HighMark Charter School
Board of Directors Meeting
Date: August 17, 2026
Time: 7:00PM
Location: 2467 E South Weber Dr, South Weber, UT 84405
In Attendance: Richard Bigler, Blake Petersen, Rory Ukena
Others In Attendance: Shawn Miehlke, Krystal Taylor, Priscilla Stringfellow
Excused: Lori Drake

MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 7:01PM.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

- June 3, 2026 Board Meeting and Closed Session Minutes
- Ratify New Hires
  Shawn Miehlke reviewed an elementary new hire in the special education department and a new financial literacy and marketing teacher.
  Richard Bigler made a motion to approve the June 3, 2026 Board Meeting and Closed Session Minutes and to ratify the new hires as presented. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

REPORTS

- Principal's Report
  Shawn Miehlke presented the August 2026 Principal's Report, including start-of-year enrollment, staffing, and school opening updates, and the school's academic priorities for the 2026-2027 school year. Enrollment will be near 660 students.
- Budget Report
  Blake Petersen presented the Budget Report and reviewed the July 2026 financial statements. The audit is ongoing. Net income for the budget is sitting in a very healthy place. Total revenues year to date are around 9% of the annual budget. There are no concerns at this time for the overall finances of the school. Kim McVey commented on the weighted pupil unit funds per student.

VOTING AND DISCUSSION ITEMS

- Curriculum Associates Purchase
  The Board reviewed a proposed purchase to renew i-Ready Mathematics and Reading for the 2026-2027 school year. The Curriculum Associates campus-wide site license will provide both math and reading access for up to 800 students.
  Rory Ukena made a motion to approve the Curriculum Associates purchase of the i-Ready Mathematics and Reading site license up to $25,000. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.
- LEA Specific Licenses
  Richard Bigler *made a motion to table the LEA-Specific educator licenses Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*
- Policies:
  - Capitalization and Expense
    Federal regulations and the Utah Division of Finance's Capital Assets Policy were amended to increase the capitalization threshold from $5,000 to $10,000. The school's Capitalization and Expense Policy has been revised accordingly, and the school's accountant supports the change.
  - Electronic Resources

The Electronic Resources and Devices Policy and the corresponding administrative procedures have been revised to comply with changes in law, including SB 88 from the 2026 legislative session. The revisions specify that the policy must be reviewed and approved at least every three years, that all rules and procedures applicable to the policy must be available for review at the school, that AI glasses are now included in the definition of "electronic device," and that parents may request administration allow their student to briefly use a privately-owned electronic device during non-instructional time at a location designated by the school. The revisions also clarify the definitions of "obscene" and "harmful to minors" and explain that the school's technology protection measures include a parent-accessible monitoring system allowing parents to review their children's activity on school-owned devices.

- Paid Parental and Postpartum Recovery Leave
  HB 329 from the 2026 legislative session expanded paid leave benefits for qualified LEA employees, requiring an additional three (3) weeks of paid leave for a qualified employee who adopts a child under six (6) years of age, and creating a separate category of foster leave providing four (4) weeks of paid leave to a qualified employee who becomes a foster parent. The policy has been revised to incorporate these changes, and its title has been updated to the Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.
- Procurement
  The school's Procurement Policy has been revised to comply with changes to R33-105, including requirements for quotes on purchases between $5,000 and $50,000, professional services, and construction projects. A provision was also added regarding the school following federal procurement requirements, if applicable, when using federal grant funds to procure goods and services.
- Sex Education Instruction
  HB 281 from the 2025 legislative session revised the definition of "sex education instruction," modified the list of prohibited sex education topics and revised health curriculum requirements for junior high and high school students. The policy and administrative procedures have been revised to comply with these updated definitions and requirements, and to specify that parent or staff complaints about sex education instruction materials be addressed under the school's applicable grievance policy.
- Weapons on School Property
  HB 84 clarifies that individuals may not carry a firearm on school property, whether openly or concealed, unless authorized by law, and that an individual with a concealed firearm permit may carry a firearm only in a concealed manner unless lawfully responding to an active threat or another statutory exception applies. The Weapons on School Property Policy has been amended to reflect these changes.
  Rory Ukena made a motion to approve the amended Capitalization and Expense Policy, the amended Electronic Resources and Devices, the amended Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy, the amended Procurement Policy, the amended Sex Education Instruction Policy, and the amended Weapons on School Property Policy as presented. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

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 7:33PM, 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 the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f), located in the Art Classroom and HighMark Charter School. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

At 7:47PM Blake Petersen made a motion to come out of closed session. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

CALENDARING

- Next Board Meeting
  The Board reviewed the meeting calendar. The next Board meeting is scheduled for September 3rd at Noon via Zoom.

ADJOURN

At 7:50PM Richard Bigler made a motion to adjourn. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

HighMark Charter School
Board of Directors Closed Session

Meeting Date: August 17, 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 the deployment of security personnel, devices, or systems in accordance with Utah Code Ann. 52-4-205(1)(a) & (f).

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

Signed on the 17th day of August, 2026, at 2467 E. South Weber Drive, South Weber, UT 84405.

Richard Bigler, Board Chair