11/30/2020	\$4,838.46	\$66 / \$45	
Something to Talk About, LLC	10/31/2020	\$3,986.40	\$66 / \$45	
Something to Talk About, LLC	09/30/2020	\$4,989.60	\$66 / \$45	
Something to Talk About, LLC	08/31/2020	\$3,286.14	\$66 / \$45	
Something to Talk About, LLC	06/02/2020	\$3,444.54	\$66 / \$45	\$42,701.88
Something to Talk About, LLC	05/01/2020	\$3,565.98	\$66 / \$45	
Something to Talk About, LLC	03/31/2020	\$4,387.68	\$66 / \$45	
Something to Talk About, LLC	03/01/2020	\$4,814.70	\$66 / \$45	
Something to Talk About, LLC	01/31/2020	\$4,876.74	\$66 / \$45	
Something to Talk About, LLC	12/31/2019	\$3,357.42	\$66 / \$45	
Something to Talk About, LLC	11/30/2019	\$3,617.46	\$66 / \$45	
Something to Talk About, LLC	11/01/2019	\$5,134.14	\$66 / \$45	
Something to Talk About, LLC	09/30/2019	\$5,881.80	\$66 / \$45	
Something to Talk About, LLC	09/01/2019	\$3,621.42	\$66 / \$45	
Something to Talk About, LLC	06/01/2019	\$2,955.78	\$66 / \$45	\$38,459.86
Something to Talk About, LLC	05/01/2019	\$3,475.89	\$66 / \$45	
Something to Talk About, LLC	04/01/2019	\$3,510.15	\$66 / \$45	
Something to Talk About, LLC	03/01/2019	\$3,920.46	\$66 / \$45	
Something to Talk About, LLC	02/01/2019	\$4,555.00	\$66 / \$45	
Something to Talk About, LLC	01/01/2019	\$2,631.42	\$66 / \$45	
Something to Talk About, LLC	12/01/2018	\$3,894.00	\$66 / \$45	
Something to Talk About, LLC	11/01/2018	\$4,510.20	\$66 / \$45	
Something to Talk About, LLC	10/01/2018	\$4,903.17	\$66 / \$45	
Something to Talk About, LLC	09/01/2018	\$4,103.79	\$66 / \$45	
Something to Talk About, LLC	06/01/2018	\$3,916.08	\$63.00	\$38,438.46
Something to Talk About, LLC	05/01/2018	\$3,209.22	\$63.00	
Something to Talk About, LLC	04/01/2018	\$3,995.46	\$63.00	
Something to Talk About, LLC	03/01/2018	\$3,651.48	\$63.00	
Something to Talk About, LLC	01/01/2018	\$4,036.68	\$63.00	
Something to Talk About, LLC	01/01/2018	\$3,778.74	\$63.00	
Something to Talk About, LLC	12/01/2017	\$4,718.70	\$63.00	

Something to Talk About, LLC	10/31/2017	\$4,714.92	\$63.00	
Something to Talk About, LLC	10/01/2017	\$3,500.28	\$63.00	
Something to Talk About, LLC	09/01/2017	\$2,916.90	\$63.00	
Something to Talk About, LLC	06/01/2017	\$3,934.98	\$63.00	\$35,057.61
Something to Talk About, LLC	05/01/2017	\$3,063.69	\$63.00	
Something to Talk About, LLC	04/01/2017	\$3,936.87	\$63.00	
Something to Talk About, LLC	03/01/2017	\$3,532.41	\$63.00	
Something to Talk About, LLC	02/01/2017	\$3,574.62	\$63.00	
Something to Talk About, LLC	01/01/2017	\$2,823.66	\$63.00	
Something to Talk About, LLC	12/01/2016	\$3,611.16	\$63.00	
Something to Talk About, LLC	11/02/2016	\$3,963.96	\$63.00	
Something to Talk About, LLC	10/01/2016	\$3,858.75	\$63.00	
Something to Talk About, LLC	09/01/2016	\$2,757.51	\$63.00	

Disability	SLP
40	38

TIME SHEET

Something to Talk About, LLC

CLINICIAN: Amanda Grimaud

MONTH & YEAR: September 2025

SCHOOL: Highmark Charter School

DATE	TIME IN	TIME OUT	HOURS TOTAL	SERVICES	INITIALS
9/2/25	9:06 am	5:00 pm	7.90	Therapy; screens; train tech; copy baselines	AG
9/3/25	8:51 am 7:03 pm	4:01 pm 8:21 pm	7.17 1.30	Therapy, screens, team collab; baselines, IEP baselines; train tech, Write IEP	AG
9/4/25	8:39 am	4:00 pm	7.35	Therapy, baselines, lesson plan & prep, train tech, review data	AG
9/5/25	8:53 am 3:52 pm	2:22 pm 5:08 pm	5.48 1.27	Therapy, RTI, call parents abt consents for screens and interventions Update due dates and calendar	AG
9/8/25	6:29 pm	7:45 pm	1.27	Monthly HW calendars, lesson plan	AG
9/9/25	8:42 am	3:35 pm	6.88	Therapy; observe students; observe and help tech	AG
9/10/25	9:12 am	3:26 pm	6.23	Therapy, observe tech, screens, RTI, schedule IEPs, RDR & consents	AG
9/11/25	8:45 am	3:20 pm	6.58	Therapy, RTI screens; baselines for IEP, observe tech	AG
9/12/25	10:14 am	4:33 pm	6.32	Testing, screens, therapy, teacher collab, met w/Scott; call parents, lesson plan and prep, review data	AG
9/15/25	1:17 pm 7:14 pm	4:05 pm 7:40 pm	2.80 .43	Alter sched, start writing re-eval and IEP Write another annual IEP	AG
9/16/25	8:45 am	5:02 pm	8.28	Therapy, testing, sped mtg, intervention consents	AG
9/17/25	9:46 am	4:20 pm	6.57	Therapy, write consents; call parents about consents; PW	AG
9/18/25	8:32 am 10:05 pm	4:06 pm 11:22 pm	7.57 1.28	Call parents, IEP baselines, therapy, lesson plan and prep; review dataProof & finish IEPs/evals;	AG
9/22/25	12:40 pm	1:26 pm	.77	Paperwork, send drafts	AG
9/23/25	8:54 am	4:51 pm	7.95	Therapy; test 1 student; IEP; observe tech and give FB; look at data	AG
9/24/25	9:37 am	3:46 pm	6.15	Therapy; testing 3 students; proof IEP, material prep	AG
9/25/25	8:46 am 9:25 pm	4:43 pm 10:57 pm	7.95 1.53	Therapy, RTI/teacher referrals; check consents; testing; IEP; team collab; review data; lesson plan and prep, SCRAM all caseload and input new students in Embrace	AG
9/29/25	12:38 pm	4:04 pm	3.43	Therapy; testing; write IEP	AG
9/30/25	8:58 pm	9:15 pm	.28	Language sample, review IEP draft	AG

Total hours: 112.74

TIME SHEET

Something to Talk About, LLC

CLINICIAN: Bev Anderson

MONTH & YEAR: September 2025

SCHOOL: Highmark

DATE	TIME IN	TIME OUT	HOURS TOTAL	SERVICES	INITIALS
9/29/25	8:50 am 2:00 pm 4:35 pm	11:20 am 2:20 pm 5:00 pm	2.50 .33 .42	Hearing rescreening paperwork	BA

Total hours: 3.25

Something to Talk About, LLC

Somethingtotalkaboutspeech@gmail.com

Katie Poland M.S., CCC-SLP
Heather Ferguson M.S., CCC-SLP
197 West 2050 south
Perry UT 84302
435.830.8647

Renewal Contract for Speech Therapy Services Highmark Charter School 2025-2026 School Year

Specifications

Something To Talk About, LLC will provide speech/language therapy services for students within the District, grades K-9 for an estimated forty (40) hours per week. Services will initiate on **August 11, 2025** for the 2025-26 school year and are renewable yearly. This agreement may be terminated by either party by giving thirty (30) days written notice. Services will be billed at seventy-five dollars (\$75) per hour for work done by a speech language pathologist (SLP); this includes work done at home that is directly related to servicing students such as writing IEP's, scoring evaluations and writing evaluation reports. Work that is done by the speech-language technician (SLT) will be billed at fifty-six (\$56) per hour. Work done by an SLT will be supervised and fall within the scope of the SLT role as outlined by the Utah State Board of Education (USBE) guidelines. Services will be billed to Highmark School on the first day of the following month. Payment for services is expected by the fifteenth of each month. Payments not received by the last day of the month will be subject to a \$100 late fee. The services to be provided include:

- Provide Kindergarten articulation and language screeners.
- Provide hearing screeners for Kindergarten, 1st and 3rd graders and all students in Special Education.
- Provide consultative and direct speech/language therapy services.
- Consult with teachers, parents, and other professionals.
- Screen and/or evaluate each student in all areas of suspected language dysfunction as identified by the RTI team or the IEP team members for possible services. Evaluations and reports will be completed within timelines required by the school district and IDEA.
- Review progress of each student in the therapy program and document progress with the same frequency as general education students.
- Revise IEP goals and objectives with IEP team members, as needed, and make recommendations to parents and other professionals as appropriate.
- Confer with classroom teachers concerning the classroom application of speech therapy recommendations.
- Participate in the individual education planning process by collaborating with special education and general education teachers as appropriate for each student who is to receive speech/language therapy.
- Maintain appropriate records and files for students receiving speech/language therapy.
- Maintain current speech therapy evaluations for students receiving speech/language therapy services so as to be in compliance with IDEA.

The speech-language pathologist (SLP) and the speech-language technician (SLT) will possess and maintain current licensure and credentials as required by the Utah State Board of Education (USBE).

Katie Poland - STTA, LLC
Something To Talk About LLC

Highmark Charter School

5/31/25
Date
4/17/25
Date

Something To Talk About, LLC

INVOICE

197 West 2050 South
Perry, UT 84302
435-830-8647

DATE: SEPT 1-30, 2025
INVOICE # H0925
FOR: Speech Therapy Services

BILL TO:

High Mark Charter School
2467 East South Weber Drive
South Weber, UT 84405

Attention: Shawn Miehke & Scott Dahneke
smiehke@hmcharterschool.org
sdahneke@highmarkhawks.com

CC: Krystal Dahl, Jessica Parke & Cassie Moon
kdahl@hmcharterschool.org
jessica@academicawest.com
cmoon@hmcharterschool.org

DESCRIPTION	HOURS	RATE	AMOUNT
Speech-Language Pathologist Services	115.99	\$ 75.00	\$8,699.25
Speech-Language Technician Services	122.84	\$ 56.00	\$6,879.04
	Total: 238.83		
		TOTAL AMOUNT DUE	\$15,578.29

Make all checks payable to: Something To Talk About, LLC

Please submit payment within 15 calendar days. If you would like to set up direct deposit, please let us know.

THANK YOU!

TIME SHEET

Something to Talk About, LLC

CLINICIAN: Sadie Rasmussen

MONTH & YEAR: September 2025

SCHOOL: HighMark

DATE	TIME IN	TIME OUT	HOURS TOTAL	SERVICES	INITIALS
9/2/25	8:35 am	3:00 pm	6.42	Saw several kids and worked on baselines with them. Prepped for therapy in between seeing students.	SR
9/3/25	8:34 am	2:55 pm	6.35	Continued with baselines and started administering speech therapy. Worked on /r/ with a lot of kids.	SR
9/4/25	8:34 am	3:04 pm	6.50	Finished baselines with most kids. Started working on therapy.	SR
9/5/25	8:32 am	1:45 pm	5.22	I finished baselines and started administering therapy. I observed Amanda as well.	SR
9/8/25	8:34 am 11:30 am	11:00 am 3:04 pm	2.43 3.57	Did therapy the majority of the day. Worked on RTI kids. Took baselines for /r/ sound on some. Prepped for therapy in between.	SR
9/9/25	8:34 am 11:29 am	11:00 am 3:03 pm	2.43 3.57	Administered therapy and observed Amanda teaching the /r/ sound. Also administered baseline assessments.	SR
9/10/25	8:34 am 11:36 am	11:00 am 3:10 pm	2.43 3.57	Administered therapy and baseline assessments. Worked on r articulation and language during therapy sessions today.	SR
9/11/25	8:36 am 11:29 am	11:00 am 3:05 pm	2.40 3.60	Worked on /r/ therapy. Amanda observed and gave me tips on working with kids who struggle with their /r/ sounds. Also worked with kids on the /th/ sound.	SR
9/12/25	9:07 am	3:07 pm	6.0	Saw a few students and worked on /r/ therapy. Also did language baselines.	SR
9/15/25	8:36 am 11:29 am	11:00 am 3:05 pm	2.40 3.60	Administered therapy. Worked on context clues, irregular past tense, /r/ and /sh/ sounds. Started a new project with the kids as reinforcement.	SR
9/16/25	8:34 am 11:29 am	11:00 am 3:04 pm	2.43 3.58	Worked on language baselines. Lots of kids needed language therapy. Worked on /r/ blends and other /r/ sounds.	SR
9/17/25	8:30 am 11:34 am	11:00 am 3:11 pm	2.50 3.62	Worked on /r/ sounds with some kids. Used Candyland as a reinforcement. Also tried to work on some spatial concepts and finished baselines.	SR
9/18/25	8:39 am 11:30 am	11:00 am 3:09 pm	2.35 3.65	I worked on language therapy as well as lots of /air/ and /er/ sounds for therapy. Observed Amanda curing a language group as well.	SR
9/19/25	9:08 am	1:09 pm	4.02	Worked on seeing several intervention kids. Did lots of /r/ therapy and filed folders into binders!	SR
9/22/25	8:34 am 11:28 am	11:00 am 3:02 pm	2.43 3.57	Administered therapy for several students. Created lesson plans. Worked on irregular past tense and irregular plurals.	SR
9/23/25	8:34 am 11:33 am	11:00 am 3:07 pm	2.43 3.57	Did lots of group therapy. Worked on rhyming and /r/ articulation.	SR
9/24/25	8:35 am 11:31 am	11:00 am 3:11 pm	2.42 3.67	Worked on lots of therapy. Lesson planned. Did lots of RTI and /r/ therapy today.	SR
9/25/25	8:34 am 11:38 am	11:00 am 3:13 pm	2.43 3.58	Lesson planned, did lots of language therapy, and prepped for tomorrow's therapy sessions.	SR
9/26/25	8:52 am	12:54 pm	4.03	Worked on response to intervention and did lots of /r/ therapy. Lesson planned for Monday.	SR
9/29/25	8:33 am 11:30 am	11:00 am 3:03 pm	2.45 3.55	Worked on /r/ therapy. Tried new therapy techniques. Counseled with Amanda.	SR
9/30/25	8:36 am 11:29 am	11:00 am 3:09 pm	2.40 3.67	Did lots of therapy on /s/ and /z/. Worked on /r/ sounds with some kids. Finished one baseline.	SR

Total hours: 122.84