

**HighMark Charter School  
Board of Directors Meeting**

**Date:** January 26, 2026

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

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

**Others In Attendance:** Shawn Miehlke, Kim McVey, Priscilla Stringfellow, Krystal Taylor, Ken Jeppesen

**Excused:** Lori Drake



**MINUTES**

**CALL TO ORDER**

Richard Bigler called the meeting to order at 7:00 PM

**PUBLIC COMMENT** (Limited to three minutes per person)

- 2026/2027 Fee Schedule & Fee Waiver Policy (1<sup>st</sup> comment period)

This was the first public comment opportunity for the 2026/2027 Fee Schedule. The Fee Schedule is expected to adjust and the board is considering charging fewer fees to students.

**CONSENT ITEMS**

- November 19, 2025 Board Meeting Minutes

Rory Ukena made a motion to approve the November 19, 2025 board meeting minutes. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

- Ratify New Hires

There were no new hires at this time.

**REPORTS**

- Principal's Report

Shawn Miehlke reported that the school was recognized by the Utah State Board of Education for increasing the percentage of students reading on grade level in kindergarten through third grade by 10% or more during the 2024–25 school year, as well as achieving 90% or higher progress-monitoring rates for students below and well below benchmark in the 2025–26 school year. Facilities updates included completion of new front entrance windows and new lighting in the commons and gym. Planned summer projects include painting the gym, replacing VCT flooring and wall carpeting, and installing a mural in the commons, with bids or quotes received for all projects. Enrollment remains strong, with 155 applications received for the 2026–27 school year following completion of both priority and general lotteries.

- Budget Report

Blake Petersen reviewed the current financial status. A more in-depth financial update was provided in the board documentation. Revenues were at 49.4% of the annual budget, with enrollment exceeding projections, though state revenue forecasts decreased due to demographic and programmatic changes. Expenses totaled 41.6%, with variances primarily due to timing of salaries, summer maintenance projects, annual insurance payments, and upfront instructional purchases. Operating cash increased by \$334,482 compared to the same time last year.

- Audit Presentation & Training

Eide Bailly completed the annual independent audit of the School's financial statements and compliance for the fiscal year ending June 30. The audit was conducted in accordance with applicable standards, and the auditors concluded that the financial statements fairly present the School's financial position and results of operations. Ken Jeppesen Eide Bailly met with the Board to review the audit results, including the financial statements, compliance testing, and required communications for the year. One element that was discovered throughout the audit was the amount of crime insurance that the school obtains. This has been adjusted slightly to align with current revenues. Ken thanked those at the school and at Academica West for the controls in place and all the work that was done to complete this audit.

Ken Jeppesen left the meeting at 7:32 PM.

## **VOTING AND DISCUSSION ITEMS**

- Mural Design and Installation Purchase

The board reviewed the mural design. Further consideration on the messaging and connection of the HighMark focus was requested. Tabled until further designs can be presented.

- Gymnasium Paint and Flooring

Flooring for the VCT area and paint in the gymnasium will be worked on throughout the summer. The board reviewed bids that were received for both services.

*Blake Petersen made a motion to approve N&P Paint Invoice for up to \$14,000 and the Flooring Services up to \$47,000. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

- Policies:

- Amended Instructional Materials Policy
- Amended Paid Parental and Postpartum Recovery Leave Policy
- Amended Student Conduct and Discipline Policy
- Amended Fee Waiver Policy

The Board reviewed several amended policies to ensure compliance with recent legislative changes and updated USBE rules. Updates included revised statutory citations in the Instructional Materials Policy (HB 21), clarification of calendar-based limits in the Paid Parental and Postpartum Recovery Leave Policy, and comprehensive revisions to the Student Conduct and Discipline Policy to reflect new requirements related to emergency safety interventions, due process, and disciplinary procedures (SB 170). The Board also reviewed amendments to the Fee Waiver Policy to align with HB 344, including updated fee classifications, graduation credit requirements, and an extended deadline for fee schedule approval.

*Blake Petersen made a motion to approve the above listed policies. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

## **CALENDARING**

- Next Board Meeting—March 16, 2026
- National Conference—June 24-26, 2026

## **ADJOURN**

*At 7:58 PM Richard Bigler made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*