

**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', written over a horizontal line.

Richard Bigler, Board Chair