HighMark Charter School
Board of Directors Meeting
Date: June 3, 2026
Time: 1:00 PM
Location: 1255 Park Ave, Park City, UT 84060
In Attendance: Richard Bigler, Blake Petersen, Rory Ukena, Lori Drake
Others In Attendance: Shawn Miehlke, Krystal Taylor, Brandon Fairbanks, Priscilla Stringfellow

MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 1:40 PM.

CONSENT ITEMS

- April 28, 2026 Board Meeting Minutes
- Ratify New Hires

  Blake Petersen made a motion to approve the April 28, 2026 Board Meeting Minutes and to ratify the new hires as presented. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

REPORTS

- Director's Report

  Shawn Miehlke presented the June 2026 Principal's Report, highlighting continued academic growth and literacy gains, including recognition from the Utah State Board of Education for increasing early-grade reading proficiency and achieving strong progress monitoring outcomes. Enrollment is projected to increase to 690 students, and Acadience assessment results showed notable improvement in both reading and math from the beginning to the end of the school year. The Board was informed of several new staff hires, upcoming summer facility improvement projects, and the school's ongoing focus on increasing academic proficiency, closing achievement gaps, and strengthening school culture through targeted instruction and family partnerships.

  - Title IX Report

  Shawn Miehlke provided an update on the school's compliance with Title IX, including any reports received, related training, and ongoing efforts to maintain a learning environment free from sex-based discrimination and harassment.

- Budget Report

  Kim McVey presented the year-end budget report, including a review of current revenues and expenditures and projected year-end financial outcomes. The Board also reviewed the amended FY2025-2026 budget, which reflects updated financial assumptions and expenditures based on actual operational needs throughout the year. Additionally, the proposed FY2026-2027 budget was presented for consideration, outlining anticipated revenues, expenditures, and priorities to support the school's educational programs and strategic goals. The Board discussed the budgets and asked clarifying questions regarding key assumptions and financial planning for the upcoming fiscal year.

  - Annual Commitment to Ethical Behavior

    Board members reviewed the school's ethics policy and committed to abiding by it and to conducting themselves in a manner consistent with a high standard of ethics and in compliance with applicable law. Each board member signed the commitment.

  - Fraud Risk Assessment

    The Board reviewed the annual Fraud Risk Assessment required by the Utah Office of the State Auditor, which evaluates the school's internal controls and identifies areas of potential financial risk, including separation of duties, financial oversight, employee training, purchasing procedures, and safeguards against the misuse of public funds. The required signatures were obtained.

VOTING AND DISCUSSION ITEMS

- Final Amended Budget 2025/2026
  The Board reviewed the Final Amended Budget for 2025/2026, reflecting final adjustments to the prior school year's financials based on actual revenues and expenditures. Variances from the originally approved budget were primarily due to changes in enrollment, program costs, staffing adjustments, and unanticipated expenses and/or savings realized throughout the year.

- Proposed Budget 2026/2027
  The Board reviewed the Proposed Budget for 2026/2027, a balanced budget designed to support the organization's mission while ensuring compliance with all financial policies and regulations.

- Eide Bailly Statement of Work
  The Board reviewed the Eide Bailly Statement of Work for audit attestation services, including audited financial statements, agreed-upon procedures for student enrollment, state compliance procedures, and, if applicable, a single audit.

  Rory Ukena made a motion to approve the Final Amended Budget 2025/2026, the Proposed Budget 2026/2027, and the Eide Bailly Statement of Work, and to authorize the Director to sign. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Teacher Student Success Act Plan (TSSA Plan)
  The Board reviewed the Teacher and Student Success Act (TSSA) Plan, which outlines how funds will be allocated to support student achievement and teacher effectiveness, with periodic amendments made as needed to align spending with identified priorities and address evolving school needs.

- Sex Education Committee
  The Board reviewed the proposed membership of the Sex Education Committee, composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members.

  Lori Drake made a motion to approve the Teacher and Student Success Act Plan and the Sex Education Committee membership. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Cheerleading & Student Government Uniform Invoices
  Item tabled. The overall dollar amount will not reach board threshold.

- Chromebook Purchase
  The Board reviewed a proposed purchase of Chromebooks to refresh and maintain student devices and ensure students have updated, reliable technology to support instruction.

- Classroom TVs Purchase
  The Board reviewed a proposed purchase of classroom televisions to support instruction and classroom presentation needs.

  Rory Ukena made a motion to approve the Chromebook purchase in an amount up to $70,000 and the classroom TV purchase in an amount up to $85,000. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

  The Board took a break from 3:00 PM to 3:08 PM.

- Policies:
  - Amended Salary Supplement for Highly Needed Educators Program Policy
    The Board reviewed the amended Salary Supplement for Highly Needed Educators Program Policy, which provides additional compensation to attract and retain qualified educators in high-need subject areas and assignments. The proposed amendments update the policy to reflect current program requirements and the school's compensation practices.

- Re-Approve Parent and Family Engagement Policy
  The Parent and Family Engagement Policy was presented for re-approval to ensure it remains current, compliant with applicable requirements, and reflective of the school's commitment to partnership with parents and families. No substantive revisions were recommended.

- Review Sex Education Instruction Policy
  The Sex Education Instruction Policy was presented for scheduled periodic review. No revisions were recommended and no Board action was required. The most recent county health data was also provided to the board in the documentation email.

- Purchasing Policy
  The Purchasing Policy was presented for Board review and approval, including proposed increases to the levels of purchasing amounts.

  Lori Drake made a motion to approve the Amended Salary Supplement for Highly Needed Educators Program Policy, to re-approve the Parent and Family Engagement Policy, and to approve the Purchasing Policy. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- HighMark Honorees
  The Board recognized the HighMark Honorees, celebrating HighMark community members and staff for outstanding achievement and contributions to the school community.

  Richard Bigler made a motion to add Brandon Fairbanks to the list of honorees. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Board Member Terms and Elected Officers
  The Board reviewed member terms and officers. Blake Petersen and Rory Ukena have terms ending June 30, 2026. The board discussed renewing both members term for a period of 4 years.

  Lori Drake made a motion to approve the Board member terms and elected officers as presented. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Director Agreement and Compensation
  The Board reviewed the Director Agreement and Compensation in a closed session.

  Rory Ukena made a motion to approve the Director agreement and compensation as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).

At 3:30 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 pursuant to Utah Code 52-4-205(1)(a). Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

At 3:40 PM, Richard Bigler made a motion to come out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

The Board took a break at 3:41 PM and resumed at 3:46 PM.

CALENDARING

- Board Meeting Calendar 2026/2027 School Year
  The Board reviewed the proposed Board Meeting Calendar for the 2026/2027 school year.

TRAINING & STRATEGIC PLANNING SESSION

- Open and Public Meetings Act Training
- Management vs. Governance Training
- Forward Planning
  Shawn Miehlke presented the results of a community survey regarding a potential transition to a four-day school week, noting that 73.3% of responding families supported exploring the model and nearly 70% indicated it would have a positive impact on their family. The presentation reviewed potential benefits, including increased family time, reduced absences, improved staff recruitment and retention, and reduced burnout, while also addressing concerns related to childcare, academics, and student services. The Board discussed possible implementation options, including a one-year pilot program with clearly defined success metrics and ongoing evaluation of academic, operational, and community outcomes. Brandon Fairbanks also provided the Board's annual Open and Public Meetings Act training, including a review of key requirements and an interactive discussion focused on governance versus management roles through practical scenarios and exercises.

ADJOURN

At 5:16 PM, Rory Ukena made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

HighMark Charter School
Board of Directors Closed Session

Meeting Date: June 3, 2026
Location: 2467 E. South Weber Drive
South Weber, UT 84405

HIGHMARK
CHARTER SCHOOL

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 3rd day of June, 2026, at 1255 Park Ave, Park City, UT 84060.

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Richard Bigler, Board Chair