

# HighMark Charter School Board of Directors Meeting

June 4, 2022

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

**In Attendance:** Richard Bigler, Rory Ukena, Blake Petersen, David Garrison, Lori Drake

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



## MINUTES

---

### CALL TO ORDER

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

### TRAINING

- Open and Public Meetings Act  
Kim Dohrer provided the board with an annual training for the Open and Public Meetings Act. Board members signed an affirmation of training.
- Annual Commitment to Ethical Behavior  
Board members were provided with the annual commitment to ethical behavior that they each signed.
- Board Communication Guidelines  
Annually the board reviews the communication guidelines that are in place. These guidelines include processes for communication with the community, the director and one another.

### REPORTS

- Director's Report
  - Positive Behavior Plan Report  
Shawn Miehke began his report with a summary of upcoming enrollment numbers for the 2022/2023 school year, including lottery and waitlist numbers. Current curriculum was discussed along with success of students and areas of improvement. Teachers are being provided with ongoing training and professional development. Business capstones and plans were outlined for each grade level. Updates regarding the outcomes from the positive behavior plan were provided.
- Budget Report
  - Fraud Risk Assessment  
Blake Petersen reviewed the state auditor fraud risk assessment. Due to the audit controls in place, the board is in good standing. The assessment was signed by the director and the financial coordinator.

### CONSENT ITEMS

- April 20, 2022 Board Meeting and Closed Session Minutes
- Ratify New Hires  
Shawn Miehke provided an update on each new hire that will be joining the team at HighMark Charter School.  
*Blake Petersen made a motion to approve the April 20, 2022 Board Meeting and Closed*

Session Minutes. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

**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 9:30AM Richard Bigler made a motion to move into closed session, located in the HighMark Charter School Library. David Garrison seconded the motion. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye. The motion passed unanimously.

At 10:14AM Richard Bigler made a motion to move out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

### **VOTING AND DISCUSSION ITEMS**

- Director Employment Agreement and Compensation  
Richard Bigler made a motion to approve the director employment agreement and compensation as discussed in closed session. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

### **BREAK**

The board took a break at 10:15AM and returned at 11:20AM.

### **VOTING AND DISCUSSION ITEMS**

- 2021/2022 Amended Budget  
2022/2023 Budget  
Blake Petersen provided an overview of both budgets. The budget is in good standing and has been budgeted in a conservative manner for the upcoming year. David Garrison made a motion to approve the 2021/2022 amended budget and the 2022/2023 budget. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.
- Audit Engagement Letter  
The board will receive audit letters to sign directly from Eide Bailey. There were no further questions.  
Blake Petersen made a motion to approve the Eide Bailey Engagement Letter. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.
- 401K Plan  
The board previously approved a 4% match to the 401K contribution. At this time, it has been proposed that there be an increase to 5%. A clarification was made that this is a match, and an automatic 5% is not rewarded, but rather a percent for percent match up to the 5%.

Rory Ukena made a motion to approve the 401K plan changes as discussed, raising the match to 5%. David Garrison seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

○ Insurance Contribution

The previous percentage match to insurance contribution from the school was at 35%. An increase to 50% was proposed. Detailed outlines for the amounts and comparisons were outlined and discussed. The current budget can support an increase to this contribution. The board felt that this increase will help maintain and recruit employees to HighMark Charter School.

David Garrison made a motion to increase the insurance contribution to 50%. Lori Drake seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

○ Technology Purchase

○ Computer Purchase

Computers will be purchases using two separate funding sources. Some will be through the LAND Trust Plan that was previously approved and other will be used for SpEd purposes.

Richard Bigler made a motion to approve technology purchases up to \$90,000, and the computer purchase up to \$13,000. Rory Ukena seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

○ Security Camera Purchase

Shawn Miehke expressed the need for security camera upgrades. The board is committed to safety and security of the school and was in full support in moving forward with these enhancements. Two bids were reviewed along with a map of where cameras could be placed.

Richard Bigler made a motion to approve security cameras for up to \$26,000 as discussed. David Garrison seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

○ Printer Purchase

Shawn Miehke explained the buyout option for the main printer, and the need for an additional printer in another area of the school.

David Garrison made a motion to approve the printer purchase and buyout for up to \$10,000. Lori Drake seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

○ Construction Purchases

The need for additional classroom space was discussed. The board was supportive in the idea of converting the Library to a classroom and breakout space. Shawn Miehke will have the ability to work through details and options with the construction company. Rory Ukena made a motion to approve the construction purchases up to \$70,000 with the verification of licensing and insurance of the company. David Garrison seconded the

*motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*

- Cheer Uniform Purchases and Student Government Purchases  
Cheer and student government apparel purchases are first covered by the school and then families pay the cost. This purchase will be net zero after the these payments. *David Garrison approved cheer and student government up to \$11,000. Rory Ukena seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*
- Teacher and Student Success Act Program Plan (TSSA)  
Shawn Miehlke compared the TSSA goals from the current school year with those proposed for the upcoming year. The board was in support of the outlined plan. *Rory Ukena made a motion to approve the Teacher and Student Success Act Program Plan. Blake Petersen seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*
- Board Policies:
  - Amended Procurement Policy
  - Amended LEA Specific Educator License Policy
  - Amended Travel Policy
  - Donation and/or Fundraising Policy Review

The board reviewed a redline version to the above amended policies and reviewed the Donation and Fundraising Policy.

*Lori Drake made a motion to approve amended Procurement Policy, amended LEA Specific Educator License, amended Travel Policy, along with the approval of Shawn Miehlke's upcoming travel to National Conference. Rory Ukena seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*

- Board Members, Terms and Elected Officers  
Board members will remain in their current roles and positions for the upcoming school year.  
*David Garrison made a motion to renew Blake Petersen and Rory Ukena for new 4-year terms ending July 2026 and keep positions as is. Lori Drake seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*
- HighMark Honorees and Special Recognition  
*Richard Bigler made a motion to name David Garrison as the 2021/2022 HighMark Charter School Honoree. Lori Drake seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.*
- Business Management Services with Educational Support Request for Proposals  
Shawn Miehlke provided insight on the RFP process, scoring and overall satisfaction with the current provider.  
*Blake Petersen made a motion to award the RFP for business managements services with educational support to Academica West. David Garrison seconded the motion.*

Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

#### CALENDARING

- 2022/2023 Board Meeting Annual Calendar  
The board will continue to meet regularly on a Monday evening throughout the year. Additional meetings will be scheduled as needed.

#### STRATEGIC PLANNING

- Goals & Outlook  
A brief discussion was held regarding what items board members hold as high importance, whether they be in the charter, or extracurricular.

#### ADJOURN

At 1:03PM David Garrison made a motion to adjourn. Rory Ukena seconded the motion. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye; David Garrison, Aye.

### HighMark Charter School Board of Directors Closed Session

Meeting Date: June 4, 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 into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 4th day of June, 2022, at 2467 E. South Weber Drive, South Weber, UT Utah.

Richard Bigler, Board Chair

A handwritten signature in black ink, appearing to read 'Richard Bigler', written in a cursive style.

Signature