

HighMark Charter School

Board of Directors Meeting

June 4, 2022

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

Time: 8:00 AM



The mission of HighMark Charter School is to equip students with the highest quality education while fostering an entrepreneurial spirit by integrating practical business applications throughout the core curriculum.

AGENDA

CALL TO ORDER

TRAINING

- Open and Public Meetings Act
- Annual Commitment to Ethical Behavior
- Board Communication Guidelines

REPORTS

- Director's Report
 - Positive Behavior Plan Report
- Budget Report
 - Fraud Risk Assessment

CONSENT ITEMS

- April 20, 2022 Board Meeting Closed Session Minutes
- Ratify New Hires

BREAK

VOTING AND DISCUSSION ITEMS (To be discussed and/or voted on)

- 2021/2022 Amended Budget
- 2022/2023 Budget
- Audit Engagement Letter
- 401K Plan
- Insurance Contribution
- Technology Purchase
- Computer Purchase
- Security Camera Purchase

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-7.8.

- Printer Purchase
- Construction Purchases
- Cheer Uniform Purchases
- Student Government Purchases
- Teacher and Student Success Act Program Plan (TSSA)
- Board Policies:
 - Amended Procurement Policy
 - Amended LEA Specific Educator License Policy
 - Amended Travel Policy
 - Donation and/or Fundraising Policy Review
- Board Members, Terms and Elected Officers
- HighMark Honorees and Special Recognition
- Business Management Services with Educational Support Request for Proposals
- Director Employment Agreement and Compensation

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).

CALENDARING

- 2022/2023 Board Meeting Annual Calendar

STRATEGIC PLANNING

- Goals & Outlook

ADJOURN



HIGHMARK HONOREES

Name	Email	Board Approval Date
Academica West		July 16, 2012
Richard & Amy Bigler	biglerdrb@msn.com	July 16, 2012
Roger & Stacy Britton	rogerbritton@comcast.net	July 16, 2012
Ryan Smith	ryan@academicawest.com	June, 2020
Keith and Victoria Christensen		January 7, 2013
Krystal Dahl	kdahl@hmcharterschool.org	June 4, 2016
Lori Drake	ldrake@hmcharterschool.org	May, 2021
Krystal Taylor	krystal@academicawest.com	May, 2019
Kim Dohrer	Kim@academicawest.com	June 2, 2018
Stuart Dickson	stuart@advancedgraphics.com	July 16, 2012
Robert Favero		July 16, 2012
Kent Fuller	kfuller@hmcharterschool.org	July 16, 2012
Jim Golding and Geneva Rock		May 23, 2015
Glenna Henderson		June 17, 2013
Jordan & Jacque Jeppsen	jordanjeppsen@hotmail.com	July 16, 2012
Bentley & Janette McEntire	mcedoc@yahoo.com	July 16, 2012
Dwayne & Amy Mitchell	lilredhen91@gmail.com	June 16, 2014
One West Construction		July 16, 2012
Robert & Melinda Osborne	RSOSBORNE1@gmail.com	July 16, 2012
Mary Johnston		May 20, 2017
Melody Paul	raugustm@yahoo.com	June 16, 2014
Blake & Erika Petersen	blakevpetersen@gmail.com	July 16, 2012
Denis & Melissa Petersen		May 23, 2016
Jane Poll Family		July 16, 2012
Silver Peak Engineering		July 16, 2012
Rory & Cicily Ukena	mkrukena@gmail.com	July 16, 2012
Sage & Angelene Ukena	u_sage@hotmail.com	July 16, 2012
Danielle Wilcox		July 16, 2012
Mark & Angie Wood	fivecedars@gmail.com	July 16, 2012

The HighMark Honorees represent individuals who have contributed significantly to HighMark Charter School. The Governing Board of Directors may continually add additional honorees that

make significant contributions to the development and success of HighMark Charter School. The honorees will not receive preferential enrollment.

Helpside 401(k) Plan

Plan Information



Employer Legal Name: _____

Employer I.D. Number (EIN): _____

Contact Person: _____

Contact E-mail: _____

Address: _____
Street Address

Type of Organization:

City State Zip

☐ Sole Proprietorship ☐ Partnership

☐ Corporation ☐ S-Corporation

☐ LLC (taxed as a ☐ Corporation ☐ Partnership)

☐ Other _____

Telephone: _____

NAICS Code: _____

Fax: _____

Principal Business Activity: _____

Fiscal Year End: 12 / 31
Month Day

Master MEP Contact name: **Samantha Chipman**

Plan Year End: 12 / 31
Month Day

E-Mail Address: schipman@cairnadvisors.com

Effective Date of Plan with Helpside:

Is this a takeover of an existing plan? ☐ No ☐ Yes
(if yes, please provide the data below)

Prior TPA/Vendor Contact Information REQUIRED (if applicable):

Original Effective Date of Existing Plan: _____

Plan Name: _____

Name: _____

Was the plan previously a stand-alone plan?

☐ No ☐ Yes

Contact name: _____

Are there assets in the Plan?

☐ No ☐ Yes Amount: \$ _____

Phone number: _____

Was prior year testing completed by the prior TPA?

☐ No ☐ Yes

Email address: _____

Is your prior TPA handling the Final 5500?

☐ No ☐ Yes

If yes, when will the Final 5500 be filed? _____

Will the Participating Employer have custom provisions in their Plan? ☐ No ☐ Yes

Please list Custom Provisions:



	Plan 90 <input type="checkbox"/>	Plan 180 <input type="checkbox"/>	Plan 365 <input type="checkbox"/>	Plan SH Match 90 <input type="checkbox"/>	Plan SH Match 365 <input type="checkbox"/>	Plan SH PS 90 <input type="checkbox"/>	Plan SH PS 365 <input type="checkbox"/>	Custom <input type="checkbox"/>
Subject to Testing?	Yes	Yes	Yes	No	No	No	No	
Minimum Age	18	18	18	18	18	18	18	
Waiting Period	3 Months	6 Months	Year of Service	3 Months	Year of Service	3 Months	Year of Service	
Matching Contribution	Discretionary	Discretionary	Discretionary	SH Basic	SH Basic	Discretionary	Discretionary	
Vesting Schedule Matching Contributions	6 Year	6 Year	6 Year	100% Immediate	100% Immediate	6 Year	6 Year	
Profit Sharing Contribution	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Required 3% Profit Sharing	Required 3% Profit Sharing	
Vesting Schedule Profit Sharing Contributions	6 Year	6 Year	6 Year	6 Year	6 Year	100% Immediate	100% Immediate	

Automatic Contribution Arrangement (ACA): ☐ No ☐ Yes _____% Pre-Tax Contribution.

Effective Date of ACA: _____

Eligible Automatic Contribution Arrangement (EACA): ☐ No ☐ Yes _____% Pre-Tax Contribution

Effective Date of EACA: _____

ACA _____ **through** _____ **and then switching to EACA on** _____.

EACA provisions will only apply to those who have no existing affirmative election on file. Participants will have the option to withdraw their funds within 90 days or less of the first automatic deferral.

All plans will allow for one loan, hardship distributions, and contribution changes as soon as administratively feasible. The plan entry date is first of the month coinciding with or following the date in which the waiting period requirements are met unless otherwise requested.

The matching formula in the plan document is listed as discretionary (except for the Plan SH Match 90 and Plan SH Match 365) and may be changed throughout the year as you decide – including having no match.

Please notify Helpside of any requested change in your matching formula in advance of the requested change date. Please complete your requested matching formula below:

☐ Safe Harbor Basic Match (100% of the first 3% and 50% of the next 2%, maximum match = 4%)
_____ % of the first _____ % you contribute (maximum match = _____ %)

Effective Date of Plan with Helpside: _____

Employer Name

06.04.2022

Date Signed

Signature of Participating Employer

Shawn Mihelke

Print Name



RETIREMENT PLAN

RETIREMENT PLAN TESTING NOTICE

Highly Compensated Employee

- +5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.
- Highly Paid:** Any employee who whose annual compensation exceeds a specified amount in the preceding plan year set by the IRS each year
- Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% Owner classification.

Key Employee

- +5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.
- 1% Owner:** Any employee who directly or indirectly owns more than 1% **and** whose annual compensation exceeds a specified amount set by the IRS each year.
- Officer:** Any employee who is an officer of the employer **and** whose annual compensation exceeds a specified amount set by the IRS each year.
- Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% or 1% Owner classification.

Average Deferral Percentage Discrimination Test (ADP) Failure - Deferral

This means the highly compensated employees deferred on average more than they were allowed compared to the average deferral percentage of the non-highly compensated employees. The test requires that the average deferral percentage of the highly compensated employees be within the lesser of plus two or two times the average deferral percentage of the non-highly compensated employees for the plan year.

Average Contribution Percentage Discrimination Test (ACP) Failure - Match

This means the highly compensated employees received more company match contribution on average than they were allowed compared to the average company match contribution of the non-highly compensated employees. The test requires that the average match contribution percentage of the highly compensated employees be within the lesser of plus two or two times the average match contribution percentage of the non-highly compensated employees for the plan year.

Top Heavy Test Failure

This means 60% or more of total plan assets belong to Key Employees. The plan is then required to make a contribution of up to 3% for the following plan year to all active eligible employees (employed on the last day of the plan year regardless of the number of hours worked during the year) if the Key employees receive benefits in the following plan year of at least 3%. If the Key Employees receive benefits of less than 3%, for the following plan year, then all eligible employees are required to receive a contribution of the same percent received by the highest percent of the Key employees up to 3%. Thus, if no contribution is made for the Key Employees, then no contribution is required for the non-Key Employees. (For plans that are Top Heavy in their very first year of operation, a Top-Heavy minimum contribution is required in the 2nd year of operation – based on the contribution amounts of Key Employees in the 1st year of operation, but not to exceed 3%).

I understand that if I select a non-Safe Harbor plan design, that I am subject to the tests listed above, which, if my company does not pass, will require either money to be distributed to the Highly Compensated Employees and/or additional employer contributions be made to the plan.

Employer Name



Signature of Participating Employer



HELPSIDE 401(k) PLAN
HELPSIDE DEFINED CONTRIBUTION RETIREMENT PLAN

This document illustrates potential fees that are associated with the administration of the retirement plan charged to the participant or participating employer. Although these fees are not always applicable to the administration of your plan, you should be aware that they have the potential to be charged if the administration of your plan requires the service.

SERVICE	FEE
Participating Employer Plan Setup Fee (Onetime)	\$250 / Employer
Participating Employer Termination/Transfer Out	\$500 / Employer
Comparability or Age-Weighted Calculation <i>(As applicable, per calculation)</i>	\$200 / Employer
Required Restatement of Plan Document <i>(Anticipated ~ 2026-2028 – Occurs every 5-6 years)</i>	\$200 / Employer
Annual Fee <i>(Charge for client with assets less than \$100,000 who have been in the plan at least one year)</i>	\$200 / Employer
Loan: <i>(Participant fee per loan)</i>	\$200 / Participant
Loan Maintenance Fee: <i>(Annual)</i>	\$100 / Participant
Distribution/In-Plan Roth Conversions/Transfers: <i>(Participant fee per distribution)</i>	\$175 / Participant
Participant Locator Fee: <i>(Service to locate a missing participant)</i>	\$25 / Participant

Employer Signature:  Date: 06.04.2022



RETIREMENT PLAN

EXPLANATION

Summary Plan Description

The **Summary Plan Description** ("SPD") relates the detail of the Plan Document in a concise form and addresses questions that Plan participants may have regarding their benefits under the Plan.

Please refer to the **Notice & Disclosure Instruction Package** for more information regarding the Department of Labor ("DOL") requirements for distribution.

Notices

Notices – Notices and Disclosures are provided. Please reference the **Notice & Disclosure Instruction Package** for distribution requirements.

General Information

Plan Highlights - A one-page summary of major Plan features.

Plan Document

The Plan Document provides the legal explanation of benefits provided by the Plan.

Participation Agreement

The **Participation Agreement** lists specific features unique to this Plan. Any plan provisions not listed in the Participation Agreement default to MEP Adoption Agreement of the Master Plan Documents.

For the Plan to be sanctioned by the Internal Revenue Service ("IRS") and DOL, an executed Participation Agreement must be in force.

Plan Policies

Loan Policy - If loans are available in the Plan, a loan policy is provided.

QDRO Procedure – This form explains the procedure for handling Qualified Domestic Relations Orders within the Plan.

Amendments

When the Plan Sponsor, the IRS, or the DOL require additions or changes to the Plan Document, these changes are made by amending the Plan.



May 3, 2022

Board of Directors
HighMark Charter School
2467 E. South Weber Dr.
South Weber, UT 84405

The following represents our understanding of the services we will provide to HighMark Charter School (the School).

You have requested that we audit the governmental activities and each major fund of the School, as of June 30, 2022, and for the year then ended, and the related notes, which collectively comprise the School's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and/or state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund
- Notes to Required Supplementary Information

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements. As part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with *Government Auditing Standards* and/or state or regulatory audit requirements. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the School's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and

- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit;
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- e. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- f. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare federal and state income tax returns, as requested.
- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will not assume management responsibilities on behalf of the School. The School's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The School's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm will advise the School with regard to tax positions taken in the preparation of the tax return, but the School must make all decisions with regard to those matters.

Reporting

We will issue a written report upon completion of our audit of the School's basic financial statements. Our report will be addressed to the governing body of the School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you

acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Ken Jeppesen is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately July 25, 2022.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fees for the financial statement audit and state compliance procedures will be \$12,250. If a Single Audit is required, or Information Return Form 990 is requested to be completed, these fees will be billed separately. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the School's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit and tax return preparation procedures are completed and a report issued, and tax returns delivered, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all

accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to board of directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial

mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Salt Lake City, Utah. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements and tax return that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit and tax return preparation. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Utah law. Any unresolved Dispute shall be submitted to a federal or state court located in Salt Lake City, Utah.

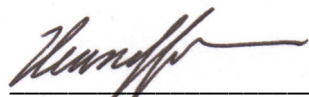
ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Kenneth D. Jeppesen
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the School by:

Name: _____

Title: _____

Date: _____

HMCS Board of Directors Terms

The School's Bylaws will provide that each member of the Board will serve for a period of four years. However, the terms of the initial Board Members will be staggered as follows in order to establish continuity in the Board going forward: the initial President will serve a four-year term; the initial Financial Coordinator will serve a three-year term, the initial Vice President and remaining Board Members will serve two-year terms, and the initial Secretary will serve a one-year term. Vacancies on the Board of Directors will exist when the term of a Board Member expires or upon the resignation or removal of a Board Member...For all vacancies, the Board will solicit nominations and letters of application from the School community and members of the community at large. If the vacancy exists because of the resignation or removal of a member, the remaining Board Members will vote to elect an individual to fill the remaining term of the departed member. For vacancies created because of the expiration of a member's term, the new Board Member will be appointed by the remaining Board Members for a new four year term. After the first year of operations, the Board will establish staggered Board terms for Board Members and may consider setting term limits.

Name	Positions Held	Term Start	Term Renewal	Term End
Dr. Richard Bigler	Chair	Founding 2011	6/17/2017 - 4 years	7/1/25
Blake Petersen	Financial	Founding 2011	6/16/2014 - 4 years	7/1/22
Rory Ukena	Board Member		Took over remaing term	7/1/22
Lori Drake	Board Member	11/27/17	4 years	7/1/25
David Garrison	Board Member	3/15/21	Took over remaing term	7/1/23
Shawn Miehke	Director	7/1/21		

COLEMAN KNITTING MILLS, INC. *NEW ADDRESS*

159 23rd Street
Ogden, UT 84401 US
801-621-2072
dick@colemanknittingmills.com
colemanknittingmills.com



BILL TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

SHIP TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

INVOICE 13075

DATE 05/10/2022 **TERMS** Net 15

DUE DATE 05/25/2022

SHIP VIA

Cheer

Deposit \$1,600
owing first

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Shell Top		16	80.00	1,280.00
Twill		16	32.00	512.00
Skirt		16	75.00	1,200.00
Name		16	15.00	240.00
Custom liner		16	80.00	1,280.00
spanks		16	20.00	320.00
Mens top		1	80.00	80.00
3-Color Twill		1	32.00	32.00
blue pants		1	50.00	50.00
Discount		1	-249.70	-249.70

TOTAL DUE

\$4,744.30

Invoice

Nfinity Athletic LLC

530 Chattahoochee Row NW
Atlanta, GA 30318
404-478-7873 ext. 44

Date	Invoice #
5/13/2022	10834

Page 1 of 2

Bill To

HighMark Charter School, UT
2467 E South Weber Drive S
Weber UT 84405

Memo	Athlete's Name	Shipping Co...	Next Approver
Vengeance			Main Operations

Item	Quantity	Description	Inventory Detail	Rate	Tax	Amount	ETA	Country
Vengeance White	4	Vengeance White- Adult 7 Halle Hansen Addy Garcia Audri Emmertson Emma Garcia		114.99	Yes	459.96		
Vengeance White	6	Vengeance White- Adult 6.5 Paityn Tapia Audrey Price Berlyn Taylor Lila Tapia Teagen Bybee Emersyn Schilling		114.99	Yes	689.94		
Vengeance White	3	Vengeance White- Adult 7.5 Jaycee Nix Brooklyn Rosier Dade LaRose		114.99	Yes	344.97		
Vengeance White	1	Vengeance White- Adult 6 Bryce Lower		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 8.5 Zayda Ukena		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 4 Roslyn LaRose		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 5.5 Hadley York		114.99	Yes	114.99		

Estimate

Nfinity Athletic LLC

530 Chattahoochee Row NW
Atlanta, GA 30318
404-478-7873 ext. 44

Date	Invoice #
5/13/2022	10834

Page 2 of 2

Item	Quantity	Description	Inventory Detail	Rate	Tax	Amount	ETA	Country
				Subtotal				1,954.83
				Discount Total (School_700)				(97.74)
				Shipping Cost (FedEx Ground®)				38.00
				Total Tax (AvaTax_UT 7.25%)				134.65
				Total				\$2,029.74



10834

Uniformity Apparel, LLC

Invoice

1084 W 3050 N
Pleasant View, UT 84414

Date	Invoice #
6/6/2022	4613

Bill To

Highmark Cheer
Marley McClune

P.O. No.

Terms

Utah Vendor #

Due on receipt

Description	Qty	Rate	Amount
White tank (6504G & 6504V) - Royal Print	17	22.50	382.50
Royal Tee (DT130Y & DM130) - White & Green Print	17	16.00	272.00
Silver Tie Dye (CD101Y & CD101) - Royal & Green Print	17	19.25	327.25
Royal Jacket (YST94) - Vinyl & name	17	58.00	986.00
Oatmeal Sherpa (F130 & L130) - Embroidery	17	56.00	952.00
Black Leggings (9003) - Blank	16	35.00	560.00
Black Joggers (PC78YJ) - Blank	1	35.00	35.00
Thank you for your business.		Subtotal	\$3,514.75
		Sales Tax (0.00)	\$0.00
		Total	\$3,514.75
		Payments/Credits	\$0.00
		Balance Due	\$3,514.75

Uniformity Apparel, LLC

Invoice

1084 W 3050 N
Pleasant View, UT 84414

Date	Invoice #
5/17/2022	4623

Bill To
Highmark Cheer Marley McClune

		P.O. No.	Terms	Utah Vendor #
			Due on receipt	
Description	Qty	Rate		Amount
Pom Sets EMN6M - POM BALL METALLIC1/2 WIDE STREAMERS 6 IN LENGTH MIX HANDLE: CLIP ELASTIC COLOR 1: METALLIC GREEN COLOR 2: METALLIC BLUE POM BALL METALLIC1/2 WIDE STREAMERS 6 IN LENGTH MIXED EMN6M BOM: EMN6M_46651	16	33.75		540.00
		Subtotal		\$540.00
		Sales Tax (0.00)		\$0.00
		Total		\$540.00
		Payments/Credits		\$0.00
		Balance Due		\$540.00



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

EM-1594

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

5/16/2022

PROJECT DESCRIPTION

Chromebooks and Cart (Summer 2022)

EXPIRATION DATE

6/15/2022

PROJECT MANAGER

Jewkes, Kelly D.
kelly.jewkes@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
CHROMEBOOK LAB WITH CART	1	12,264.69	12,264.69
(Qty. 30) Dell Chromebook 3100 - 4GB LPDDR4 Memory - 32GB eMMC Storage - 2 Year Warranty (Qty. 30) Google Chromebook Console License Standard Chromebook Setup & Configuration (Qty. 1) LocknCharge Joey 30 Cart Standard Cart Wiring Setup and Delivery			

TERMS AND CONDITIONS

Project invoices will be Due Upon Receipt. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

SUBTOTAL 12,264.69

SALES TAX 0.00

QUOTE TOTAL 12,264.69

Signature: _____

Date: _____

Butler General Inc.
 65 N Main Rd
 Frost Heights, UT. 84037

Contractors Invoice

TO:		WORK PERFORMED AT:
Highmark Charter School		
2467 So Weber Drive		
100 So Weber, UT		
DATE	YOUR WORK ORDER NO.	OUR BID NO.
June 3, 2002		1804

DESCRIPTION OF WORK PERFORMED

- Build out class room
- move walls out -
- move door forward
- sprinkler lines & alarm as per code
- Add lights to room - add electrical
- Add data boxes for future
- Demolition - framing - gird - sheetrock
- Materials & labor
- Cabinetry in kindergarten rooms
- move cabinetry from existing library
- Paint walls & trim
- cut window into door
- Repair carpet & base as needed
- remodel lighting & ceiling to new rooms
- Hvac add & reroute

Total Estimate \$68,800~

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a ☐ Partial ☐ Full invoice due and payable by: _____

in accordance with our ☐ Agreement ☐ Proposal No. _____ Dated _____

RECOMMENDED SOLUTION

EQUIPMENT:

SHARP MX-M905

Monochrome Multifunction Document System

90 Pages Per Minute

KEY FEATURES

Color Scanning
Customizable, Color Touchscreen Display
Retractable Keyboard
Automatic Double-sided Printing
11 x 17" Capability

PAPER CAPACITY

2x500-Sheet Paper Drawers and
2,000-Sheet Tandem Tray
100-Sheet Bypass Tray
150-Sheet Document Feeder

ACCESSORIES

Staple Finisher

PRICING:

CURRENT COST

Monthly Payment	\$313.10
-----------------	----------

CASH PRICING

NASPO State Contract Pricing	\$15,399.05
Lease Payoff to Return Current Copier	\$1,831.16
Promotional Discount	-\$3,750.00
Special Cash Price	\$13,480.21

LEASE PRICING

60-Months	\$257.47 per month
-----------	--------------------

Payoff Lease and Purchase Equipment for \$4,136.50

Roughly - \$2,500 by Aug

MAINTENANCE:

Les Olson Company's **Premier Service Contract** includes all parts, labor, service and travel. Contract also includes supplies such as toner, developer, heat rollers and drums. Client is only responsible for paper and staples.

SERVICE RATES

Service may be purchased at the following rates:

- .0042 per Page

LOC

LES OLSON

COMPANY

SHARP MX-M6071

CONFIDENTIAL STATE OF UTAH PRICING ONLY

NASPO ValuePoint State of Utah Contract #AR455

KEY FEATURES

- Copy/Print/Color Scan; includes PostScript
- 60 Pages per Minute
- Retractable Keyboard for easy data entry
- Automatic Double-Sided Printing
- 550 Sheet Paper Drawer/100 Sheet Bypass Tray
- 150 Sheet Document Feeder w/ Scan2 Technology



MX-M6071 shown with optional accessories

ACCESSORIES

MX-DE28	1 x 550 + 2100 Sheet Tandem Paper Drawers
MX-FN27	Inner Stapler Finisher
MX-D5133NT	15 Amp Surge Protector
IT Open Market	On-Site Network Installation (2 Hours)

Sub Total	\$	7,923.00
Promotional Discount	\$	(2,000.00)
Total Cash Price	\$	5,923.00
or		
Lease for 60 months	\$	113.13

SERVICE & SUPPLIES

Les Olson Company's #4 Premier Service Contract includes all parts, labor, service & consumable supplies such as toner, developer, heat rollers, drums and travel and may be billed at .0065 per black and white page.

AUTHORIZED BY

DATE

PO #

AGENCY

COLEMAN KNITTING MILLS, INC. *NEW
ADDRESS*

159 23rd Street
Ogden, UT 84401 US
801-621-2072
dick@colemanknittingmills.com
colemanknittingmills.com



BILL TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

SHIP TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

INVOICE 13004

DATE 04/19/2022 **TERMS** Net 15

DUE DATE 05/04/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Cardigan Sweater	SBO sweaters	4	203.00	812.00
Cardigan Sweater	Officer sweaters	7	172.00	1,204.00
Extra chenille	new office and year	2	37.00	74.00

TOTAL DUE **\$2,090.00**

COLEMAN KNITTING MILLS, INC. *NEW ADDRESS*

159 23rd Street
Ogden, UT 84401 US
801-621-2072
dick@colemanknittingmills.com
colemanknittingmills.com



BILL TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

SHIP TO

Highmark Charter School
2467 Dr.
South Weber, Ut
South Weber, UT 84405

INVOICE 13075

DATE 05/10/2022 **TERMS** Net 15

DUE DATE 05/25/2022

SHIP VIA

Cheer

Deposit \$1,600
owing first

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Shell Top		16	80.00	1,280.00
Twill		16	32.00	512.00
Skirt		16	75.00	1,200.00
Name		16	15.00	240.00
Custom liner		16	80.00	1,280.00
spanks		16	20.00	320.00
Mens top		1	80.00	80.00
3-Color Twill		1	32.00	32.00
blue pants		1	50.00	50.00
Discount		1	-249.70	-249.70

TOTAL DUE

\$4,744.30

Invoice

Nfinity Athletic LLC

530 Chattahoochee Row NW
Atlanta, GA 30318
404-478-7873 ext. 44

Date	Invoice #
5/13/2022	10834

Page 1 of 2

Bill To

HighMark Charter School, UT
2467 E South Weber Drive S
Weber UT 84405

Memo	Athlete's Name	Shipping Co...	Next Approver
Vengeance			Main Operations

Item	Quantity	Description	Inventory Detail	Rate	Tax	Amount	ETA	Country
Vengeance White	4	Vengeance White- Adult 7 Halle Hansen Addy Garcia Audri Emmertson Emma Garcia		114.99	Yes	459.96		
Vengeance White	6	Vengeance White- Adult 6.5 Paityn Tapia Audrey Price Berlyn Taylor Lila Tapia Teagen Bybee Emersyn Schilling		114.99	Yes	689.94		
Vengeance White	3	Vengeance White- Adult 7.5 Jaycee Nix Brooklyn Rosier Dade LaRose		114.99	Yes	344.97		
Vengeance White	1	Vengeance White- Adult 6 Bryce Lower		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 8.5 Zayda Ukena		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 4 Roslyn LaRose		114.99	Yes	114.99		
Vengeance White	1	Vengeance White- Adult 5.5 Hadley York		114.99	Yes	114.99		

Estimate

Nfinity Athletic LLC

530 Chattahoochee Row NW
Atlanta, GA 30318
404-478-7873 ext. 44

Date	Invoice #
5/13/2022	10834

Page 2 of 2

Item	Quantity	Description	Inventory Detail	Rate	Tax	Amount	ETA	Country
				Subtotal				1,954.83
				Discount Total (School_700)				(97.74)
				Shipping Cost (FedEx Ground®)				38.00
				Total Tax (AvaTax_UT 7.25%)				134.65
				Total				\$2,029.74



10834

Uniformity Apparel, LLC

Invoice

1084 W 3050 N
Pleasant View, UT 84414

Date	Invoice #
5/16/2022	4613

Bill To

Highmark Cheer
Marley McClune

P.O. No.

Terms

Utah Vendor #

Due on receipt

Description	Qty	Rate	Amount
White tank (6504G & 6504V) - Royal Print	16	22.50	360.00
Royal Tee (DT130Y & DM130) - White & Green Print	17	16.00	272.00
Silver Tie Dye (CD101Y & CD101) - Royal & Green Print	17	19.25	327.25
Royal Jacket (YST94) - Vinyl & name	17	58.00	986.00
Oatmeal Sherpa (F130 & L130) - Embroidery	17	56.00	952.00
Black Leggings (9003 & PC78YJ) - Blank	16	35.00	560.00
Thank you for your business.		Subtotal	\$3,457.25
		Sales Tax (0.00)	\$0.00
		Total	\$3,457.25
		Payments/Credits	\$0.00
		Balance Due	\$3,457.25



ACADEMICAWEST

Proposal for
Educational Service Provider

HighMark Charter School
A Utah Public Charter School

Date: April 25, 2022

HighMark Charter School
Board of Directors
Attn: Krystal Dahl
2467 E. South Weber Drive
South Weber, Utah 84405

Submitted via email to: kdahl@hmcharterschool.org

Re: Cover Letter for Educational Service Provider Proposal

HighMark Charter School Board Members:

Academica West is pleased to provide you with this proposal in response to your RFP for an educational service provider. As Utah's most experienced and comprehensive provider of charter school business and operational support services, Academica West is willing and capable of providing the services outlined in this proposal. Academica West was the first charter school business service provider established in Utah. Our expertise in Utah charter school operations has resulted in a reputation that is unmatched by any organization in the state.

Academica West currently provides its services to 23 charter schools that serve over 21,000 students. Our schools are widely recognized for their exceptional record of reporting compliance, financial stability, academic performance, and effective governance. However, we recognize that one size does not fit all, and each school will have unique needs and goals. We hope this proposal provides you with useful information as you assess your school's current and future needs.

We wish you well as you evaluate proposals, and we look forward to hearing back from you.

Sincerely,



Kim Dohrer, President
Academica West, LLC

BIDDER INFORMATION

Company Name: Academica West, LLC
Company Address: 290 North Flint Street, Kaysville, Utah 84037
Company Contact: Kim Dohrer
Phone: 801.444.9378
Email: kim@academicawest.com
Company Website: www.academicawest.com

Proposed Scope & Services

RFP Section V.

Academica West offers the services outlined below to HighMark Charter School (“HMCS”) with the express purpose to further HMCS’s efforts to accomplish its academic goals, to meet the obligations set forth in HMCS’s charter, to ensure HMCS’s resources are managed effectively, and to accomplish these purposes in compliance with the laws and rules governing the school.

Note: The information provided below will respond to each specification contained in Section V of the RFP.

INDEPENDENT CONTRACTOR STATUS

Academica West will maintain independent contractor status with HMCS in the delivery of the services outlined below.

COMPANY EXPERIENCE, QUALIFICATIONS & TRACK RECORD

Academica West has provided charter schools in Utah with comprehensive business, financial and operational support services since 2002. As noted above, Academica West currently provides its services to 23 charter schools which serve over 21,000 students throughout the state. With the most experienced and qualified staff in the industry, we offer unrivaled expertise in Utah charter school operations. We are willing and capable of delivering the services contained in this proposal beginning in July 2022.

List of Client Schools. Academica West provides its services to a wide selection of charter schools with distinct missions and educational programs. The following list provides the names, contract dates, website addresses, and contact information for Academica West’s client schools:

North Davis Preparatory Academy

www.northdavisprep.org

Contract Date: July 2004

Monte Poll, Board President

mpoll@northdavisprep.org

Ryan Robinson, Director

801.775.0165

North Star Academy

www.north-staracademy.com

Contract Date: July 2005

Sidney Warnick, Board President

tsorenson@north-staracademy.com

Tana Archer, Principal

801.446.1354

Wasatch Peak Academy

www.wasatchpeak.org

Contract Date: July 2005

Megan Triplett, Board President

mtriplett@wasatchpeak.org

Amy Pilkington, Principal

801.397.1768

Syracuse Arts Academy (2 Campuses)

www.SAAcharter.org

Contract Date: July 2006

Bryan DeGrange, Board President

bdegrange@SAAcharter.org

Dale Pfister, Lead Director

801.776.3066

Early Light Academy

www.earlylightacademy.org

Contract Date: July 2008

Eric Montague, Board President

sschmidt@earlylightacademy.org

Stephanie Schmidt, Director

801.302.5988

Quest Academy

<http://www.questac.org>

Contract Date: July 2008

Steven Reeve, Board President

sreeve@questac.org

David Bullock, Director

801.731.9859

Hawthorn Academy (2 Campuses)

www.hawthornacademy.org

Contract Date: July 2009

Meggen Pettit, Board President

MPettit@hawthornacademy.org

Dr. Deborah Swensen, Lead Director

801.282.9066

Jefferson Academy

<http://www.jeffersonacademy.org>

Contract Date: July 2009

Keith Facer, Board President

kfacer@jeffersonacademy.org

Nicole Jones, Director

801.593.8200

Mountain Heights Academy

www.mountainheightsacademy.org

Contract Date: March 2009

Gavin Hutchinson, Board President

Gavin.Hutchinson@mountainheightsacademy.org

DeLaina Tonks, Director

801.721.6329

Maria Montessori Academy
www.mariamontessoriacademy.org
Contract Date: July 2010
Mary Wurm, Board President
mwurm@mariamontessoriacademy.org
Micah Hirokawa, Director
801.827.0150

HighMark Charter School
www.hmcharterschool.org
Contract Date: July 2012
Richard Bigler, Board President
rbigler@hmcharterschool.org
Shawn Miehlke, Principal
801.476.4627

Leadership Learning Academy
(2 Campuses)
www.llacharter.org
Contract Date: October 2012
Chuma Uzoh, Board President
cuzoh@llacharter.org
Heidi Bauerle, Lead Director
801.593.9552

Career Path High
www.careerpathhigh.org
Contract Date: April 2013
Jerry Stevenson, Board President
jwstevenson@le.utah.gov
Stacey Hutchings, Director
801.593.2440

Scholar Academy
www.scholarcharter.org
Contract Date: September 2013
Jared Hamner, Board President
jhamner@scholarcharter.org
Traelle Gailey, Principal
435.566.6957

Ascent Academies (4 Campuses)
www.ascentutah.org
Contract Date: April 2013
Mike Ostermiller, Board President
mike@nwoar.com
Wade Glathar, Lead Director
801.658.0228

Mountain West Montessori
www.mwmacademy.org
Contract Date: January 2014
Steve Barnes, Board President
sbarnes@mwmacademy.org
Angie Johnson, Director
801.566.6962

Wallace Stegner Academy
(2 Campuses)
www.wsacharter.org
Contract Date: September 2015
Sarah Vaughan, Board President
svaughan@wsacharter.org
Anthony Sudweeks, Director
801.456.9570

Utah Virtual Academy
www.utva.k12.com
Contract Date: July 2018
Brian Maxwell, Board President
bsmaxwell@gmail.com
Meghan Merideth, Head of School
866.788.0364

Advantage Arts Academy
www.advantagearts.org
Contract Date: December 2018
Jodi Hart Wilson, Board President
jhartwilson@advantagearts.org
Jonathan Kano
801.878.8622

Bridge Elementary
www.bridgecharter.org
Contract Date: November 2019
Shirley Atkinson, Board President
shirley@bridgecharter.org
Lani Rounds, Director
801.499.5180

Lumen Scholar Institute
www.lumenscholar.org
Contract Date: July 2021
Andrea Urban, Board President
aurban@lumenscholar.org
Kristy Gordon, Chief Admin. Officer
801.987.9497

Voyage Academy
www.voyageacademyutah.org
Contract Date: January 2022
Trevor Nelson, Board President
tnelson@voyageacademyutah.org
Nicole Jones, Executive Director
801.776.4900

Legacy Preparatory Academy
www.legacyprep.org
Contract Date: December 2021
Al Pranno, Board President
al@legacyprep.org
Brandie Evans, Director
801.294.2801

Qualifications & Experience of Management-Level Personnel

At Academica West, we deliberately focus our efforts on attracting and retaining the most experienced and qualified individuals to provide services that create value for our clients. Our experienced team provides service and support for every management aspect of HMCS's operations.

Effective governance of a Utah public charter school requires a commitment to your school's mission/philosophy as well as expertise in finance, business law, public entity law, public school rules/laws, authorizer requirements, and marketing. Academica West has tailored its services to provide professional-level expertise in these areas to help charter schools achieve their goals and fulfill their missions. This focused approach to comprehensive and professional support services has helped our schools become well governed, high performing, and financially sound.

The following list provides the names, titles and summary information for Academica West's management-level personnel:

Jed Stevenson, J.D. – Founder

In August 2002, Jed Stevenson founded Academica West to provide business and management services to the fledgling Utah charter school movement. Under Mr. Stevenson's leadership and direction, Academica West has steadily grown to serve 21 LEAs throughout the state. Mr. Stevenson was appointed by Utah Governor, Gary R. Herbert, to serve on the Utah State Board of Education Nominating Committee and also served as a board member of the Utah Association of Public Charter Schools. In the community, Mr. Stevenson is the former chairman of the Davis Chamber of Commerce and served as an honorary deputy commander with the 388th Fighter Wing stationed at Hill Air Force Base in Northern Utah. Mr. Stevenson is a graduate of Weber State University and earned his JD from California Western School of Law.

Kim Dohrer, M.A. – President, Chief Education Specialist

Ms. Dohrer is the President and Chief Education Specialist at Academica West. With 33 years of public education experience, she provides valuable counsel to boards and administrators in all aspects of charter school operations. Ms. Dohrer graduated with a BS in Public Administration from the University of Arizona and received her MA in Counseling from Wichita State University. In addition, she has teaching endorsements in Mathematics, English as a Second Language, and Reading. Ms. Dohrer's public education experience includes teaching mathematics, K-12 counseling, and administration. As an administrator, she worked as a school leader at the elementary, middle school, and high school levels. As a district administrator, Ms. Dohrer has experience in family literacy, adult education, and is widely recognized as one of the state's premier experts in charter school operations, administration and governance.

Gabe Clark, J.D. – Vice President, General Counsel

As general counsel for Academica West, Gabe Clark advises boards, principals, and employees of the charter schools we serve on a variety of issues, including employment law, public law issues (e.g., open meetings act, public records, procurement), education law, civil rights law, risk management issues, contractual issues, and corporate governance issues. Prior to joining Academica West, Mr. Clark worked as a shareholder in the law firm of Durham Jones & Pinegar. Most recently, Mr. Clark practiced primarily in areas of corporate law and financial/estate planning. Mr. Clark is experienced in nonprofit corporate law, taxation issues, securities, corporate finance and real estate issues. Mr. Clark was an original board member of Quest Academy, a charter school in West Haven, Utah. In addition, he has been involved in the Ogden/Weber Chamber of Commerce's Leadership Northern Utah program as a participant, co-chair, and chair, and also served as a member of the board of directors and board president for Enable Utah, Inc. Mr. Clark is a licensed attorney and earned his JD from Brigham Young University.

Brandon Fairbanks, J.D. – Vice President, Director of Business Development & Compliance

Mr. Fairbanks' duties and responsibilities focus on supporting governing boards' and school administrators' efforts to remain in compliance with the laws, rules and regulations applicable to Utah public charter schools. With over 14 years of experience advising Utah charter schools, Mr. Fairbanks has developed a unique and specialized expertise in Utah charter schools. He provides

regular training and works closely with boards on governance, operational, and contractual issues. Mr. Fairbanks' background in commercial litigation, corporate law and real estate law provides valuable guidance and insight to schools as they navigate through the challenges of planning, implementing, and operating a public school. Mr. Fairbanks earned his BA and JD from Brigham Young University.

Brad Taylor, MAcc – Chief Financial Officer

Mr. Taylor is considered one of Utah's most experienced charter school finance experts. Mr. Taylor has served as Academica West's Chief Financial Officer for 12 years and oversees the financial and accounting activities of the company's client schools. In addition to overseeing general school financial operations, Mr. Taylor advises governing boards and school directors on budgeting, financial forecasting, annual state and federal reporting requirements, and state charter school funding rules. In 2015, Mr. Taylor was appointed by the Utah Senate President to serve on the Charter School Legislative Task Force that is charged with making educational funding recommendations to the Utah State Legislature. Prior to joining Academica West, Mr. Taylor was a staff auditor with Deloitte in Salt Lake City, Utah. During this period, he spent much of his time working on audits involving the banking industry and non-profit organizations. Mr. Taylor earned his BA and MAcc degrees from Weber State University.

Platte Nielson, J.D. – Associate General Counsel

Platte Nielson advises Academica West's client schools on a wide range of legal issues. Among other things, Mr. Nielson regularly assists schools in drafting and implementing school policies, procedures, and plans required by state or federal law; resolving student data privacy concerns; preparing and negotiating vendor contracts; addressing school personnel issues; resolving parent complaints and grievances; and handling child custody disputes that impact school operations. Mr. Nielson also provides schools with litigation support, when needed. Before joining Academica West, Mr. Nielson was an attorney at the University of Utah Office of General Counsel and, most recently, at the law firm of Kruse Landa Maycock & Ricks. Mr. Nielson has significant experience with complex child custody and family law matters, as well as issues related to constitutional, employment, and public education law. Mr. Nielson earned his BA from Brigham Young University and his JD from Arizona State University.

Trent Brown, MSML – Chief Operations Officer

Mr. Brown's responsibilities focus on identifying and addressing the host of non-education issues that consume charter school administrators' limited time. Mr. Brown's expertise lies in a variety of areas from technology and advertising to school lunch programs and facility maintenance. He works to create and implement efficient procedures to ameliorate school operational issues. In addition, Mr. Brown provides client schools with valuable guidance relating to procurement of goods and services in accordance with applicable laws. Mr. Brown graduated from Weber State University with a BS in Botany and Chemistry and obtained his MSML from Western Governors University. He maintains an active membership in the Utah Facilities Operation and Maintenance Association (UFOMA) and currently serves on the boards of the Davis Chamber of Commerce and Enable Utah.

Stacee Phillips, MSML – Education Specialist

Stacee Phillips is an Education Specialist for Academica West. Mrs. Phillips has been active in the field of education for over 20 years. Mrs. Phillips holds a Master of Science Degree in Management and Leadership and bachelor's degrees in early childhood education, elementary education, and music from Utah State University. Her experience includes working in both private and public education. Mrs. Phillips holds an English as a Second Language endorsement and a current Utah Level 2 Teaching License. Mrs. Phillips has served as a curriculum director and has taught in both Davis and Weber County School Districts. She was the start-up director of Voyage Academy, and afterwards, she served as the school's director for seven years. Mrs. Phillips has experience with charter compliance, policy, school safety, management, curriculum, grant writing, professional development and finance. Mrs. Phillips has served on several state committees and was hired by the USBE to serve as a mentor for charter schools in state turnaround.

Janey Stoddard, M.Ed. – Education Specialist

Janey Stoddard has worked in the field of education for 18 years and is an Education Specialist for Academica West. During her career, Ms. Stoddard has been a K-12 classroom educator, a district literacy specialist, and she has designed professional development for the Utah State Board of Education and mentored/advised preservice teachers for Utah State University and Boston College. Most recently, Ms. Stoddard was a charter school leader and then served as a coach and mentor to charter school leaders in Utah and surrounding states. She has experience with charter compliance, policy, finance, school safety, management, curriculum and instruction, professional development design, and state turnaround processes. Ms. Stoddard graduated from Boston College receiving a Master of Education Degree in Curriculum and Instruction with an emphasis in Educational Leadership. She received her Bachelor of Science Degrees in Elementary Education and Early Childhood Education from Utah State University.

Cathie Hurst, MAcc, CPA – Controller

Cathie Hurst is a Certified Public Accountant. Ms. Hurst manages accounting and budgeting, along with compliance and reporting requirements for Academica West's schools. She earned her BS in 1997 and MAcc in 1998 from Weber State University. She began her career at KPMG Peat Marwick and subsequently moved to a CPA firm in Ogden, Utah where she spent over 16 years in public accounting as an audit manager for nonprofit and governmental entities.

Ryan Smith, CPA, CGMA – Tax Manager / Accounting Manager

Mr. Smith is a Certified Public Accountant licensed in the state of Utah. Mr. Smith specializes in tax and financial advisory services for Academica West's schools. In addition to financial accounting and budgeting, Mr. Smith provides schools with key support on tax issues unique to nonprofit organizations as well as strategic financial planning. Mr. Smith joined Academica West after ten years of public accounting including four years with Price Waterhouse Coopers in San Francisco, CA. He received a BA and MAcc from Utah State University.

Roger Simpson, J.D. – Accounting Manager

Mr. Simpson is an accounting manager at Academica West and is the Utah Association of Public Charter Schools' current Business Manager of the Year. Mr. Simpson has over seven years of experience working in school finance and operations. His financial experience and legal

education give him the unique capacity to counsel with schools on both the financial and compliance aspects of operating a Utah public charter school. Mr. Simpson's skill set is well sought-after, and he has consulted with multiple charter schools and organizations over the years to create proper systems and procedures to improve financial performance, transparency, and efficiencies while maintaining a high level of compliance. In all, he has worked with nearly 40 charter schools in varying roles from in-house business manager, compliance manager, director of operations, and systems engineer. Perhaps most unique, however, is his ability to develop software where he recently won international recognition for a fully integrated student assessment platform. Mr. Simpson received his BS from Brigham Young University and his JD from the University of Nebraska College of Law, with an emphasis in Business Transactional Law.

Jon McQueary, MAcc – Accounting Manager

Jon McQueary is an Accounting Manager at Academica West. Prior to joining Academica West, Mr. McQueary spent nearly four years at the Utah State Board of Education where he began as an Internal Auditor and then moved to Financial Operations as the Grants Compliance Officer. Mr. McQueary was a federal grants SME for LEAs as well as USBE's staff. He has extensive knowledge of Education Department General Administrative Regulations and the Utah Grants platform. Mr. McQueary has a BS Degree in Accounting from Utah State University, a MAcc from Weber State University, and over 17 years of experience in accounting and auditing across multiple sectors.

Priscilla Wadman, SHRM-CP, PHR Certified – Director of Human Resources

Priscilla Wadman oversees Academica West's HR services. As a certified human resource professional, Mrs. Wadman directs a team of human resource specialists that provide Utah-specific expertise and service to our schools. Mrs. Wadman advises schools on employment law, benefits, compensation, recruiting, and other human resource management strategies. Prior to joining Academica West, Mrs. Wadman worked as a human resource management consultant and benefits manager for a benefit broker in Ogden, Utah. Mrs. Wadman graduated with a BS in Business Administration and Human Resource Management from Weber State University. Mrs. Wadman is PHR certified through the Human Resource Certification Institute (HRCI) and is a Certified Professional through the Society for Human Resource Management (SHRM-CP) and serves as a member of the Society of Human Resource Management (SHRM) and Northern Utah Human Resource Association (NUHRA).

Kara Finley, MAPC – Director of Board Relations

Kara Finley works to create effective and efficient processes for charter school governing boards. As Director of Board Relations, she has significant expertise in charter school board governance and procedure. Mrs. Finley manages a team of specialists that advise governing boards on compliance related issues as well as best practices. Mrs. Finley graduated from Southern Utah University with a BS in Communications with a double emphasis in Public Relations and Advertising. She earned her MAPC from Southern Utah University in Organizational Communication. She is a member of the Digital Marketing Collective and actively participates in the Davis Chamber of Commerce Women in Business.

Trish Lester – Student Information & Data Specialist

Trish Lester is a Student Information and Data Specialist at Academica West and has extensive experience with the Utah's Student Information System (SIS). Mrs. Lester served as the Chair of the Utah's Aspire User Group from 2015-2018 and supported the State, Audit Managers, and system users in navigating through the state's Legislature Audit Subcommittee's Performance Audit on the Aspire system in response to the privatization argument, which resulted in keeping Aspire as a no-cost SIS for all Utah public schools. Along with her team at Academica West, Mrs. Lester supports schools by ensuring accurate and timely USBE student data submissions which directly impact school funding and reporting. In addition, she provides schools with ongoing training, troubleshooting, and maintenance. Mrs. Lester also serves as a liaison with the USBE regarding system enhancements. She also serves in the Utah Schools Information Management System (USIMS) Student Focus Working Group.

In addition to the above-listed individuals, Academica West's staff includes USBE report specialists, payroll specialists, bookkeepers, and board liaisons, all of which contribute to the successful delivery of our services.

Litigation, Arbitration & Dispute Resolution History

Academica West has no history of litigation, arbitration or alternative dispute resolution with a client charter school.

Client School Probation or Termination

None of Academica West's client schools have been placed on probation or had their charter terminated by the Utah State Charter School Board.

SCOPE OF PROPOSED SERVICES

As noted above, Academica West's mission is to further your school's efforts to accomplish its academic goals, to meet the commitments set forth in your charter, to ensure the HMCS's resources are managed effectively, and to accomplish these purposes in compliance with the laws and rules governing your school.

Academica West's philosophy for providing its services is what distinguishes us from other providers. Our approach centers on our understanding that each school's financial and business functions are inextricably connected to its educational functions. Therefore, the true value that comes from engaging an experienced educational service provider is derived from that provider's capacity and ability to: (i) perform services that would otherwise be performed by the school internally; and (ii) recognize the connection between the various functions of a school and report, advise, and counsel with school leaders from a whole-entity perspective.

Academica West's organizational structure is designed to ensure your school's business, financial, and educational functions work in harmony. To that end, your school will work with a team of individuals that consists of education specialists, accountants, bookkeepers, reporting and compliance specialists, and a board liaison. These team members work directly with your governing board, administration, and/or office staff depending on the need or area of expertise. The scope of our proposed services includes, but is not limited to: human resource management, legal compliance, policy implementation, ongoing board support and training, record keeping,

financial grant monitoring, USBE reporting assistance, school administrator guidance/support, ongoing guidance on best practices, and comprehensive financial services ranging from bookkeeping and vendor interaction to long-term financial analysis, accounting, and audit support.

The services contained within this proposal would otherwise be performed internally by hiring additional school staff and/or engaging contract services of experts in various fields; however, a piecemeal approach leads to less specialization, significantly increases the burden on the school's administration, lacks the benefit of continuity and institutional knowledge, lacks the benefit of prior experience, and regularly results in less qualified individuals performing key school management duties. By engaging Academica West to perform these important functions, you will ensure that experienced professionals perform HMCS's business operations while your dedicated education professionals focus on your academic program.

Facility Administration

Academica West has almost two decades of experience providing its clients with short- and long-term facility support. Our facility services typically fall within the following categories: handyman services, emergency issues, special project analysis, and long-term facility maintenance planning. Academica West will assign an experienced handyman to your school to perform general handyman services and to ensure your administration is notified of facility related issues and receives accurate information concerning the scope, options for resolution, estimated costs, completion timeline, and/or any additional information needed to make facility related decisions. Except in special circumstances agreed upon by all parties in advance, Academica West is responsible for expenses related to the handyman's time, travel and labor. The school is responsible for expenses related to the purchase of supplies and materials; special equipment/tool rentals or purchases; or expenses related to third party contractors that are hired to assist with special projects or to perform services that fall outside the scope of Academica West's facility services.

(Note: Academica West must obtain proper school authorization prior to incurring any cost or obligation related to the maintenance or repair of your facility, and the school retains ownership of items purchased with school funds.)

Human Resource Management

While some schools or educational management organizations have a basic understanding of human resource management, Academica West's services in this regard are unquestionably the most comprehensive. Academica West's human resource support is directed by a professional in human resources (PHR) certified through the Human Resource Certification Institute and also recognized by the Society for Human Resource Management as a certified professional (SHRM-CP). Our human resource support team also consists of legal professionals, experienced administrative professionals, and executive level professionals.

We work closely with your school's administrator to identify, screen, and recruit qualified teachers, paraprofessionals, administrators and other staff members and

education professionals for positions at HMCS. In addition, we work hand-in-hand with the board of directors and the school's administration throughout the difficult processes associated with discipline and termination of school employees. (Note: All final hiring/termination decisions are at the sole discretion of the school's administrator and/or board of directors.)

Academica West will further assist your school by preparing employment agreements for each employee and a school employee policy handbook. Upon receipt of the terms of employment, our team provides yearly employment agreements for every school employee and verifies that employment terms, benefits, and compensation packages align with the budget approved by your governing board. Academica West also provides all new hire paperwork (e.g. enrollment info, W-4, I-9, acknowledgements and authorizations) and tracks completion of required employment forms.

Academica West provides your school's director with employee notifications of their Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) rights and benefits, and also provides application information to the school to ensure compliance under these federal laws. Further, our human resource management team monitors employees' use of these benefits.

Academica West's human resource team will help maintain, monitor, update, and advise regarding HMCS's Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) database to help ensure each staff member in your school possesses the appropriate licensure/qualifications and a current background check as required by Utah law. Academica West will manage your school's CACTUS database and will work closely with your administration on educator licensing and CACTUS related issues and goals.

Academica West provides its schools with regular monthly educator licensing reports which detail benefit waivers, educator licensing, paraprofessional certifications, background check completion, and annual training. Our services also include staff training and assistance with the provision of Worker's Compensation benefits to your employees.

In addition, Academica West serves as the liaison between the school and any payroll provider or professional employer organization selected by the board of directors to provide payroll services, human resource support, or employee management services, as applicable.

Board Meetings (Regular & Special)

Unless directed otherwise by the board of directors, Academica West will schedule, coordinate and attend regular and special board meetings and facilitate compliance with the legal requirements and guidelines regarding the conduct of public meetings and record keeping for such meetings (e.g. Utah's Open and Public Meetings Act, the Government Records Access and Management Act and the Utah Revised Nonprofit Corporations Act).

Academica West's staff will assist your board's efforts to make informed and meaningful decisions and to ensure each board meeting is effective and efficient. To this end, Academica West places a high priority on the support provided to your board of directors prior to, during, and after each board meeting. This support includes collection and distribution of meeting materials, agendas, board packets, and ongoing training/support in parliamentary procedure, governance best practices, and corporate formalities. Following each meeting, we track committee assignments, attend ancillary committee meetings if requested, monitor tasks, and report to the board of directors on progress towards implementation of board decisions.

Academica West will also manage and track action items that require annual board approval and/or review (e.g. annual budgets, required/established committees, curriculum, Open and Public Meetings Act training, board member/officer terms and elections, required policy review).

General Financial Support

Management of your school's finances serves as the foundation for any business services provider. By engaging Academica West's services, HMCS will recognize the value of our specialized approach to charter school finance. In addition to an experienced bookkeeping staff, our financial services are provided and supervised at all levels by our accounting staff who have expertise in Utah charter school finance, funding, financial reporting, record keeping, auditing, and nonprofit tax. As a result, Academica West enjoys a reputation of working with schools that enjoy strong financial positions coupled with proven accounting procedures and histories of financial reporting compliance. We begin this process with your school by ensuring accurate and appropriate maintenance of the school's financial records, and we coordinate with your school's administration to ensure the required financial reporting is completed and submitted in a timely manner.

Academica West also coordinates with the school's administrator and board of directors to prepare and present annual budgets and financial forecasts for the full board's review and approval in compliance with Utah Code Ann. § 53G-7-301 et seq. With the benefit of over 15 years of Utah charter school finance experience, we begin the budgeting process by providing the board and administration with accurate revenue/expense projections. We then work closely with your school to identify program needs that are unique to your educational model. Our accounting staff utilizes this information to prepare and present a budget to the board for approval. Throughout the school year, we monitor the budget and prepare amended budgets, if necessary.

Academica West will meet regularly with your school's administrator and finance committee to review the budget and assist the school in sound financial decision-making. Academica West provides monthly financial statements to the board and will report on your school's budget/finances at your regularly scheduled board meetings. The purpose of these reports is to ensure your board of directors and administrator have current information regarding the school's financial position and remain in compliance with Utah Code Ann. § 53G-7-309. These reports include current school financial statements, a budget-to-actual analysis, prior year comparisons, and often include additional financial

reports requested by the board. Furthermore, upon request, Academica West will provide training on the interpretation of financial reports to improve each board member's understanding of the school's financial position.

Academica West will coordinate with the board of directors and administrator in connection with the school's purchasing needs to help ensure school funds are properly utilized to purchase the best goods/services at the best value in accordance with the Utah Procurement Code. This includes assistance with advertising or soliciting bids, researching and presenting multiple purchase options, and obtaining competing product/service information.

Academica West will monitor your school's purchasing policies and procedures for compliance with applicable law and best practices. HMCS's purchasing procedures and limitations are entered into Academica West's accounting system which has been developed and specifically tailored for use with Utah charter schools. Our automated system ensures that the requirements of your school's purchasing policy have been met prior to disbursement of school funds. Your governing board and administration will have online access to review *all* expenditures and supporting documentation. This includes full access to view data entry dates and authors, authorization(s), copies of invoices, dates of disbursement, program classifications, etc. In the current atmosphere of public accountability and transparency, our governing boards and school leaders are provided the capability to monitor and review their school's financial activity in real-time. We are unaware of any other provider that offers this level of transparency and access to their work product.

Academica West also provides professional-level audit support. Our audit support and preparation services begin with the establishment and monitoring of proper internal controls and documentation procedures. This approach ensures that your school's financial practices are in compliance with audit standards. During your school's annual financial audit, our experienced accounting/auditing staff provides the school's auditors with the documentation and financial information they deem necessary to perform their audit. Our accounting staff is uniquely qualified to work with your auditors to ensure accurate information is presented on behalf of your school. Other audit support services include planning, fieldwork, financial statement preparation, and distribution of the completed audit to all required state agencies and debt instrument holders, if applicable. At the completion of the financial audit, Academica West's experienced tax professionals will prepare and file the school's required Tax Form 990 in accordance with IRS nonprofit regulations. Academica West also coordinates the school's annual October 1st enrollment audit and annual student membership testing as required by law.

Inasmuch as funding for Utah charter schools is relatively low when compared to national averages, we take great pride in the financial position of each of our client schools. Academica West works diligently to provide schools with accurate financial data and professional guidance as it relates to the safeguarding, monitoring, and responsible use of the public funds entrusted to your school.

Accounts Payable/Receivable & Financial Documentation

Academica West will provide all bookkeeping services for your school, including accounts payable, accounts receivable, bank statement reconciliations and related services as well as coordinate the compilation and submission of the school's employee payroll. As part of these services, Academica West will maintain the school's financial records in accordance with applicable laws, rules, and regulations and will cooperate with the school's independent auditing firm to provide all supporting documentation. At Academica West, all financial information, including purchasing and supporting documentation, is made available online to your board of directors through Academica West's secure accounting system.

Maintenance of School Records

Academica West will coordinate with your school's administration regarding maintenance of the school's records. This includes training and implementation of best practices regarding proper custody of school financial and student records, including but not limited to, maintenance of confidentiality of all pertinent records and responding to public records requests. Acting as custodians of supporting financial data, Academica West adheres to established and audited procedures for maintaining proper documentation needed to support purchases made with state and federal funds (restricted and unrestricted), as well as funds donated to the school.

Inasmuch as HMCS is responsible for protecting the privacy of student data and ensuring data security, Academica West will assist the school in developing policies and procedures that comply with the Utah Student Data Protection Act, the Utah Family Education Rights and Privacy Act, Utah Admin Code R277-487 Public School Data Confidentiality and Disclosure, and the federal Family Education Rights and Privacy Act. Academica West personnel serve on the state-level Student Data Policy Advisory Group and Student Data Governance Advisory Group. Because these state committees are charged with establishing student data confidentiality standards, Academica West is well-positioned to provide informed support regarding compliance with these requirements.

Academica West will work with your board of directors to ensure HMCS's student data privacy and security policy and related documents comply with the requirements of the aforementioned laws. This includes, among other things, designation of a student data manager, creation/maintenance/publishing of the school's data governance plan and metadata dictionary, and publishing/distribution of your school's student data collection notice. Further, we will assist HMCS to ensure that the school's contracts with third parties (including Academica West) include student data confidentiality provisions governing the collection, use, storage, and sharing of personally identifiable student data. Academica West will also ensure that HMCS's policies establish appropriate student data privacy training for employees, aides, and volunteers who have access to education records as defined in the Family Education Rights and Privacy Act.

School Reporting Assistance

Academica West's staff has significant experience with Utah charter school reporting requirements and will coordinate and assist in the preparation of all reports required by

your charter authorizer. This ensures accurate and timely submission of all state and federal reports and alleviates a significant burden from your school's administrator. As a Utah public charter school, your school is required to submit well over 100 reports to the state and federal government each year. These reports include, but are not limited to, personnel, CACTUS (teacher data and licensing), student records, financial reports, board meeting minutes, financial and enrollment audits, Title Reports, Money Management Council, AFR and APR. Reports will be submitted to the school for approval prior to submission. All reports will be submitted before the established deadlines.

Administrative Support

Serving as the administrator of a charter school is an extremely challenging and, at times, lonely job. Academica West's Education Specialists seek to ease the burden of this position by providing a breadth and depth of educational experience that no other provider in the state can rival. After our initial years of operation, we recognized the need to provide specific educational expertise in the areas of general school administration, curriculum, special education, school governance, staffing, reporting and assessment. The schools we serve, and more specifically their administrators, now benefit from the counsel, advice and assistance of our Education Specialists. This assistance includes, but is not limited to, counseling on complex student issues, calendaring, staffing, parent relationships, conflict management, and student discipline matters. Our Education Specialists are made available to your administrator to discuss questions or education issues related to the administration of your school. Academica West hosts monthly Director's Meetings to discuss upcoming reports, charter school issues, and to provide networking opportunities among our administrative professionals. The result of our administrative support is a better informed, more effective, and less burdened school administration.

In addition, Academica West will consult with your administrator regarding compliance with the federal Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The complexity and difficulty of complying with these laws increases every year. Therefore, Academica West's experienced Education Specialists provide ongoing guidance to your administration and the school's special education staff to increase their understanding of the requirements applicable to these laws. In addition, Academica West will monitor and update HMCS's policies and procedures consistent with the applicable legal requirements, and we will help identify and engage outside experts when appropriate.

Additional Services

USBE Liaison & Meeting Attendance. At the request of the board of directors, Academica West will serve as the school's liaison with the school's authorizer and USBE officials. In connection therewith, Academica West staff will attend state meetings and public hearings on behalf of your school and will report important information to your board of directors and administration. At the request of the board of directors, Academica West will coordinate and consult with the board to seek approval of any proposed charter amendments.

Policy Development. As noted above, Academica West's staff possesses significant expertise in the laws governing Utah charter school operations. Our schools benefit from this expertise as we work together to establish and update policies and administrative procedures that meet your school's needs and comply with applicable laws and standards.

Grant Support. Under the direction of the board of directors, Academica West will provide guidance to HMCS's administration as it seeks available funding earmarked for charter schools by the USBE or other sources. Grant support includes compilation of financial data, reports, school information, and any budget analysis needed to complete grant applications and to determine whether a specific grant program will provide a benefit to the school. Academica West will ensure that grant funds and items purchased with those funds are properly tracked and accounted for in compliance with applicable restrictions or conditions.

Compensation – Cost Formula

In accordance with the instructions contained in the Request for Proposals, all cost information has been submitted in a separate PDF document and clearly identified as containing cost information.



ACADEMICAWEST

**EDUCATION SERVICE PROVIDER
COST INFORMATION**

for
HighMark Charter School

COMPENSATION – COST FORMULA

Proposed Rate

Academica West's annual fee for providing the services outlined in this proposal is based on a *per-pupil rate*. This rate is calculated as follows: \$425 per student enrolled at HMCS up to 550 students, and \$375 per student enrolled above 550.

Compensation Calculation

For a projected enrollment of 695 students, the annual fee would be calculated as follows:

$$\begin{array}{rcl} 550 \text{ students (x) } \$425/\text{student} & = & \$233,750 \\ 145 \text{ students (x) } \$375/\text{student} & = & \underline{\$54,375} \\ \text{Total Annual Fee:} & & \$288,125 \end{array}$$

$$\text{Annual Per Pupil Cost: } \$415 \text{ per student}$$

Note: the total annual fee will be calculated each year based on HMCS's annual October 1st enrollment count.



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

CM-1155

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

5/10/2022

EXPIRATION DATE

6/9/2022

PROJECT DESCRIPTION

AVA Camera System

PROJECT MANAGER

Bilanzich, Jason D
jason.bilanzich@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
*** Scope of Work ***			
AVA system (Qty.15 cameras with Qty.19 Views) 30 Days of footage, cloud option, 10 year warranty.			
<ul style="list-style-type: none">- Remove all Hikvision- Run Cat 6 to new camera locations- Install Bullet on camera on north entrance- Install Bullet on camera on north parking lot- Install multi head camera NE corner- Install multi head camera SW corner- Install fisheye camera in lunch area- Install Dome in the following Gym, Elevator towards lobby, North West exit, two in SW corner exit/stairs, Upstairs four corners- Setup Camera Sever- Train Admin on System			
Camera Maintenance option			
<ul style="list-style-type: none">- 5 year (60 Month agreement) @ \$150.00/per month \$10/per camera- Quarterly Camera Inspection & Cleanings- Perpetual System maintenance- Semi-Monthly Monitoring- Quarterly Hour system training- Unlimited Remote Support/Training- Unlimited Clients desktop and mobile			
Camera Monthly Subscription	15	150.00	2,250.00
<ul style="list-style-type: none">- (Qty.15) Ava AWA-CLD-1Y- This is required for the platform- \$150.00/per year per camera			
Labor and Materials	1	21,387.00	21,387.00
<ul style="list-style-type: none">- (Qty.3) Cat 6 CMP- (Qty.10) Ava Dome-W-5MP-30- (Qty.2) Ava BULLET-WI-W-5MP-30- (Qty.1) Ava Fisheye 9MP- (Qty.2) Ava Multihead QUAD-20MP-30- (Qty.2) Ava ACCQ-PEN-HEA- (Qty.2) Ava ACCQ-MNT-ADA- (Qty.2) Ava ACCQ-WAL-MNT- (Qty.2) Ava ACCQ-CRN-MNT- Installation labor- Setup and Configure			



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

CM-1155

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

5/10/2022

PROJECT DESCRIPTION

AVA Camera System

EXPIRATION DATE

6/9/2022

PROJECT MANAGER

Bilanzich, Jason D
jason.bilanzich@etscorp.com

DESCRIPTION

QTY

UNIT PRICE

EXT PRICE

TERMS AND CONDITIONS

Project invoices will be Due Upon Receipt. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

SUBTOTAL

23,637.00

SALES TAX

0.00

QUOTE TOTAL

23,637.00

Signature: _____

Date: _____



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

CM-1160

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

6/1/2022

EXPIRATION DATE

7/1/2022

PROJECT DESCRIPTION

Avigilon Camera System

PROJECT MANAGER

Bilanzich, Jason D
jason.bilanzich@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
-------------	-----	------------	-----------

*** Scope of Work ***

Avigilon system (Qty.15 cameras with Qty.19 Views)
14 days of camera footage, on prem system, 5 year warranty.

- Remove all Hikvision
- Run Cat 6 to new camera locations
- Install Bullet on camera on north entrance
- Install Bullet on camera on north parking lot
- Install multi head camera NE corner
- Install multi head camera SW corner
- Install fisheye camera in lunch area
- Install Dome in the following Gym, Elevator towards lobby, North West exit, two in SW corner exit/stairs, Upstairs four corners
- Setup Camera Sever
- Train Admin on System

Camera Maintenance option

- 5 year (60 Month agreement) @ \$150.00/per month \$10/per camera
- Quarterly Camera Inspection & Cleanings
- Perpetual System maintenance
- Semi-Monthly Monitoring
- Quarterly Hour system training
- Unlimited Remote Support/Training
- Unlimited Clients desktop and mobile

Labor and Materials	1	22,616.00	22,616.00
---------------------	---	-----------	-----------

- (Qty.3) Cat 6 CMP
- (Qty.2) Avigilon 5MP H5 Bullet
- (Qty.10) Avigilon 5MP H5 Dome
- (Qty.10) Avigilon In-Ceiling Adapter
- (Qty.1) Avigilon Fisheye 12MP
- (Qty.2) Avigilon Multihead 20C-H4A-4MH-360
- (Qty.2) Avigilon H4AMH-AD-PEND1
- (Qty.2) Avigilon H4AMH-DO-COVR1
- (Qty.2) Avigilon H4AMH-AD-IRIL1
- (Qty.2) Avigilon H4-MT-CRNR1
- (Qty.2) Avigilon POE++
- (Qty.15) Avigilon STD License
- Camera Server
- Installation labor
- Setup and Configure

TERMS AND CONDITIONS

Project invoices will be Due Upon Receipt. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

SUBTOTAL	22,616.00
----------	-----------

SALES TAX	0.00
-----------	------

QUOTE TOTAL	22,616.00
-------------	-----------

Signature: _____

Date: _____



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

CM-1171

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

6/2/2022

EXPIRATION DATE

7/2/2022

PROJECT DESCRIPTION

Door Access Control

PROJECT MANAGER

Bilanzich, Jason D
jason.bilanzich@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
*** Scope of Work ***			
<ul style="list-style-type: none">- Install PDK Door Access System- Install Door Access Control on Front Door- Install Door Access Control on East Door- Train admin on system			
Head end unit	1	1,225.00	1,225.00
<ul style="list-style-type: none">- PDK Cloud- Installation labor			
East Door Access Control	1	2,128.00	2,128.00
<ul style="list-style-type: none">- Access Control Cable- Door Strike- PDK Single door controller- PDK Card reader- Installation labor			
Monthly Service			
DOOR ACCESS CONTROL			
*NOTE: PDK MONTHLY SUBSCRIPTION RATE \$24/month/per door			
<ul style="list-style-type: none">- PDK Cloud Access- PDK Managed Access- Remote troubleshooting- Service call 's not included (billed per incident after system has been established)			
**NOTE: 36 month agreement required. After 36 month term agreement will renew to month to month terms at \$12/month/per door. Total monthly amount will be \$24 for (Qty.2) doors*			

TERMS AND CONDITIONS

Project invoices will be Due Upon Receipt. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

SUBTOTAL 3,353.00

SALES TAX 0.00

QUOTE TOTAL 3,353.00

Signature: _____

Date: _____


www.lesolson.com
800-365-8804

Corporate Headquarters, 3244 South 300 West, South Salt Lake, Utah 84115

Quote MITQ207792

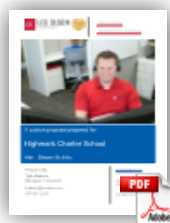
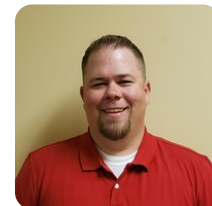
Valid through June 30, 2022

Prepared For:

Highmark Charter School
 Shawn Meihlke
 Phone: (801) 476-4627
 290 N Flint St
 Kaysville, UT 84037-9773
smiehlke@hmcharterschool.org

Prepared By:

Tyler Roberts
 Managed IT Solutions Account Executive
 Phone: 801-621-2323
 Email: troberts@lesolson.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

QTY	Description	Picture	Unit Price	Ext Price
Verkada Camera Solutions				
1	AC41 4 Door Controller		\$1,599.00	\$1,599.00
1	4AH Backup Battery		\$99.00	\$99.00
2	L-Bracket Mount		\$129.00	\$258.00
1	Angle Mount		\$149.00	\$149.00
2	AD32 Multi-format Card Reader		\$299.00	\$598.00
2	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max		\$1,899.00	\$3,798.00
4	CD42 Indoor Dome Camera, 256GB, 30 Days Max		\$999.00	\$3,996.00
2	CD42-E Outdoor Dome Camera, 256GB, 30 Days Max		\$1,199.00	\$2,398.00
4	CD52 Indoor Dome Camera, 256GB, 30 Days Max		\$1,199.00	\$4,796.00
1	CD52-E Outdoor Dome Camera, 256GB, 30 Days Max		\$1,399.00	\$1,399.00
3	CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max		\$1,999.00	\$5,997.00
1	CM41 Indoor Mini Dome Camera, 128 GB, 30 Days Max		\$799.00	\$799.00
<input checked="" type="radio"/> 17	3-Year Camera License		\$549.00	\$9,333.00
<input checked="" type="radio"/> 2	3-Year Door License		\$599.00	\$1,198.00
<input type="radio"/> 17	5-Year Camera License		\$899.00	\$15,283.00
<input type="radio"/> 2	5-Year Door License		\$999.00	\$1,998.00
<input type="radio"/> 17	10-Year Camera License		\$1,799.00	\$30,583.00
<input type="radio"/> 2	10-Year Door License		\$1,999.00	\$3,998.00

LOC Cabling

1	LOC Cabling - Labor Cabling Rate x 4 Technicians	\$5,520.00	\$5,520.00
1	LOC Cabling - Materials Mag locks, Request to exit sensors, banana Cable, Rj-45 w/boot, patch cables, Power supply, battery, Cat 6 cable, Scissor Lift Rental	\$1,849.15	\$1,849.15

Update Totals

SubTotal:	\$43,786.15
Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$43,786.15

Ready to Accept?

Order Confirmation

Les Olson Company, seller, agrees to sell and the Purchaser agrees to buy all the goods and personal property described in the foregoing sales order at the price and upon the terms therein stated, and subject to final credit approval. The title to said property shall remain with the seller until the full purchase price is paid, but the purchaser shall be responsible for any loss, damage or injury to said property, whether by fire or otherwise, and no such loss, damage or injury shall relieve the purchaser from liability to pay the full purchase price. Equipment on a cost per copy, rental or lease must be covered by insurance. Time is of the essence regarding the terms of this contract, and if default be made by the purchaser in any payment of any of the terms of this sale, the seller may, at its election, declare the forfeiture hereunder and may take possession of the property and thereupon all of the purchaser's rights herein shall cease, and all payments theretofore made by the purchaser shall be forfeited as liquidated damages. No acceptance of any intermediate payment by the seller after default shall be a waiver of subsequent or of the seller's right to repossess the property and declare a forfeiture. The purchaser gives seller the right to file financing statements with respect to the equipment under the Uniform Commercial Code, as amended, or other similar provisions of law, and authorizes seller where permitted by law to make such filings without buyer's signature. The purchaser agrees to pay, in the event the account becomes delinquent and is turned over to an attorney or third-party collector, fees equal to fifty percent (50%) of the balance due all attendant collection costs. A Finance Charge of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) will be charged on all overdue accounts. NOTE: We will not be responsible for loss or damage caused by fire, theft, testing or any other causes beyond our control. A 15% handling/Restocking charge on all returned merchandise will be made, and in some cases additional shipping charges will apply. Security products are not a guarantee against compromise. Remediation of compromise (other than SOC response to active threat) is billed at indicated rates. Security & SOC services do not include physical forensic services, onsite remediation or notification services that may be required by state, local or federal agencies. Existing systems are expected to be serviced by their respective provider (i.e. AV equipment, phone systems, phone handsets and other specialty or IoT hardware). The terms and conditions within the original signed Agreement correctly set forth the entire agreement between parties.

Setup and configuration not explicitly stated above will be billed for actual hours used on a time & materials basis based on the current LOC rate for the purchased items. Work will be performed by an LOC Technician qualified for the installation and configuration of your software/hardware.

☐ I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 73.63.96.146

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email

Address

smiehlike@hmcharterschool.org

Printed Name

Signature

Click to Accept

Note, use the "Click to Accept" option above to accept this quote.

Have Questions?

Not Ready To Accept? Have Questions?

(Note, by clicking submit here is not an acceptance of this quote. Please use the "Click to Accept" option above. Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Mountain Daylight Time UTC-06:00

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Teacher and Student Success Plan

School Year: 2022 – 2023

School: HighMark Charter School (HMCS)

Date Board Student Success Framework Approved: June 17, 2019

Date Teacher and Student Success Plan Approved: June 4, 2022

General Information – In accordance with the Student Success Framework approved by the Board, the school's administration will create a Teacher and Student Success Plan designed to improve the school's performance under the state's accountability system (SBE staff have indicated that this means achieving at least a 1% increase from the previous year's overall score). The Plan's goals may align with the goals shown on the School Land Trust Plan. Schools must include at least one goal in the plan. Schools must solicit input on developing the plan from administrators, school level educators, parents, and the School Land Trust council and may solicit input from students, support professionals, or other community stakeholders. The Plan must be submitted to the school's Board for approval. The Board will annually review the Plan submitted and use its best efforts to complete the approval process by June 30 each year. The School Land Trust council will select a component of the approved plan to address within the School Land Trust Plan.

Goals based on School Needs

1. Students at HMC will increase Language Arts scores by 7% from BOY to EOY on Acadience.
2. Students at HMC will increase Math scores by 7% from BOY to EOY on Acadience.

Measurement

1. Goal will be measured by end of year summative tests and Acadience.

Action Steps

- Administrators will give data based portfolio/goals stipends.
- Teachers will use data to create instructional opportunities for students.
- Students will take end of year summative tests in Language Arts and Math.

Budget

30% of the TSSA fund will be used for educators' stipends.

70% of the TSSA funds will be used for augmentation of existing programs.

NOTES: According to statute, administration needs to annually submit to the LEA Board a description of (1) budgeted and actual expenditures of the Plan, (2) how the expenditures relate to the school's Plan, and (3) how the school measures the success of the school's participation in the program. The above plan fulfills these requirements.

The school must post on its website (a) the approved Plan, (b) a description of the school's allocation budgeted and actual expenditures, (c) a summary of how the expenditures help the school accomplish the plan, and (d) the school's current level of performance.



1103 N 1600 W
Layton, UT 84041
(801) 758-7300
etscorp.com

PROJECT QUOTE

EM-1515

ISSUED TO

HighMark Charter School
2467 E South Weber Dr
South Weber UT 84405

DATE

4/4/2022

EXPIRATION DATE

5/4/2022

PROJECT DESCRIPTION

120 Chromebooks w/Carts & 40 Laptops

PROJECT MANAGER

Jewkes, Kelly D.
kelly.jewkes@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
120 Chromebooks w/Carts & Setup	1	45,931.96	45,931.96
Dell Chromebook 3100 - Intel Celeron N4020 (Dual Core, up to 2.8GHz) - 4 GB, LPDDR4, 2400 MHz - 16 GB eMMC, on-board - 11.6", HD 1366x768, 60Hz, Non-Touch, Anti-Glare, Cam/Mic, WLAN Chromebook Management Console Licensing Standard setup and configuration Joey 30 Cart - Cart: lockable - 30 tablets / notebooks			
40 Laptops	1	41,960.00	41,960.00
Dell Inspiron - i7 Processor Quad Core - 16GB RAM - 512GB SSD - Windows 10 Pro -15.6" FHD WVA 1920 x 1080 Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable - 10-Key on keyboard - 1 Year NBD Parts Warranty Standard Configuration & Setup			

TERMS AND CONDITIONS

Project invoices will be Due Upon Receipt. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

SUBTOTAL 87,891.96

SALES TAX 0.00

QUOTE TOTAL 87,891.96

Signature: _____

Date: _____

HighMark Board of Director's Meeting
Saturday, June 04, 2022

Action Item: *2021-2022 Final Amended Budget*

Issue:

Approval of a final amended 2021-2022 operating budget is needed to comply with state law prohibiting actual expenditures from exceeding budgeting expenditures.

Background:

The current operating budget is the original budget that was prepared and adopted in the June 2021 board meeting. Since that time, there have been additional revenues and expenses, approved by the board, necessitating a final amended budget to comply with state law. The proposed final amended budget for HighMark Charter School is reflective of to date actual revenue and expenses plus projections for the remainder of the school year.

Recommendation:

It is recommended the Board approve the amended final budget for the 2021-2022 school year.

HighMark Board of Director's Meeting
Saturday, June 4, 2022

Action Item: *Proposed 2022-2023 Budget*

Issue:

An annual operating budget is needed to guide the school's financial course for the upcoming school year.

Background:

An operating budget for the 2022-2023 school year is required by state law to be adopted by the HighMark Charter School Board of Directors before the beginning of the budget year. Working closely with the administration, the proposed 2022-2023 budget is prepared with focus on student needs and teacher retention. The proposed operating budget for HighMark Charter School is reflective of forecasts of expected revenues and expected annual expenses for the coming fiscal year.

Of note are changes to staffing, annual staff salary increases, and changes to employers' insurance contributions as well as proposed changes to the school library.

Recommendation:

It is recommended the Board approve the proposed annual operating budget for the 2022-2023 school year.



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 335/395 *Risk Level: Very Low Low Moderate High Very High

> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	0	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: HighMark Charter School

*Completed for Fiscal Year Ending: 2022 *Completion Date: 06.04.2022

*CAO Name: Shawn Mielke

*CFO Name: Blake Petersen

*CAO Signature: 

*CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	Y			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	Y			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	Y	5		
4. Are all the people who have access to blank checks different from those who are authorized signers?	Y			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	Y			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	Y			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	Y			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	Y			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	Y			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	Y			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no ²⁰²² W-2 employees, check "N/A".				N/A
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				N/A

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

HighMark Charter School Budget Summary

	Year Ending 06/30/2021	07/01/2021 - 05/31/2022	Year Ending 06/30/2022	Percent of Budget	Year Ending 06/30/2023
	PY Actual	Year to Date	Final Amended		Proposed
Income					
Revenue From Local Sources					
1510 - Interest on Investments	6,551	4,398	6,500	68%	6,500
1741 - General Student Fees	4,640	810	800	101%	800
1742 - (Contra) General Student Fee Waivers	(45)	0	0		0
1743 - Curricular Activity Fees	45,231	42,116	41,500	101%	41,500
1744 - (Contra) Curricular Activity Fee Waivers	(2,307)	0	0		0
1747 - Extra-Curricular Activity Fees	35,942	46,365	46,500	100%	42,000
1750 - School Vending & Stores (Gross Sales)	19,440	27,401	24,000	114%	20,000
1910 - Rentals	4,572	11,158	12,000	93%	10,000
1920 - Contributions and Donations From Private Sources	7,607	11,459	12,000	95%	10,000
1990 - Miscellaneous	68,819	96,532	90,000	107%	95,000
1990-001 - Field Trips	0	412	500	82%	5,000
Total Revenue From Local Sources	190,450	240,651	233,800		230,800
Revenue From State Sources					
3005 - Regular School Programs K	82,396	76,232	95,587	80%	101,322
3010 - Regular School Programs 1-12	2,160,065	1,870,183	2,065,000	91%	2,313,750
3020 - Professional Staff	174,013	151,226	172,119	88%	190,958
3100 - Restricted Basic School Programs	440,858	434,217	510,836	85%	542,809
3200 - Related to the Basic Programs	1,796,522	1,515,524	1,736,592	87%	1,975,866
3300 - Special Populations	63,863	24,462	29,354	83%	74,552
3400 - Other Programs	221,015	180,937	201,399	90%	206,261
3500 - One-time Funding	169,863	184,026	199,309	92%	306,009
3800 - Non-MSP State Revenues (via USBE)	1,067	3,332	3,333	100%	0
Total Revenue From State Sources	5,109,662	4,440,139	5,013,529		5,711,527
Revenue From Federal Sources					
4200 - Unrestricted Revenue Received From Federal Government Through The State	147,879	0	132,566	0%	85,000
4500 - Restricted Federal-Received via USBE	25,203	0	21,172	0%	0
4522 - IDEA - B -- Pre-School Disabled (Sec 619)	3,881	0	4,177	0%	4,125
4524 - IDEA - B -- Disabled (PL 101-476)	98,623	0	98,431	0%	98,500
4800 - Federal No Child Left Behind	37,592	0	16,312	0%	16,000
Total Revenue From Federal Sources	313,178	0	272,658		203,625
Total Income	5,613,290	4,680,790	5,519,987		6,145,952
Expenses					
Instruction/Salaries					
0121 - Salaries - Principals and Assistants	220,689	181,803	199,600	91%	103,992
0131 - Salaries - Teachers	1,992,576	1,538,006	1,916,630	80%	2,075,581
0132 - Salaries - Substitute Teachers	24,318	27,727	27,500	101%	32,500
0142 - Salaries - Guidance Personnel	56,636	40,542	51,210	79%	54,571
0152 - Salaries - Secretarial and Clerical Personnel	116,903	113,737	117,500	97%	125,823
0161 - Salaries - Teacher Aides and Para-Professionals	279,720	243,294	270,223	90%	335,000
Total Instruction/Salaries	2,690,842	2,145,109	2,582,663		2,727,467
Employee Benefits					
0220 - Social Security	282,451	227,378	273,166	83%	286,987
0230 - Local Retirement	52,248	36,296	55,000	66%	80,000
0240 - Group Insurance	35,340	53,928	75,000	72%	100,000
0290 - Other Employee Benefits	455,029	367,439	450,000	82%	465,400
Total Employee Benefits	825,068	685,041	853,166		932,387
Purchased Prof & Tech Serv					
0320 - Professional - Educational Services	52,902	63,762	57,500	111%	80,000
0330 - Professional Employee Training and Development	6,213	3,240	8,500	38%	5,000
0340 - Other Professional Services	13,607	15,597	22,500	69%	25,000
0345 - Business Services	258,149	234,071	250,000	94%	300,000
0350 - Technical Services	86,073	63,905	75,000	85%	75,000
Total Purchased Professional & Technical Services	416,944	380,575	413,500		485,000
Purchased Property Services					
0410 - Utility Services	56,089	53,412	60,000	89%	65,000
0430 - Repairs & Maintenance Services	29,005	15,342	30,000	51%	60,000
0433 - Custodial Services	59,628	54,659	65,000	84%	75,000
0441 - Rental of Land & Buildings	0	150	0		0
0442 - Rental of Equipment & Vehicles	3,757	3,131	6,499	48%	1,000
0490 - Other Purchased Property Services	31,454	29,615	35,000	85%	35,000
Total Purchased Property Services	179,933	156,309	196,499		236,000
Other Purchased Services					
0513 - Student Transportation Services - Commercial	0	4,191	15,000	28%	15,000
0517 - Student Overnight Trips/Field Trips	0	434	0		0
0518 - Student Day Trips/Field Trips (includes Admission Charges)	0	7,502	22,500	33%	20,000
0521 - Property Insurance	19,742	22,078	22,078	100%	25,000
0530 - Communication (Telephone & Other)	17,786	14,808	20,000	74%	22,500
0540 - Advertising	1,338	732	5,000	15%	5,000
0561 - Tuition to Other LEAs Within the State	414	0	0		0
0580 - Travel/Per Diem	2,577	1,784	500	357%	500
Total Other Purchased Services	41,857	51,529	85,078		88,000
Supplies & Materials					
0610 - General Supplies	197,039	130,852	150,000	87%	260,000
0610-001 - Furniture and Fixtures (not capitalized)	0	4,867	5,000	97%	25,000
0610-002 - Other Food Purchases	0	84,377	75,000	113%	90,000
0641 - Textbooks	7,922	10,149	15,000	68%	12,500
0642 - E-Textbooks / Online Curriculum	21,440	24,288	25,000	97%	25,000
0644 - Library Books	1,426	24	0		1,500
0650 - Supplies - Technology Related	221,707	124,916	130,000	96%	150,000
0670 - Software	11,362	16,536	20,000	83%	20,000
0680 - Maintenance Supplies and Materials	9,179	8,152	19,500	42%	15,000
Total Supplies & Materials	470,075	404,161	439,500		599,000
Property					
0710 - Land and Site Improvements	9,966	0	0		55,000
0730 - Equipment	10,626	0	0		8,500
0734 - Technology Related Hardware	13,043	0	0		0
Total Property	33,635	0	0		63,500

Debt Services & Miscellaneous					
0810 - Dues and Fees	21,707	20,836	24,000	87%	25,000
0810-001 - UBTI Federal Tax	0	750	0		1,000
0830 - Interest	494,091	419,494	482,500	87%	470,165
0840 - Redemption of Principal	287,997	266,261	300,000	89%	318,433
Total Debt Services & Miscellaneous	803,795	707,341	806,500		814,598
Total Expenses	5,462,149	4,530,065	5,376,906		5,945,952
Total Net Income	151,141	150,725	143,081		200,000

HMCS ANNUAL BOARD MEETING CALENDAR



Below are the tentative HighMark Charter School Board Meeting dates for the 2022-2023 school year. Meetings are tentatively scheduled on a Monday every other month. These dates are subject to change and additional meetings may take place. All meetings will be posted on the Utah Public Meeting Notice website at least 24 hours in advance.

August 15 at 7:00 PM
HMCS Library

October 17 at 7:00 PM
HMCS Library

January 23 at 7:00 PM
HMCS Library

March 27 at 7:00 PM
HMCS Library

June 3 at 8:00 AM
TBD

Please note that meetings will generally be held at 2467 E. South Weber Drive; South Weber, UT 84405. Meetings may also be held electronically (HUB: 2467 E. South Weber Drive; South Weber, UT 84405) or at different locations as specified by the Board of Directors.

HighMark Charter School

Board of Directors Meeting

April 20, 2022

Location: 2467 E. South Weber Drive South Weber, UT 84405

This meeting of the board of directors was held electronically.

In Attendance: Richard Bigler, Rory Ukena, Blake Petersen

Others In Attendance: Shawn Miehke, Krystal Taylor, Ryan Smith, Kim Dohrer, Janey Stoddard

Excused: David Garrison, Lori Drake



MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 10:04AM.

CONSENT ITEMS

- January 24, 2022 Board Meeting and Closed Session Minutes
- February 4, 2022 Board Meeting Minutes
- March 14, 2022 Board Meeting and Closed Session Minutes

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

VOTING AND DISCUSSION ITEMS

- 2022/2023 School LAND Trust Plan & Budget
- Curriculum Purchase

Shawn Miehke spoke to the School LAND Trust Plan and Budget. There is a need for new laptops throughout the school. Curriculum is being purchased and the board was presented the amount of approval needed.

Blake Petersen made a motion to approve the School Land Trust Plan & Budget, including all funds with no carryover as discussed and the curriculum purchase not to exceed \$6,000. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

- 401K Wait Period

Shawn Miehke reviewed the proposed change in the 401k plan to change the wait period down to 60 days.

Richard Bigler made a motion to approve the 401K wait period down to the minimum of 60 days. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye.

- Discussion UDOT Construction

The board discussed upcoming meetings that will be happening with South Weber City in relation to upcoming UDOT construction near the school. Board members volunteered to be part of those meetings to assure Shawn Miehke had support when voicing the needs of the school.

CALENDARING

- Annual Board Meeting
 - June 3rd Board Dinner
 - June 4th Board Meeting

The Board will meet for a dinner the evening of June 3rd followed by the annual meeting on June 4th. Additional information will be send to board members as the date approaches.

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 10:30AM Richard Bigler made a motion to move into closed session. Blake Petersen seconded. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye. Motion passed.

ADJOURN

At 10:35AM Richard Bigler made a motion to move out of closed session and adjourn. Blake Petersen 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: April 20, 2022

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 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 April, 2022, at, 2467 E. South Weber Drive South Weber, UT 84405 Utah.

Richard Bigler, Board Chair

Signature

Positive Behavior Plan Report

1.) Implementation of The 7 Habits of Highly Effective People

The 7 Habits of Highly Effective People have been integrated monthly into our elementary. Each month our Elementary has one habit that we focus on, and our teachers teach lessons on that specific habit.

2.) Red Ribbon Week

Red Ribbon Week was held from October 23rd through October 31st. We wore red ribbons and distributed them to our friends, family, volunteers, staff, and employees. In addition, there was a drug prevention and refusal skills presentation for our students.

3.) Individual and group counseling/social work services

Students can meet with our school counselor regarding areas such as trauma and suicidal ideations and receive referrals for outside support when needed. These provisions allow students to feel connected and cared about in the school environment and thus can decrease the likelihood that students will use substances. Unfortunately, we have seen increase in students needing to work through these situations over the last three years.

4.) Bullying and Harassment Prevention

All of our teachers must complete bullying and harassment prevention training every year. We focus on classroom-based lessons and confidential reporting systems to help identify bullying behavior. We feel confident that our system does an excellent job of reducing and eliminating bullying at Highmark.

5.) SOAR Class Mentoring

Every student from 4th grade through 9th grade participated in a SOAR class this year. As a result, every student has the opportunity to work on missing assignments, get help with homework, and study for tests. Another crucial element of these SOAR classes is one on one mentoring. Each student meets with

their SOAR teacher in a mentor meeting weekly. The teachers and students have loved this new class period. We plan to continue it next year with some changes.

6.) Quarterly Counselor Presentations

Every quarter, our counselor provided a 70-minute lesson to every 7th grader in the school. These lessons range in topics from stress management, positive coping mechanisms, and effects of substance abuse to life planning and career forecasting. Students are given the skills needed to understand where their stresses originate and how to cope with them healthily. Students reacted positively to these lessons, and we felt they were beneficial to our students.

7.) HighMarket

HighMark students are given a chance to create their own business in small groups with their SOAR classes. Students came up with a product and business plan and worked together to develop their business. Next, students marketed their business and ran their business for two nights at Highmarket. Students then completed a reflection on their experience. Highmark has integrated this experience into our Jr. High for eight straight years and will continue to do so.

21-22 Director's Report

Enrollment: 22-23 School Year

Applications	70
Students Applied	85
Siblings	14
Accepted Students	36
Confirmed Students	16
Registered Students	687
Declined Students	81
Withdrawn Students	18

Group	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
Applied	2	28	15	19	6	6	2	4	2	1	0
Sibling Priority	0	1	2	7	2	1	0	1	0	0	0
Accepted	16	0	0	1	0	3	4	6	5	1	0
Confirmed	0	2	0	1	0	1	3	2	2	5	0
Registered	49	50	54	55	55	54	63	99	104	104	0
Declined	26	3	5	5	6	6	11	12	3	4	0
Withdrawn	0	1	2	2	2	2	3	3	1	2	74

Enrollment History:

School Year	Total
2022	651
2021	659
2020	621
2019	644
2018	676
2017	685
2016	674
2015	655

Highmark RISE Scores 3rd - 8th

Grades	Scale Score	Scale Score	Difference
	Highmark	State Average	Point Difference
3rd			
Reading	292	316	-24
Math	306	310	-4
4th			
Reading	351	352	-1
Math	341	340	1
Science	548	551	-3
5th			
Reading	394	386	8
Math	357	367	-10
Science	550	550	0
Writing			
6th			
Reading	434	414	20
Math	411	401	10
Science	849	849	0
7th			
Reading	440	419	21
Math	430	425	5
Science	847	848	-1
8th			
Reading	447	434	13
Math	442	460	-18
Science	846	848	-2
Writing			

BOY Acadience Data - Reading

Kindergarten		1st Grade		2nd Grade		3rd Grade		4th Grade		5th Grade		6th Grade	
Blue	26 - 58%	Blue	13 - 28%	Blue	23 - 42%	Blue	19 - 39%	Blue	21 - 42%	Blue	29 - 54%	Blue	34 - 47%
Green	9 - 20%	Green	6 - 13%	Green	16 - 30%	Green	8 - 16%	Green	7 - 14%	Green	4 - 7%	Green	26 - 36%
Yellow	5 - 11%	Yellow	4 - 9%	Yellow	6 - 11%	Yellow	7 - 14%	Yellow	8 - 16%	Yellow	14 - 26%	Yellow	12 - 16%
Red	5 - 11%	Red	24 - 50%	Red	9 - 17%	Red	15 - 31%	Red	14 - 28%	Red	7 - 13%	Red	1 - 1%
Benchmark or Above 78%		Benchmark or Above 41%		Benchmark or Above 72%		Benchmark or Above 55%		Benchmark or Above 56%		Benchmark or Above 61%		Benchmark or Above 83%	
Below/Well Below Benchmark 22%		Below/Well Below Benchmark 59%		Below/Well Below Benchmark 28%		Below/Well Below Benchmark 45%		Below/Well Below Benchmark 44%		Below/Well Below Benchmark 39%		Below/Well Below Benchmark 17%	

Highmark - Overall School Scores

Blue	166 - 45%
Green	77 - 20%
Yellow	56 - 15%
Red	77 - 20%

Benchmark or Above 65%
Below/Well Below Benchmark 35%

EOY Acadience Data - Reading	
------------------------------	--

Kindergarten		1st Grade		2nd Grade		3rd Grade		4th Grade		5th Grade		6th Grade	
Blue	37 - 84%	Blue	20 - 43%	Blue	16 - 31%	Blue	10 - 21%	Blue	21 - 44%	Blue	27 - 50%	Blue	36 - 50%
Green	4 - 9%	Green	10 - 22%	Green	17 - 33%	Green	18 - 37%	Green	8 - 16%	Green	4 - 8%	Green	28 - 39%
Yellow	2 - 5%	Yellow	3 - 7%	Yellow	10 - 19%	Yellow	10 - 21%	Yellow	12 - 24%	Yellow	13 - 25%	Yellow	6 - 8%
Red	1 - 2%	Red	13 - 28%	Red	9 - 17%	Red	10 - 21%	Red	8 - 16%	Red	9 - 17%	Red	2- 3%
Benchmark or Above 93%		Benchmark or Above 65%		Benchmark or Above 64%		Benchmark or Above 58%		Benchmark or Above 60%		Benchmark or Above 58%		Benchmark or Above 89%	
Below/Well Below Benchmark 7%		Below/Well Below Benchmark 35%		Below/Well Below Benchmark 36%		Below/Well Below Benchmark 42%		Below/Well Below Benchmark 40%		Below/Well Below Benchmark 42%		Below/Well Below Benchmark 11%	
+15% from BOY		+24% from BOY		-8% from BOY		+3% from BOY		+4% from BOY		-3% from BOY		+6% from BOY	

Highmark - Overall School Scores

Blue	167 - 47%
Green	89 - 24%
Yellow	56 - 15%
Red	52 - 14%

Benchmark or Above 71%
Below/Well Below Benchmark 29%

Summit Summary + Upcoming Changes

7th Grade:

Students with a 3.0 GPA or Higher: $52/94 = 55\%$

Students with a 1.0 GPA or Lower: $2/94 = 2\%$

8th Grade:

Students with a 3.0 GPA or Higher: $53/104 = 51\%$

Students with a 1.0 GPA or Lower: $7/104 = 6\%$

9th Grade

Students with a 3.0 GPA or Higher: $39/71 = 55\%$

Students with a 1.0 GPA or Lower: $3/71 = 4\%$

Intro to Summit starts in 4th grade with two subjects. (Math & Language Arts) -5th Grade will integrate all four.

Reduce the number and weight associated with PFA's (Power Focus Areas) –Feedback from Parents and Students

Instructional Coach will lead Summit Professional Development monthly for our teachers.

Tutoring will run every Wednesday all year long. Two/Three Friday's per month will have open office hours for additional help.

SOAR period will be redesigned to allow students to move to the areas they need help. This grants students up to four hours per week to "caught up" or get additional help.

Summit Professional Development this summer in July with admin team.

Business Capstones

Elementary

K-4th & 6th Grade – JA lessons taught by Mrs. Sara

5th Grade – JA Biztown lessons and experience

Kinder – 4th Grade – Class level KidzBiz – Students worked together to come up with a product and business. They completed a business plan, did marketing, sold during Spring Sports and completed a reflection

5th-6th Grade – KidzBiz by class - Students worked together to come up with a product and business. They completed a business plan, did marketing, sold during Spring Sports and completed a reflection

7th Grade:

1st Quarter – Job Shadow Project – Students found a person to job shadow and completed a project on their experience

2nd Quarter – Mock Business Plan – Students came up with a product and business plan

3rd Quarter – Marketing and Mock Online Sells – students took their product and business plan, did marketing, had mock online sells, and did a reflection of their experience.

4th Quarter – Speech Contest – Students were given the theme “Hard work is more important than talent” and had to write a 3-5 minute speech and present it to the class.

8th Grade:

1st Quarter – Entrepreneur Interview Project – Students found an entrepreneur to interview and completed a project on their experience

2nd Quarter – HighMarket – Students came up with a product and business plan and worked together to create their business

3rd Quarter – HighMarket – Students marketed their business and ran their business for 2 nights at Highmarket. Students then completed a reflection on their experience

4th Quarter – Reality Town/Speech Contest - Students were given the theme “Hard work is more important than talent” and had to write a 3-5 minute speech and present it to the class. For Reality Town students completed an application process then were given a real life scenario to live out. They came to the gym and had the opportunity to get further education or join the military to increase their income and went around paying bills while staying on budget.

9th Grade: (Teachers did different activities each quarter)

Quarter – Gigi’s – Students planned activities and volunteered at Gigi’s, they then did a project reflecting on their experience

Quarter – 9th grade trip brochure – Students created a brochure on Universal Studios to learn

more about the 9th grade trip.

Quarter – Create a resume and interview research – Students

4th Quarter – Speech Contest - Students were given the theme “Hard work is more important than talent” and had to write a 3-5 minute speech and present it to the class.

Additional Information

Highmark Haunted Halloween—PTSO raised over \$5,000 with 300+ attending.

Hawk Vision—Each week announcements are played through a video put together by our Student Body Officers.

Highmark Challenge—A year of fun and competitive challenges based on students’ grades, attendance, activities, and school spirit

Jr. High Dances—Fall/Winter/Spring. 70% attendance from students. SBO uses money to help fund projects/events.

Grading—Students now have the ability to “fix” their grades throughout the year through a grade change contract w/teacher.

After School Tutoring for every grade level on Tuesday & Thursday w/Open Office hours on Fridays for Summit.

Integrated Proficiency Based Grading across K-3rd.


Integrated Summit Learning Platform across 4th - 9th.



Employer Contribution Options	14 Employees Currently Enrolled		20 Employees Enrolled		30 Employees Enrolled		All 44 Full-Time Employees Enrolled	
	Total Monthly Employer Cost For 14 Enrolled Employees	Total Annual Employer Cost For 14 Enrolled Employees	Total Monthly Employer Cost For 20 Enrolled Employees*	Total Annual Employer Cost For 20 Enrolled Employees*	Total Monthly Employer Cost For 30 Enrolled Employees*	Total Annual Employer Cost For 30 Enrolled Employees*	Total Monthly Employer Cost For ALL 44 Full-Time Employees (30+ Hours)*	Total Annual Employer Cost For ALL 44 Full-Time Employees (30+ Hours)*
Current Employer Contribution: \$220.68 for Essential Only Plan (unless it exceeds that amount), 35% contribution to all others	\$5,857.98	\$70,295.76	\$8,198.47	\$98,381.64	\$12,297.71	\$147,572.46	\$18,036.63	\$216,439.61
50%	\$8,198.47	\$98,381.64	\$11,712.10	\$140,545.20	\$17,568.15	\$210,817.80	\$25,766.62	\$309,199.44
60%	\$9,838.16	\$118,057.97	\$14,054.52	\$168,654.24	\$21,081.78	\$252,981.36	\$30,919.94	\$371,039.33
75%	\$12,297.71	\$147,572.46	\$17,568.15	\$210,817.80	\$26,352.23	\$316,226.70	\$38,649.93	\$463,799.16
90%	\$14,757.25	\$177,086.95	\$21,081.78	\$252,981.36	\$31,622.67	\$379,472.04	\$46,379.92	\$556,558.99

* Assumes the average premium for enrolled employees remains \$1,171.21.





		Taking Insurance						No Insurance	
		HighMark (current)	HighMark (50% employer contribution)	HighMark (60% employer contribution)	HighMark (75% employer contribution)	HighMark (90% employer contribution)	Weber School District	HighMark (current)	Weber School District
Annual Compensation									
Salary*	\$	54,480.00	\$ 54,480.00	\$ 54,480.00	\$ 54,480.00	\$ 54,480.00	\$ 46,000.00	\$54,480.00	\$46,000.00
HSA Annual District Contribution	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	
Employer Retirement/401(k) Contribution	\$	2,179.20	\$ 2,179.20	\$ 2,179.20	\$ 2,179.20	\$ 2,179.20	\$ 4,600.00	\$ 2,179.20	\$ 4,600.00
TOTAL Annual Compensation	\$	56,659.20	\$ 56,659.20	\$ 56,659.20	\$ 56,659.20	\$ 56,659.20	\$ 51,800.00	\$56,659.20	\$50,600.00
Less Annual Benefit Costs									
Employee Health Insurance Premium**	\$	14,415.10	\$ 11,088.54	\$ 8,870.83	\$ 5,544.27	\$ 2,217.71	\$ 5,425.92		
TOTAL Annual Benefit Costs	\$	14,415.10	\$ 11,088.54	\$ 8,870.83	\$ 5,544.27	\$ 2,217.71	\$ 5,425.92	\$ -	\$ -
Net Annual Income (Not including taxes and other benefits (LTD, dental, vision, etc.))									
	\$	42,244.10	\$ 45,570.66	\$ 47,788.37	\$ 51,114.93	\$ 54,441.49	\$ 46,374.08	\$56,659.20	\$50,600.00

* BS + 1 year experience, professionally licensed elementary educator [for HMCS, EE stipend rolled into salary]

** Assuming family of 4, EMI MedSave1 plan (\$1,848.09 monthly premium) with HMCS and WSD's sole offered plan



Monthly Premium and Employer Contribution (Next Renewal 9/1/2022)

**Current Employer Contribution: \$220.68
for Essential Only Plan, 35%
contribution to all others**

Plan Option	Coverage	Total Monthly Premium	Employer Contribution	Remaining Employee Cost	Total Monthly Premium	Employer Contribution	Remaining Employee Cost	Total Monthly Premium	Employer Contribution	Remaining Employee Cost	Total Monthly Premium	Employer Contribution	Remaining Employee Cost	Total Monthly Premium	Employer Contribution	Remaining Employee Cost
Essential	Single	\$367.43	\$220.68	\$146.75	\$367.43	\$183.72	\$183.72	\$367.43	\$220.46	\$146.97	\$367.43	\$275.57	\$91.86	\$367.43	\$330.69	\$36.74
	+ Child	\$638.36	\$220.68	\$417.68	\$638.36	\$319.18	\$319.18	\$638.36	\$383.02	\$255.34	\$638.36	\$478.77	\$159.59	\$638.36	\$574.52	\$63.84
	+ Spouse	\$816.53	\$220.68	\$595.85	\$816.53	\$408.27	\$408.27	\$816.53	\$489.92	\$326.61	\$816.53	\$612.40	\$204.13	\$816.53	\$734.88	\$81.65
	+ Children	\$983.53	\$344.24	\$639.29	\$983.53	\$491.77	\$491.77	\$983.53	\$590.12	\$393.41	\$983.53	\$737.65	\$245.88	\$983.53	\$885.18	\$98.35
	Family	\$1,391.79	\$487.13	\$904.66	\$1,391.79	\$695.90	\$695.90	\$1,391.79	\$835.07	\$556.72	\$1,391.79	\$1,043.84	\$347.95	\$1,391.79	\$1,252.61	\$139.18
Value	Single	\$536.24	\$187.68	\$348.56	\$536.24	\$268.12	\$268.12	\$536.24	\$321.74	\$214.50	\$536.24	\$402.18	\$134.06	\$536.24	\$482.62	\$53.62
	+ Child	\$838.51	\$293.48	\$545.03	\$838.51	\$419.26	\$419.26	\$838.51	\$503.11	\$335.40	\$838.51	\$628.88	\$209.63	\$838.51	\$754.66	\$83.85
	+ Spouse	\$1,072.54	\$375.39	\$697.15	\$1,072.54	\$536.27	\$536.27	\$1,072.54	\$643.52	\$429.02	\$1,072.54	\$804.41	\$268.14	\$1,072.54	\$965.29	\$107.25
	+ Children	\$1,291.91	\$452.17	\$839.74	\$1,291.91	\$645.96	\$645.96	\$1,291.91	\$775.15	\$516.76	\$1,291.91	\$968.93	\$322.98	\$1,291.91	\$1,162.72	\$129.19
	Family	\$1,828.15	\$639.85	\$1,188.30	\$1,828.15	\$914.08	\$914.08	\$1,828.15	\$1,096.89	\$731.26	\$1,828.15	\$1,371.11	\$457.04	\$1,828.15	\$1,645.34	\$182.82
Select	Single	\$583.23	\$204.13	\$379.10	\$583.23	\$291.62	\$291.62	\$583.23	\$349.94	\$233.29	\$583.23	\$437.42	\$145.81	\$583.23	\$524.91	\$58.32
	+ Child	\$911.96	\$319.19	\$592.77	\$911.96	\$455.98	\$455.98	\$911.96	\$547.18	\$364.78	\$911.96	\$683.97	\$227.99	\$911.96	\$820.76	\$91.20
	+ Spouse	\$1,166.44	\$408.25	\$758.19	\$1,166.44	\$583.22	\$583.22	\$1,166.44	\$699.86	\$466.58	\$1,166.44	\$874.83	\$291.61	\$1,166.44	\$1,049.80	\$116.64
	+ Children	\$1,405.06	\$491.77	\$913.29	\$1,405.06	\$702.53	\$702.53	\$1,405.06	\$843.04	\$562.02	\$1,405.06	\$1,053.80	\$351.27	\$1,405.06	\$1,264.55	\$140.51
	Family	\$1,988.27	\$695.89	\$1,292.38	\$1,988.27	\$994.14	\$994.14	\$1,988.27	\$1,192.96	\$795.31	\$1,988.27	\$1,491.20	\$497.07	\$1,988.27	\$1,789.44	\$198.83
Preferred	Single	\$670.70	\$234.75	\$435.96	\$670.70	\$335.35	\$335.35	\$670.70	\$402.42	\$268.28	\$670.70	\$503.03	\$167.68	\$670.70	\$603.63	\$67.07
	+ Child	\$1,048.75	\$367.06	\$681.69	\$1,048.75	\$524.38	\$524.38	\$1,048.75	\$629.25	\$419.50	\$1,048.75	\$786.56	\$262.19	\$1,048.75	\$943.88	\$104.88
	+ Spouse	\$1,341.44	\$469.50	\$871.94	\$1,341.44	\$670.72	\$670.72	\$1,341.44	\$804.86	\$536.58	\$1,341.44	\$1,006.08	\$335.36	\$1,341.44	\$1,207.30	\$134.14
	+ Children	\$1,615.81	\$565.53	\$1,050.28	\$1,615.81	\$807.91	\$807.91	\$1,615.81	\$969.49	\$646.32	\$1,615.81	\$1,211.86	\$403.95	\$1,615.81	\$1,454.23	\$161.58
	Family	\$2,286.53	\$800.29	\$1,486.24	\$2,286.53	\$1,143.27	\$1,143.27	\$2,286.53	\$1,371.92	\$914.61	\$2,286.53	\$1,714.90	\$571.63	\$2,286.53	\$2,057.88	\$228.65
MedSave 2	Single	\$454.92	\$159.22	\$295.70	\$454.92	\$227.46	\$227.46	\$454.92	\$272.95	\$181.97	\$454.92	\$341.19	\$113.73	\$454.92	\$409.43	\$45.49
	+ Child	\$711.33	\$248.97	\$462.36	\$711.33	\$355.67	\$355.67	\$711.33	\$426.80	\$284.53	\$711.33	\$533.50	\$177.83	\$711.33	\$640.20	\$71.13
	+ Spouse	\$909.83	\$318.44	\$591.39	\$909.83	\$454.92	\$454.92	\$909.83	\$545.90	\$363.93	\$909.83	\$682.37	\$227.46	\$909.83	\$818.85	\$90.98
	+ Children	\$1,095.94	\$383.58	\$712.36	\$1,095.94	\$547.97	\$547.97	\$1,095.94	\$657.56	\$438.38	\$1,095.94	\$821.96	\$273.99	\$1,095.94	\$986.35	\$109.59
	Family	\$1,550.86	\$542.80	\$1,008.06	\$1,550.86	\$775.43	\$775.43	\$1,550.86	\$930.52	\$620.34	\$1,550.86	\$1,163.15	\$387.72	\$1,550.86	\$1,395.77	\$155.09
MedSave 1	Single	\$542.40	\$189.84	\$352.56	\$542.40	\$271.20	\$271.20	\$542.40	\$325.44	\$216.96	\$542.40	\$406.80	\$135.60	\$542.40	\$488.16	\$54.24
	+ Child	\$848.11	\$296.84	\$551.27	\$848.11	\$424.06	\$424.06	\$848.11	\$508.87	\$339.24	\$848.11	\$636.08	\$212.03	\$848.11	\$763.30	\$84.81
	+ Spouse	\$1,084.80	\$379.68	\$705.12	\$1,084.80	\$542.40	\$542.40	\$1,084.80	\$650.88	\$433.92	\$1,084.80	\$813.60	\$271.20	\$1,084.80	\$976.32	\$108.48
	+ Children	\$1,306.69	\$457.34	\$849.35	\$1,306.69	\$653.35	\$653.35	\$1,306.69	\$784.01	\$522.68	\$1,306.69	\$980.02	\$326.67	\$1,306.69	\$1,176.02	\$130.67
	Family	\$1,849.09	\$647.18	\$1,201.91	\$1,849.09	\$924.55	\$924.55	\$1,849.09	\$1,109.45	\$739.64	\$1,849.09	\$1,386.82	\$462.27	\$1,849.09	\$1,664.18	\$184.91



Policy

HighMark Charter School (the "School") will follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code [§ 63G-6a-101](#), *et seq.* [and the administrative rules in Title R33 of the Utah Administrative Code.](#)

Procurement Processes

[The School will follow the procurement processes below unless an exception applies.](#)

[Quotes or Bids Not Required](#)

No procurement process is required for purchases [of items](#) up to [\\$5,000](#). The School may make such purchases from any vendor without obtaining competitive bids [or quotes](#). [However, the School may only purchase up to \\$10,000 worth of items each costing \\$5,000 or less from one vendor at one time without obtaining competitive bids or quotes. The School may also only purchase up to \\$50,000 worth of items each costing \\$5,000 or less from one vendor during one year without obtaining competitive bids or quotes.](#)

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[Quotes or Bids Required](#)

For small purchases [as defined in R33-5-107](#), which will typically include purchases [of items between \\$5,000.01 and \\$50,000](#) other than professional services [or construction projects](#), the School will obtain at least two competitive [bids or quotes that include minimum specifications](#) and purchase from the responsible vendor offering the lowest [bid or quote](#) meeting the specifications. [The School will also record and maintain as a governmental record the names of the vendors offering bids or quotes and the date and amount of each bid or quote.](#)

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[Formal Procurement Process Necessary](#)

[For purchases of items over \\$50,000 other than professional services or construction projects](#), the School will conduct a [formal](#) procurement process, such as an [invitation](#) for Bids or a Request for Proposals.

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[Professional Services](#)

[For small purchases of professional service providers and consultants as defined in R33-5-108](#), which will typically include purchases of such services up to \$100,000 per

project, the School will first review the qualifications of at least three companies, firms, providers, and/or individuals and then select one through direct negotiation. Obtaining competitive bids or quotes for the above-described small purchases is not required.

For small purchases of design professional services as defined in R33-5-105, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three design professional firms and then select one through direct negotiation. The School will also include minimum specifications when doing a small purchase of design professional services as defined in R33-5-105. Obtaining competitive bids or quotes for the above-described small purchases is not required.

However, if the cost of a professional service provider's, consultant's, or design professional's services exceeds \$100,000, the School will conduct a formal procurement process for such services, such as an Invitation for Bids or a Request for Proposals.

Construction Projects

For small purchases of construction projects as defined in R33-5-106, the School may procure a small construction project up to \$25,000 from a contractor without obtaining competitive bids or quotes after documenting that all building code approvals, licensing requirements, permitting, and other construction related requirements are met. When procuring a small construction project costing between \$25,000.01 and \$100,000, the School will obtain at least two competitive bids or quotes that include minimum specifications and will award the project to the contractor with the lowest bid or quote that meets the specifications after documenting that all applicable building code approvals, licensing requirements, permitting, and other construction related requirements are met.

The School will include minimum specifications when doing a small purchase of a construction project as defined in R33-5-106. Contractors selected by the School to do a small construction project must certify that they are capable of meeting the minimum specifications of the project.

If the cost of a construction project exceeds \$100,000, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

Other Requirements

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive bids or quotes or conduct a formal procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.

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The School's contracts with vendors, including any renewal or extension periods, will not have a term that is longer than five years unless an exception applies or the School complies with the requirements of the Procurement Code governing any contract with a term that is longer than five years.

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The School will comply with the requirements of the Procurement Code in connection with any contract with a term that is longer than five (5) years, including any automatic renewals or extensions. The School

The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's Director or Board of Directors.

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Review

The School shall review this policy annually.

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HighMark Charter School
Policy: LEA-Specific Educator License Policy
Adopted: August 17, 2020
Amended: June 4, 2022



Purpose

HighMark Charter School (the "School") is committed to employing educators who are properly licensed and qualified for their positions. This policy is adopted in accordance with Rule R277-301 and governs the School's application for LEA-specific educator licenses and its employment of educators on such licenses.

The School acknowledges that the purpose of LEA-specific educator licenses is to allow the School to hire otherwise qualified educators during the period that they are preparing and completing requirements to qualify for an associate educator license or a professional educator license.

Policy

Applying for an LEA-Specific Educator License

The School's administration will propose to the Board of Directors (the "Board") candidates for an LEA-specific educator license as the need arises.

When the administration proposes a candidate for an LEA-specific license, they will follow the procedures below and provide the Board with an explanation and rationale for requesting an LEA-specific educator license under the criteria contained in this policy.

When the Board determines that it is appropriate under this policy, the Board will approve the request for an LEA-specific educator license in a public meeting. Approval will take place no more than 60 days prior to submitting the application to the USBE on behalf of the candidate.

The Board will apply for the LEA-specific educator license for one, two, or three years as requested by the administration and approved by the Board, and in accordance with R277-301-7.

The School may not issue an LEA-specific license area of concentration to an educator for the license areas identified in R277-301-7, including special education, pre-school special education, deaf education, school psychologist, school social worker, audiologist, speech language therapist, or speech language pathologist.

In accordance with R277-301-8, the Board may request an eminence designation for an LEA-Specific license, license area, or endorsement for a teacher whose employment with the School is no more than 37% of a teacher's regular instruction load.

Deleted: An LEA-specific educator license for a license area in special education or preschool special education may only be issued for one school year and may not be renewed. If an educator at the School is granted such an LEA-specific educator license, the School will provide special education law training recommended by the USBE Superintendent within the first month of the educator's employment....

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Criteria for Employing Educators with an LEA-Specific Educator License

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The School will use the following processes and consider the following criteria in determining whether to employ an educator and apply for an LEA-specific educator license:

1. Vet each candidate and contact references in order to verify that they are a strong candidate. In particular, ensure that the candidate does not have any prior misconduct that would impair their success in teaching.
2. Interview each candidate and verify that they support the School's IB focus.
3. Consider the extent to which each candidate has training in the content area and the ability to facilitate student learning in that content area.
4. Consider the extent to which each candidate has experience and the ability to effectively teach courses.
5. Consider whether the LEA-specific educator license is sought in a content area in which there is a shortage of qualified educators in the state.

When an LEA-specific license, license area, or endorsement is sought for an educator for a subject that comprises less than 50% of the educator's course load, the following criteria will also be considered:

1. Consider whether the educator is a certified teacher in other content areas.
2. Consider whether the number of periods to be taught under the LEA-specific license, license area, or endorsement constitutes a full teaching load.
3. Consider whether the School currently employs or is hiring a teacher who does not have a degree or endorsement in the content area but who can also teach other areas in which they are licensed.
4. Consider whether the educator has demonstrated proficiency in teaching these courses.
5. Consider whether the administration has identified other qualified candidates with the necessary dual licensing.

The School will also ensure that a candidate for an LEA-specific educator license has completed (or will timely complete) the required criminal background check and educator ethics review described in R277-301-7.

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Educator Preparation and Support

Within the first year of employment, the School will train each educator holding an LEA-specific educator license on:

- (a) educator ethics;
- (b) classroom management and instruction;
- (c) basic special education law and instruction; and
- (d) the Utah Effective Teaching Standards described in R277-530.

Website Posting

This policy will be posted on the School's website.

The School will also prominently post the following information on its website:

- (a) disclosure of the fact that the School employs individuals holding LEA-specific licenses, license areas, or endorsements;
- (b) an explanation of the types of licenses issued by the USBE;
- (c) the percentage of the types of licenses, license areas, and endorsements held by educators employed in the School based on the employees' FTE as reported to the USBE Superintendent; and
- (d) a link to the Utah Educator Look-up Tool provided by the USBE Superintendent in accordance with Subsection [R277-312-7\(6\)](#).

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PURPOSE

The purpose of this policy is to establish procedures for authorization of travel by employees or agents of HighMark Charter School (the "School") who may be required to travel to fulfill their official duties or to attend seminars, conferences or other professional or educational activities benefiting the School.

POLICY

1. This policy applies to all employees', officials', or agents' travel to conventions and/or travel undertaken for execution of School business. This includes but is not limited to:
 - a. Travel requiring an overnight stay; and
 - b. Conventions and conferences when no overnight stay is required.
2. This policy does not apply to field trips.
3. All travel must be approved in advance by the Principal, or the Board if the Principal is the traveler. Where possible, all requests for travel approval will be requested at least three weeks prior to the departure date and prior to making any arrangements. Travel requests shall explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations may be made by the School's Management Company.
4. Reimbursement for actual meal expenses documented with a receipt will be paid for all approved travel events that are more than 100 miles from the School campus as follows:
 - a. Up to \$75 per day for out-of-state travel; and
 - b. Up to \$60 per day for in-state travel.
5. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler is responsible for collecting receipts in order to present them for reimbursement. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.
6. Reasonable and necessary hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start date by the Principal or the Chair of the Board of Directors.

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POLICIES, PROCEDURES, PLANS (“PPP”) REQUIRED TO BE REVIEWED AND/OR APPROVED
(Last Updated May 25, 2022)

<u>PPP Required by Law to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Attendance/Truancy	Annually	Board
Cash Handling	Annually	LEA
Donation and/or Fundraising	Annually	Board
Electronic Resources or Devices ¹	Once every three years	LEA
Emergency Response/Preparedness Plan	Once every three years	Emerg. Committee
Fee Waiver ²	Annually	Board
Financial Reporting	Annually	LEA
Parent and Family Engagement, Compact, Plan ³	Annually	LEA
Procurement	Annually	LEA
Purchasing and Disbursement	Annually	LEA
Sex Education Instruction	Every two years	Board
Wellness ⁴	Periodically	Wellness Committee

<u>PPP Required by PPP only to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Information Technology Security Policy & Plan	Periodically	IT Security Manager
Meal Charge/Alternate Meal Policy/Proc ⁴	Annually	LEA
Student Conduct and Discipline Policy & Plan	As Necessary	Not Specified

<u>PPP Required by Law to be Re-Approved</u>	<u>Frequency</u>	<u>Approver</u>
Electronic Resources or Devices ¹	Once every three years	Board
Fee Waiver ²	Annually	Board
Parent and Family Engagement ³	Periodically	Board
Wellness ⁴	Once every three years	Board

¹ Also includes Acceptable Use, Internet Safety, and other similar policies. A footnote should be added to the policy(ies) indicating the effective date of the last review.

² Law actually only requires annual review and approval if the school charges fees, but all of our schools’ policies require annual review and approval by the Board regardless if school charges fees or not.

³ Review and approval requirements only apply if school receives Title I funds.

⁴ Review and approval requirements only apply if school participates in USDA food program.

HighMark Charter School
Policy: Donations and Fundraising Policy
Adopted: September 16, 2013



Although HighMark Charter School (the "School") does not typically engage directly in fundraising, it may do so on certain occasions in order to help advance the School's mission. The School encourages the contributions of gracious donors who have the resources and the inclination to make donations for the benefit of the School and its students. This policy establishes guidelines and standards for the School's acceptance of donations and gifts as well as for when the School engages in or sponsors fundraising activities.

Donations and Gifts

The School may not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Director is also responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified. The Director will ensure that charitable donation receipts are provided to donors as necessary.

The Director must approve voluntary donations from private individual or organization in excess of \$1,000 and any donation involving donor restrictions prior to accepting the donation. The Board of Directors must approve any voluntary donations from private individual or organization in excess of \$10,000. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

If advertising or other services are offered to a donor in exchange for a donation or gift, the School will objectively value the donation or gift in order to ensure the School receives at least fair value.

The Director must ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School.

For the purposes of this policy, "school sponsored" means activities that are expressly authorized by the School's Director or Board of Directors that support the School or authorized curricular clubs, activities, sports, classes, or programs that are themselves school sponsored. School-sponsored activities must be managed or supervised by

School employees. Activities sponsored by the School's parent organization are not school-sponsored activities, but the parent organization may be involved in and provided assistance in connection with school-sponsored activities.

The following guidelines must be followed in connection with School fundraising:

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School's mission.
2. The fundraising activity must not violate the School's charter, Board policies, or applicable law.
3. Proposals for fundraising activities must be submitted to the School's Director for approval.
4. The Director may restrict the time, place, and manner of any approved fundraising activity.
5. Fundraising activities should be planned and scheduled in a manner that does not create conflict, confusion, or excessive fundraising pressures on students, families or potential donors.
6. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful should not be approved.
7. The participation of School employees, students and parents in any fundraising activity must be voluntary. However, School employees may be assigned to supervise students in connection with School-sponsored fundraising activities in connection with their employment. Such employees may be compensated for such work as appropriate as determined by the Director.
8. Students may not be required to participate in a fundraising activity as a condition for belonging to a team, club or group, and a student's fundraising efforts may not affect his or her participation time or standing in any team, club or group.
9. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the Director.
10. The Director will ensure that the School's Fee Waiver Policy is complied with in connection with all School-sponsored fundraising activities that involve fees. Any fee waivers must be granted in accordance with the Fee Waiver Policy.
11. All funds raised through school-sponsored fundraising activities are considered public funds and will be handled accordingly. The Director will ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.
12. Any fundraising activities that are related to the School but not school sponsored, such as fundraising activities of the parent organization, should clearly inform School patrons that the activity is not school sponsored. School employees may participate in such activities as volunteers but must not represent that they are acting as employees or representatives of the School.

13. The Director will ensure that charitable donation receipts are provided as necessary.
14. The School's employer identification number and sales tax exemption number may only be used by School personnel in connection with school-sponsored activities. No other entity, including the School's parent organization, may use these numbers.
15. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the Director any financial or controlling interest in or access to bank accounts of the fundraising organization or company.
16. The School may cooperate with outside entities such as the parent organization in connection with non-school-sponsored fundraising activities. The School may allow these groups to use School facilities at little or no charge. At the Director's discretion, the School may provide some level of support or pay for portions of these activities. The details of the arrangements for non-school-sponsored fundraising activities shall be understood and agreed to by the Director and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.
17. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The Director will ensure that School employees receive appropriate training in connection with these policies. Training shall be provided at least annually to employees whose job duties are affected by the School's fiscal policies.

The Board will review this policy at least bi-annually.

AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104. et. seq., Utah's Open and Public Meetings Act, I _____, having been duly sworn, and on my oath, do affirm as follows:

I have completed the required annual training for a member of **HighMark Charter School Board of Directors** by way of the following:

- ☐ Online video
- ☐ Review of the PDF presentation I received via e-mail (the state legislature version) or other source
- ☐ Review of PowerPoint presentation I received via e-mail or other source
- ☒ Other: Attended In-Person Training and Received PDF Presentation

Further, your affiant sayth not.

DATED this 4th day of June, 2022

Board Member Signature

HIGHMARK CHARTER SCHOOL

Board Communication Guidelines

COMMUNICATION

Communication Between Board Members

- Board Members should copy the entire Board on all e-mail correspondence between Board Members on Board issues, unless an assignment has been given and that person will provide the Board with updates.

Communication Between Board Members and the Director

- Board Members should copy the entire Board on all e-mail correspondence between a Board Member and the Director on school issues, with the exception of housekeeping items or individual assignments.
- In all communication between a Board Member and the Director, Board Members should remember that the board's authority resides in the board collectively and that individual Board Members have no authority individually to instruct the Director.
 - Individual Board Members should, therefore, refrain from giving individual instructions to the Director.
 - Individual Board Members may approach the Director regarding school issues and then follow-up their communication with an email to the entire Board – as long as they are not making individual decisions or instructing the Director.
 - The Director can approach individual Board Members for feedback about a school issue – as long as the feedback does not involve individual decisions or instructions from a Board Member.
- In order to maintain clear lines of authority, when a Board Member is discussing an issue with the Director that is not specifically related to the Board's governance responsibilities, the Board Member should clarify to the Director the role in which the individual is speaking with the Director, whether it be as a parent, volunteer, or otherwise.
 - If it is unclear what role in which a Board Member is speaking with the Director, the Director may ask for clarification.

Communication Between Board Members and Other Highmark Constituents

- Board Members should copy the entire Board on all e-mail correspondence between a Board Member and Highmark constituents (i.e. Parents, Management Companies, Contractors, Donors, etc.), with the exception of housekeeping items or individual assignments.
- Board Members should avoid attending individual meetings (i.e. luncheons or sidebar meetings) with the constituents mentioned in the previous paragraph, with the exception of housekeeping items or individual assignments.
- Board Members should not act alone or make decisions on behalf of the Board when communicating with the constituents mentioned in the first paragraph.
- Board Members are encouraged to attend school events in which they can have an open dialogue with Highmark constituents. Examples of these events include: parent teacher conferences, back-to-school nights, business fairs, etc. The Board should discuss and approve the levels of Board Member participation in these events at Board Meetings prior to each event (for example, the Board may approve its members to have a booth at a school fair to allow parents to communicate with Board Members). However, when communicating at these events, individual Board Members must

inform constituents that their communications do not represent the views of the entire Board and that they will not make any decisions without the approval of the Board in an established Board Meeting.

- Board Members will make every attempt to attend and to be visible and approachable during school events (the goal is to have Board Member representation at every major event and more than 70% of other events).
- The Board will consider conducting “Town-Hall” meetings on a bi-annual basis, as necessary. These meetings will be conducted by a minimum of two Board Members. The purpose of these meetings is to provide a venue in which constituents can have open conversation with Board Members. These meetings will also provide a venue in which Board Members can gather information about the ideas, thoughts and needs of constituents. The Board Members conducting a given “Town-Hall” meeting will not speak on behalf of the entire Board, nor will they make any decisions without the approval of the Board in an established Board Meeting. Board Members will inform meeting participants regarding these policies during the meeting.

ADDRESSING FEEDBACK

General Feedback

- Board Members who receive verbal feedback about non-governance issues may inform the entire Board, at their discretion, about that feedback and should also let the individual giving the feedback know that the proper approach is for the individual to address the issue with the Director.
- Board Members may wish to inform the Director about such issues so that the Director is aware—and the Board Member may let the individual know that they have informed the Director—but Board Members should then leave the matter in the Director’s hands.
- When concerns about school policies or decisions come to the attention of the Director, the Director will discuss the concerns with the person(s) raising the issue. The Director will make every attempt to satisfy the concerns, prior to a possible referral to the Board. If necessary, the Board will make policy decisions to address the concern(s). The Board and Director should present a united front when implementing and upholding policies and decisions that have been made by the Board.

Feedback, Concerns and Grievances about Specific Individuals

- If any one Board Member receives written communication that is not considered a formal grievance, they will respond by 1) referring the individual to the Grievance Policy; and 2) carbon copying the Director and Board.
- If all Board Members receive written communication, the Board Chair will address the individual within a reasonable timeframe (the goal is 48 hours) and copy the Board on the response.
- If a written communication requires action, the Board Chair will make an assignment for a Board Member to respond; if the communication is associated with an alleged illegal action, a lawyer will be consulted prior to preparing a response.
- Only written complaints (that follow the Grievance Policy) will be addressed as outlined in the Grievance Policy.
- Board Members should be aware of the school’s Grievance Policies and should advise individuals to follow the applicable Grievance Policy (parent or staff) if they have a concern about a specific individual.
- If an individual presents the Board with a concern about a specific individual pursuant to a Grievance Policy, the Board should require documentation that the individual has complied with the Grievance Policy by addressing the matter with the specific individual and the Director before considering the concern.

Board Meeting Conduct

- To maintain order in Board Meetings and ensure that meetings stay to a reasonable length, Board Members should not request feedback from parents during meetings. Board Members may instead let parents know that they would be happy to discuss the issue after the meeting or at another time.
- If Board Members determine that the Board's consideration of a Board issue would benefit from parent feedback, they should decide on a plan for obtaining such feedback outside the Board Meeting and reporting that information to the Board.
- During a Board Meeting (to reduce confusion during discussions and voting) the Board should be positioned facing the audience, with supporting staff members (Principal, Vice-Principal, Management Company, etc.) positioned on side tables.
- Board Members should communicate professionally, following all Board Meeting standards, policies and rules, throughout each Board Meeting.

Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of HighMark Charter School I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Signature_____

Board Member Name

Date

Utah Open & Public Meetings Act

Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmnl/); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

Exception to Anchor Location Requirement: No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
 - a) the date, time and place of the meeting;
 - b) the names of members present and absent;
 - c) the substance of all matters proposed, discussed or decided (or audio link);
 - d) a record, by individual member, of each vote taken;
 - e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and

- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.
- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

- a) *Recording Requirement.* Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.