

**HighMark Charter School
Board of Directors Meeting**

Date: March 16, 2026

Time: 7:00PM

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, Kim McVey, Priscilla Stringfellow, Krystal Taylor



MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 7:02PM.

PUBLIC COMMENT

There were no comments.

CONSENT ITEMS

- January 26, 2026 Board Meeting Minutes
- Ratify New Hires

Blake Petersen made a motion to approve the January 26, 2026 Board Meeting Minutes. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

REPORTS

- Principal's Report
Shawn Miehke updates on enrollment, building projects, and campus improvements. Currently, 246 applications have been received for the 2026–27 school year, bringing total projected enrollment over 690 students. Shawn Miehke informed the board about new front signage, including replacement of panels and LED lighting.
- Budget Report
Blake Petersen reviewed the budget report, noting that revenues are at approximately 65% of the annual budget, in line with expectations, with local and state revenues serving as the primary funding sources. Overall expenses are at 56% of budget, with salaries, benefits, and operational costs consistent with the timing of payments throughout the year. Operating cash has increased by \$404,429 compared to last year, and the balance sheet reflects the current fiscal position. Legislative updates are expected in early April, with the WPU for the 2026–27 school year set at \$4,870. Shawn Miehke asked the board if there is a goal in mind on the amount of buffer in savings that is ideal. Having additional parking lot space is a hope for the school in the future.

VOTING AND DISCUSSION ITEMS

- Mural Design and Installation Purchase
The board reviewed an invoice for mural design and installation services from artist Cole Eisenhour, following several months of collaborative design work on a preferred full-wall banner concept. Shawn has requested the artist provide 3–4 additional mockups, and Richard suggested exploring options to incorporate faculty and staff words along with the quote about shaping the next generation of entrepreneurs to ensure the design ties to the school's purpose without being too busy. The board discussed forming a committee to finalize the hand-painted artwork, approving an up-to amount, with Rory, Richard, and Shawn serving on the committee to make final decisions.

Rory Ukena made a motion to approve the mural design and installation purchase up to \$14,000 contingent upon the committee approval of the final design. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye.

- 2026/2027 School Land Trust Plan
The board reviewed the Highmark Charter School LAND Trust Plan for the 2026–2027 school year,

which outlines the use of state School LAND Trust funds to support measurable academic growth for all students. The plan includes \$70,000 allocated for salaries and benefits for the Elementary Gifted & Talented interventionist, with total estimated expenditures of \$127,222.65 and no projected carry-over. The plan was approved by the SLT committee a vote of 5 in favor, 0 opposed, and 1 absent on February 20, 2026.

- Professional Employer Agreement
A new Professional Employer Agreement between the school and Helpside is being presented for board approval. Under the Utah Procurement Code, contract terms are generally limited to five years, with limited exceptions. Helpside provides a comprehensive suite of services, including payroll administration, 401(k) benefits, FMLA administration, unemployment support, and workers' compensation coverage. Helpside has consistently delivered high-quality, comprehensive services at competitive rates. The terms of the new agreement are consistent with the expiring agreement. It is recommended that the Board approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school. Shawn Miehke recommended continuing with Helpside.
- Policies:
 - Amended Administration of Medication Policy
New legislation added provisions with respect to the storage and administration of glucagon kits in schools. If a school employee becomes trained to administer a glucagon kit to a student in response to a potentially life-threatening condition resulting from abnormally low blood glucose levels, the school may make glucagon kits available to such trained employees. In addition, other legislation renamed "epinephrine auto injectors" to "injectable epinephrine rescue medication." The school's Administration of Medication Policy has been revised to comply with these new laws. Some additional revisions have been made to the emergency administration of medication portion of the policy to bring it into better compliance with applicable law, including the addition of a section on adrenal crisis rescue medication.

Richard Bigler made a motion to approve the 2026/2027 School Land Trust Plan, the Professional Employer Agreement with Helpside authorizing Richard Bigler to sign and to approve the amended Administration of Medication Policy. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye

CALENDARING

- Next Board Meeting
 - The next board meeting will be held at the Park City Library at 1:30PM on June 3rd, 2026.
- National Conference—June 24-26, 2026

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively.

At 7:38 PM Rory Ukena made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively located in the Art Room at HighMark Charter School. Blake Petersen seconded. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Lori Drake, Aye; Rory Ukena, Aye. Motion passed unanimously.

ADJOURN

At 8:35 PM Rory Ukena made a motion to come out of closed session and adjourn. Lori Drake 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: March 16, 2026

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 and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively.

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 16th day of March, 2026, at 2467 E. South Weber Drive, South Weber, UT 84405

Richard Bigler, Board Chair

DRAFT