

HighMark Charter School

Board of Directors Meeting

Date: November 19, 2025

Location: (801) 928-7660

Time: 11:00AM



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

- September 10, 2025 Board Meeting Minutes
- October 20, 2025 Board Meeting and Closed Session Minutes

VOTING & DISCUSSION ITEMS

- 2026/2027 School Year Calendar
- Advanced Electrical Bid

CALENDARING

- Holiday Social December 9th, 2025 at 6:00 PM
 - The Roof: 15 E S Temple St 10th floor, Salt Lake City, UT 84150

ADJOURN

**HighMark Charter School
Board of Directors Meeting**

Date: September 10, 2025

Location: Via Conference Call (801) 928-7660

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

Others In Attendance: Shawn Miehke, Krystal Taylor, Priscilla Stringfellow, Ryan Smith



MINTUES

CALL TO ORDER

Richard Bigler called the meeting to order at 12:01PM.

VOTING AND DISCUSSION ITEMS

- LEA Specific Licenses
- Point Load Construction Invoices

Shawn Miehke reviewed four educators qualifications and the needs that they each have for an additional LEA specific license. Outdoor lighting has been installed and the project is now competed. This project took place in two phases.

Rory Ukena joined the meeting at 12:04PM.

Richard Bigler made a motion to approve the LEA licenses as discussed and the Point Load Construction Invoices as presented. Lori Drake seconded. Voting was unanimous. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

CALENDARING

- Next Board Meeting—October 20, 2025

ADJOURN

At 12:06 PM Richard Bigler made a motion to adjourn. Lori Drake seconded. Voting was unanimous. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

**HighMark Charter School
Board of Directors Meeting**

Date: October 20, 2025

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

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

Others In Attendance: Shawn Miehke, Priscilla Stringfellow, Krystal Taylor



MINUTES

CALL TO ORDER

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

CONSENT ITEMS

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

There were no new hires to approve at this time. Blake Petersen recommended one minor wording adjustment on the adjournment motion on the August minutes.

Richard Bigler made a motion to approve the August 18th, 2025 board meeting and closed session minutes. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye.

REPORTS

- Director's Report
Fall sports have concluded successfully, and the first round of student clubs including German, DnD, Crochet, Sewing, Painting, and Jazz Band will begin in early November. The Fall Family Festival was a free event this year which saw strong attendance with over 500 students and parents. The first junior high dance is scheduled for Friday. Upcoming facility projects include painting and lighting updates in the gym, completing wall carpeting in the east entrance, and replacing vinyl flooring throughout the school.
- Budget Report
Revenues and expenses are tracking appropriately for this point in the fiscal year, with overall revenues at 25.2% and expenses at 19.1%. Enrollment is slightly above budgeted projections at 671 students, and the school's operating cash has increased by \$328,000 compared to last year. The annual audit and single audit are both on schedule, with final statements expected by October 30.

Rory Ukena joined the meeting at 7:17PM.

VOTING AND DISCUSSION ITEMS

- Something to Talk About Contract and Invoice
Shawn Miehke reported that he is very pleased with the services provided by *Something to Talk About*, noting that the number of students requiring speech services has increased. While rates have risen slightly, the overall hours have also grown to meet student needs. Blake Petersen requested that the Board review and approve any monthly billing that exceeds \$110,000.

Blake Petersen made a motion to approve the Something to Talk About contract and invoice policy up to a yearly total of \$110,000. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

- Policies:
 - Hotline Complaint Policy
 - Amended Bullying and Hazing Policy
 - Amended Dual Enrollment PolicyThe Board reviewed updates to three policies. A new Hotline Complaint Policy was adopted in compliance with R277-123, outlining procedures for responding to hotline reports. Board members were also reminded to complete required training, and the school website has been

updated to meet new policy requirements. The Bullying and Hazing Policy was revised to align with SB 223 and updated state rules, incorporating new definitions and training requirements. The Dual Enrollment Policy was clarified to limit eligibility to grades 7–9 and to emphasize principal discretion in approvals.

Rory Ukena made a motion to approve the Hotline Complaint Policy, amended Bullying and Hazing Policy, and the amended Dual Enrollment Policy. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

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).

At 7:46PM Blake Petersen 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 in the music room at HighMark Charter School. Lori Drake seconded. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye. Motion passed unanimously.

ADJOURN

At 7:56PM Lori Drake made a motion to come out of closed session and adjourn. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

HighMark Charter School
Board of Directors Closed Session

Meeting Date: October 20, 2025

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 20th day of October, 2025, at 2467 E. South Weber Drive, South Weber, UT 84405.

A handwritten signature in black ink, appearing to read 'Richard Bigler', is written over a large, light gray 'DRAFT' watermark.

Richard Bigler, Board Chair



HIGHMARK CHARTER SCHOOL

SCHOOL YEAR 2026-2027

HIGHMARKHAWKS.COM

AUGUST 2026							SEPTEMBER 2026							OCTOBER 2026							YEAR AT A GLANCE	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Early Out Days - 1:30	
						1			1	2	3	4	5					1	2	3	August-5	New Teachers Training
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	August 6-11	Teacher Contract Days - No School
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	August-12	First Day of School
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	September -7	Labor Day
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	September 30-October 1	PTC - 3:00-7:00-Early Out 1:30
30	31																				October-9	1st Quarter Ends
NOVEMBER 2026							DECEMBER 2026							JANUARY 2027							October-12	Comp Day - No School/2nd Quarter Begins
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	October-13	Professional Development - No School
1	2	3	4	5	6	7			1	2	3	4	5						1	2	October 14-16	No School - Fall Break
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	November-23	Comp Day - No School
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	November 24-27	No School - Thanksgiving Break
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	December 18	2nd Quarter Ends
29	30						27	28	29	30	31			24	25	26	27	28	29	30	December 21-January 1	No School - Winter Break
														31							January 4	3rd Quarter Begins
FEBRUARY 2027							MARCH 2027							APRIL 2027							January-18	No School - Martin Luther King Jr. Day
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	February-15	No School - Presidents Day
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3	March 3-4	PTC - 3:00-7:00-Early Out 1:30
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	March-12	3rd Quarter Ends
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	March-5	Professional Development - No School
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	March-29	Comp Day - No School
28							28	29	30	31				25	26	27	28	29	30		March 30-April 2	Spring Break - No School
																					April-19	Professional Development - No School
MAY 2027							<div>Daily School Schedule</div> <div>Monday - Thursday - 8:20-3:05</div> <div>Friday (Early Out) - 8:20-1:30</div> <div>*Last Day of School* - Dismissal - 10:00 AM</div>														May 21	Last Day of School
S	M	T	W	Th	F	S															May 24	Professional Development - No School
						1																
2	3	4	5	6	7	8																
9	10	11	12	13	14	15																
16	17	18	19	20	21	22																
23	24	25	26	27	28	29																
30	31																					
																					Board Approved:	



Alder Electric, LLC
605 North 1250 West, Suite 11, Centerville,
Utah 84014-1334 United States
801-301-9091

Estimate 6519007
Estimate Date 11/6/2025

Billing Address
Academica West
290 N. Flint Street
Kaysville, UT 84037 USA

Job Address
HighMark Charter School
2467 East South Weber Drive
South Weber, UT 84405 USA

Description of work

For this Quote we were asked to price out what it cost to upgrade the lights in the gym and commons area to LED high bay lights. We have a total of 37 Light fixtures we would be changing out. 17 lights in the commons and 20 in the gym. We have 5 emergency back up in this quote. 3 in the commons and 2 in the gym. These 5 should give plenty of light in the event of a power outage. This price includes everything for install of the lights. But does not include the price to dispose of the old light fixtures. Additional fee will apply if Alder Electric needs to haul off and dispose of the fixtures.

Total Price for LED highbay upgrade is \$12,65.50

Service #	Description	Quantity
		Sub-Total \$0.00
		Tax \$0.00
		Total Due <u>\$0.00</u>
		Deposit/Downpayment \$0.00

Thank you for choosing Alder Electric, LLC

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Alder Electric, LLC as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.



1441 N 3455 W
Clinton, UT

Proposal

To: Highmark Charter School

Re: Replace gymnasium lighting with high bay LEDs

<u>ITEM#</u>	<u>QTY:</u>	<u>DESCRIPTION:</u>	<u>EA.</u>	<u>PRICE:</u>
<u>1</u>	27	Remove the existing 6-lamp T5 fluorescent fixtures and replace them with new, approximately 30,000 lumen high-bay square LEDs.	\$250.00	\$6,750.00
<u>2</u>	10	Remove the existing 6-lamp T5 fluorescent fixtures and replace them with new, approximately 30,000 lumen high-bay square LEDs with battery back up for emergency lighting.	\$450.00	\$4,500.00
<u>3</u>	1	Rental equipment	\$615.00	\$615.00

TOTAL:

\$11,865.00

Notes: This proposal includes all labor, material, and rental equipment to remove 37 existing high-bay fluorescent fixtures and replace them with square LED fixtures rated at approximately 30,000 lumens. 10 of the new lights will be fitted with battery backup. This work is to be performed at the Highmark campus in South Weber.