

HighMark Charter School

Board of Directors Meeting

August 15, 2022

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

Time: 7:00 PM



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

PUBLIC COMMENT (comments are limited to three minutes each)

REPORTS

- Director's Report
- Budget Report

CONSENT ITEMS

- June 4, 2022 Board Meeting Closed Session Minutes
- Ratify New Hires

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

- Early Learning Plan
- Library Materials Policy
- Purchasing and Disbursement Policy
- Tuition Reimbursement
- Mastery Connect Purchase
- Workbook Purchase
- Traffic Patterns
- Bond and Borrowers Counsel Request for Proposals

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

- October 17, 2022 Board Meeting

ADJOURN

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.

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 Miehlike, 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 Miehlike 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 Miehlike 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

Signature



EARLY LEARNING PLAN 2022-2023

LEA Name: Highmark Charter School

Date of Expected Local Board Approval: 8/15/2022

Directions:

- To support LEAs in successful completion of this plan, a Look Fors Document has been created and can be found here: https://docs.google.com/document/d/1GsmMc88Gnk7-aO3K7OKGODi5ad_0Y2Ti/edit?usp=sharing&ouid=111364743146836537372&rtpof=true&sd=true
- Submission of an Early Learning Plan (sections A, B, and C) is required for each LEA regardless of applying for funding.

Funds Being Applied for: Check all that apply. ([Estimated Funding and Matching Amounts](#))

X Early Literacy Funds

DISTRICT ONLY - Matching Funds:

Program	Amount Matching	Levy
<input type="checkbox"/> Low Income Program	\$	
<input type="checkbox"/> Guarantee Program	\$	

Submission of Early Learning Plan: [Pathways to Early Learning Program \(ELP\) Plan Submission and Approval](#)

- Submission on or before August 1st: For ELP **preapproval**, submit the following to earlylearning@schools.utah.gov **by August 1st.**
 - ELP Plan as a WORD document
- Submission after August 1st: For ELP **final approval**, submit the following in [Utah Grants](#) **no later than September 1st by 5 p.m.**
 - Early Literacy budget,
 - Final ELP plan (as an attachment),
 - Local board minutes (as an attachment)
- Goals must be submitted into the [Data Gateway - Early Literacy Page](#) **no later than September 1st by 5 p.m.**

SECTION A: EARLY LITERACY

1. List your evidence-informed core curriculum program(s) for grades K-3 literacy in the following areas:

**SB 127: Districts and charters are required to provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.*

Core Area	*Evidence-Informed Curriculum(s) (defined in SB 127 as: (i) is developed using high-quality research outside of a controlled setting in the given field, and (ii) includes strategies and activities with a strong scientific basis for use)
Phonological Awareness	Wonders/Reading Horizons/Heggerty/Lexia
Phonics	Wonders/Reading Horizons/Lexia
Fluency	Wonders/Reading Horizons/Lexia
Vocabulary	Wonders/Lexia
Comprehension	Wonders/Step Up to Writing/Lexia
Oral Language	Wonders
Writing	Wonders/Step Up to Writing

2. List the assessments used in K-3 literacy for each section below.

**SB 127: If Acadience Reading or a supplemental reading assessment indicates a student lacks competency in a reading skill, or is behind other students in the student's grade in acquiring a reading skill, the school district or charter school is required to administer diagnostic assessments to the student to target interventions to meet students' individual needs.*

Screener(s): Acadience Reading
Diagnostic(s): Acadience Reading Diagnostic + CORE Phonics Survey <i>*Defined in SB 127: "Diagnostic assessment" means an assessment that measures key literacy skills, including phonemic awareness, sound-symbol recognition, alphabet knowledge, decoding and encoding skills, and comprehension, to determine a student's specific strengths and weaknesses in a skill area.</i>
Progress Monitoring: Acadience Reading <i>*SB 127: Districts and charters are required to administer formative assessments <u>and progress monitoring at recommended levels for the benchmark assessment</u> to measure the success of the focused intervention;</i>

3. List your K-3 tier 2 and tier 3 evidence-based literacy curriculum programs and/or strategies and answer the question below.

**SB 127: Districts and charters are required to provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.*

**Evidence-based is defined in SB 127 as: means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on: (i) strong evidence from at least one well-designed and well-implemented experimental study or (ii) moderate evidence from at least one well-designed and well-implemented quasi-experimental study.*

Tier 2 Evidence-based Curriculum Program(s) and/or strategies:

Lexia;

Tier 3 Evidence-based Curriculum Program(s) and/or strategies:

Reading Mastery;

Briefly describe how you ensure intervention is aligned to students' needs?

Students enter and exit tier 2/3 intervention through diagnostic assessment. Students enter tier 2 who fall below the benchmark on the assessment. Students will move from tier 2 to 3 who show minimal progress after a reasonable time in tier 2 small group instruction. Students who receive tier 2 instruction will be moved out of intervention after they are at or above the benchmark for an extended amount of time.

SECTION B: EARLY MATHEMATICS

1. What evidence-based curriculum is being used in tier 1 core instruction for K-3 mathematics?

Eureka Math - Imagine Math

2. Describe how the following mathematical components are incorporated in tier 1 instruction in grades K-3.

Mathematical Components	Evidence-based Strategies
Conceptual Understanding: the comprehension and connection of concepts, operations, and relations.	Building conceptual understanding through concrete, real-life examples. Teaching math by concepts rather than asking students to memorize isolated facts, methods, or formulas. Comprehensive mathematics instruction. Using categorizing, naming, and sorting activities.
Procedural Fluency: the meaningful, flexible, accurate, and efficient use of procedures to solve problems.	Building on a foundation of conceptual understanding, strategic reasoning, and problem-solving. Integrating concepts and procedures and building on familiar procedures as students create their own informal strategies and procedures. Strengthen their understanding and skill through distributed practice. Using visual models to support students' understanding of general methods.
Strategic and Adaptive Mathematical Thinking: the ability to formulate, represent, and solve mathematical problems with the capacity to justify the logic used to arrive at the solution.	Mathematical practices in the Utah Core State Standards. Using five different strands when teaching math conceptual understanding, procedural fluency, strategic competence, adaptive reasoning, and productive disposition.
Productive Disposition: the ability to see mathematics as useful and worthwhile while exercising a steady effort to learn mathematics.	Building diligence and perseverance in Math. A growth mindset is perceived as a process that leads to discovery.

3. Briefly discuss how mathematics assessments (screeners, diagnostics, and progress monitoring) are used to make instructional decisions and how they are used to ensure that instruction and interventions are aligned to students' learning needs.

Acadience Math – Universal screener BOY is used to guide instruction and determine interventions to make instructional decisions and ensure interventions align with students' diagnostic needs. Every grade level teacher will

meet with our coaches, interventionists, and administrators monthly in PLCs to review and analyze the data. With this data, we will reevaluate our interventions to make sure we are meeting the students' diagnostic needs.

4. List your K-3 tier 2 and tier 3 mathematics intervention programs/strategies and answer the question below.

Tier 2 Intervention Program(s)/strategies:

Imagine Math;

working on conceptual understanding, procedural fluency, strategic competence, and adaptive reasoning through Eureka Math, Imagine Math, Zearn, Math task cards, and Math games

Tier 3 Intervention Program(s)/strategies:

Imagine Math;

through the program Imagine Math.

Briefly describe how you ensure intervention is aligned to students' needs?

Students enter and exit tier 2/3 intervention through diagnostic assessment. Students enter tier 2 who fall below the benchmark on the assessment. Students enter tier 3 who fall well below the benchmark on the assessment. Students will move from tier 2 to 3 who show minimal progress after a reasonable time in tier 2 small group instruction. Students who receive tier 2 instruction will be moved out of intervention after they are at or above the benchmark for an extended amount of time.

SECTION C: LOCAL GOALS

Goals must be measurable, address current performance gaps in student literacy and math data, and include specific strategies for improving outcomes.

Videos to support goal writing: [Analyzing Data and Identifying Areas of Need](#) and [Writing Goals](#)

Goal Sentence Frame:

By [date], [who is responsible] will [what will change and by how much--measurable] by [how--which evidence-based strategy(ies) will be used] to [why—for what purpose].

1. Early Literacy Goal (required)

By May 26th, 2023, Highmark Charter School will increase the percentage of 1st-grade students at or above benchmark Acadience Reading's composite score from BOY to EOY by 15%. Teachers will be provided ongoing professional learning and instructional coaching on our small group literacy blocks, Reading Horizons, progress monitoring, ERI, and Heggerty programs to help increase the percentage of students at or above benchmark. Teachers will provide targeted, evidence-based interventions that align with the student's diagnostic needs to fill gaps in specific areas and increase proficiency.

2. Early Mathematics Goal (required)

By May 26th, 2023, Highmark Charter School will increase the percentage of Kindergarten students at or above benchmark Acadience Math's composite score from BOY to EOY by 5%. Teachers will be provided ongoing professional learning and instructional coaching on our small group math blocks through Eureka Math, Imagine Math, progress monitoring, and Zearn programs to help increase the percentage of students at or above

benchmark. Teachers will provide targeted, evidence-based interventions that align with the student's diagnostic needs to fill gaps in specific areas and increase proficiency.

3. Early Literacy or Mathematics Goal (*required*)

☒ Literacy Goal

☐ Mathematics Goal

By May 26th, 2023, Highmark Charter School will maintain the percentage of 2nd-grade students at or above benchmark on Acadience Reading's composite score from BOY to EOY. Teachers will be provided ongoing professional learning and instructional coaching on our small group literacy blocks, Reading Horizons, progress monitoring, ERI, and Heggerty programs to help increase the percentage of students at or above benchmark. Teachers will provide targeted, evidence-based interventions that align with the student's diagnostic needs to fill gaps in specific areas and increase proficiency.

General Assurances: *Check the box below.*

☒ The LEA assures that it is in compliance with State Code [53F-2-503](#), [53E-4-307.5](#), [53G-7-218](#), [53E-3-521](#) and Utah Board Rule [R277-406](#) applicable to this program.

By submitting this form, I certify the information I provided on and in connection to this application is true, accurate and complete. I also understand that any false statements on this application I file with the Utah State Board of Education may be grounds for disqualification for Early Literacy Program funds.

HighMark Charter School
Policy: Library Materials Policy
Adopted: August 15, 2022



Purpose

The purpose of this policy and its accompanying procedures is to help ensure that HighMark Charter School (the “School”) provides appropriate library materials that support and enhance student academic learning and personal development.

This policy and its accompanying procedures are intended to satisfy the requirements of Utah Administrative Code Rule R277-628.

Policy

The School’s library shall promote intellectual and academic freedom by providing students with thoughtful access to a wide range of balanced, relevant, age-appropriate materials. The library shall serve as a learning environment for students and help them acquire the critical thinking and problem-solving skills needed in a pluralistic society. The library shall provide students an opportunity to learn beyond their regular classroom instruction.

The School shall comply with state and federal law and Utah State Board of Education rule in connection with its library collection and program. The School’s library collection shall not contain any “sensitive material” as that term is defined by Utah Code § 53G-10-103; that is, the School’s library collection shall not contain any instructional material that is pornographic or indecent material as that term is defined in Utah Code § 76-10-1235.

The School’s criteria for selecting and removing materials from its library collection, as well as the School’s process for handling challenges or other requests for review of such materials, shall be consistent with this policy, applicable law and rule, and the School’s mission and vision.

Procedures

The Director shall establish administrative procedures that set forth the criteria and process by which the School will select, remove, and handle challenges or other requests for review of materials in the School’s library collection.



Services Order Form

Order #: Q-235053-1
 Date: 2022-03-18
 Offer Valid Through: 2022-06-16

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For HighMark Charter School

Address: 2467 E. S Weber Dr
 City: South Weber
 State/Province: Utah
 Zip/Postal Code: 84405
 Country: United States

Order Information

Billing Frequency: Annual Upfront
 Payment Terms: Net 30

Billing Contact

Name: Highmark Charter School
 Email: smiehlke@hmcharterschool.org
 Phone: 8014764627

Primary Contact

Name: Shawn Miehke
 Email: smiehlke@hmcharterschool.org
 Phone: +1 801 888 8223

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Navigate Item Bank for ELA, Math, Science & Social Studies Subscription	2022-07-01	2023-06-30	User	300	USD 3.30	USD 990.00
MasteryConnect Bundled Subscription	2022-07-01	2023-06-30	User	1	USD 5,830.00	USD 5,830.00
Recurring Sub-Total						USD 6,820.00
Year 1 Total						USD 6,820.00
Grand Total:						USD 6,820.00

Deliverable	Description	Expiration
Navigate Item Bank for ELA, Math, Science & Social Studies Subscription	Navigate Item Bank subscription for ELA, Math, Science and Social Studies featuring learning standards alignments for all 50 States, D.C., Common Core and Next Generation Science Standards.	

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Metrics and Descriptions:

User: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:

Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

Portfolio: <https://portfolio.com/support-terms>

MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/master-terms-conditions>

The provision of any Item Bank Services shall also be governed by the Addendum which can be found here:

<https://www.instructure.com/item-bank-addendum>.

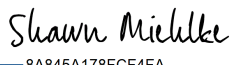
In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax : Yes
Please Enter (Yes or No): Yes	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>
If yes, please enter PO Number:	

By executing this Order Form, each party agrees to be legally bound by this Order Form.

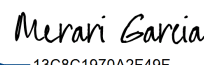
HighMark Charter School

DocuSigned by:

Signature:	 8A845A178FCF4FA...
Name:	Shawn Miehlike
Title:	Director
Date:	6/24/2022

Instructure, Inc.

DocuSigned by:

Signature:	 13C8C1970A2F49F...
Name:	Merari Garcia
Title:	Pricing Analyst
Date:	6/24/2022



Instructure, Inc.

6330 South 3000 East, Suite 700
Salt Lake City, Utah 84121
United States
ar@instructure.com

Invoice

Date	Invoice #
29-Jun-2022	INV383572

Bill To

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

To ensure proper payment application, please follow
remit instructions below and include the invoice number.

Remit Check:
Dept CH 16968
Palatine, IL 60055-6968

Remit ACH/Wire:
Silicon Valley Bank
3003 Tasman Dr, Santa Clara, CA 95054
ABA: 121140399
Account: 3300926617
International Swift: SVBKUS6S

Terms	Due Date	Ordered By	PO #	Sales Rep	Collection Rep
Net 30	29-Jul-2022	Shawn Miehke		753 Lyons, Greg	2786 Boyland, London

Description	Start Date	End Date	Qty	Unit Price	Amount
Mastery Item Bank Subscription	01-Jul-2022	30-Jun-2023	300	\$3.30	\$990.00
MasteryConnect Student Licensing - GradeCam	01-Jul-2022	30-Jun-2023	1	\$330.00	\$330.00
MasteryConnect Subscription	01-Jul-2022	30-Jun-2023	1	\$5,500.00	\$5,500.00

Subtotal	\$6,820.00 USD
Tax Total @ rate of 0 %	\$0.00 USD
Total	\$6,820.00 USD
Amount Applied	\$0.00 USD
Amount Due	\$6,820.00 USD

Purchasing and Disbursement Policy

HighMark Charter School

Policy: Purchasing and Disbursement Policy

Adopted: August 15, 2022

Deleted: October 15, 2018

Purpose

The purpose of this policy is to enable administration to make minor purchases that are necessary for the day-to-day operation of HighMark Charter School (the "School"), without approval of the Board of Directors (the "Board").

Purchasing

The responsibility for approving purchases is delegated to the Director of the School by the Board as set forth below.

During the first operating calendar year of the School, all purchases over \$5,000.00 must receive Board approval. For subsequent years, purchases up to \$5,000 must be approved by the Director, purchases between \$5,000 and \$10,000.00 must be approved by either the Board President or Board Treasurer, and purchases over \$10,000 must be approved by the full Board. Invoices, purchase orders, and authorized facsimiles must be signed by the appropriate authorized individual.

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Employee purchases that require reimbursement are discouraged.

Purchases that require the use of a credit card should follow the process established by this policy and utilize a purchase order when feasible.

Disbursements

The responsibility for disbursement is delegated to the School's management company and Director as set forth below.

Disbursements will be charged to one of two School accounts: (i) the General Operating Account; and (ii) the Petty Cash Account. The School's management company is responsible for disbursements charged to the General Operating Account, and the School's Director is responsible for disbursements charged to the Petty Cash Account.

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Board Approved: 08.15.2022

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

General Operating Account

The following controls are established to ensure that all payments charged to the General Operating Account are made on a timely basis and in accordance with all purchase orders and contracts:

- A purchase order shall be completed prior to disbursing funds for a purchase unless the disbursement is made in accordance with the terms of an ongoing contract that has been previously approved by the Board.
- A purchase order shall be authorized by the individual(s) listed above based on the purchase amount.
- Following proper authorization, purchase orders are reviewed by the School's management company.
- The School's management company must be given a valid invoice and properly completed purchase order prior to making payment.
- Disbursements are to be made primarily by check with counter signatures to provide additional control.

Petty Cash Account

In addition to the General Operating Account, the Board may approve a Petty Cash Account with corresponding checks and a debit card to be utilized at the discretion of the Director. The purpose of the Petty Cash Account is to provide a convenient way to pay for small expenses while minimizing exposure of School funds to the risk of misuse or theft.

Blank warrants/checks and/or a debit card for the Petty Cash Account may be kept in locked storage under the control of the Director or a designated alternate. Disbursements charged to the Petty Cash Account shall be made in accordance with the following provisions to ensure payments are properly authorized and recorded:

- In general, the Petty Cash Account should maintain a balance between \$500 and \$2,000.
- Access to the Petty Cash debit card is limited to the School's Director or designated alternate.
- Access to blank checks is limited to the School's Director or a designated alternate. When blank checks are received, the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a copy of the receipt is to be signed by the Director and forwarded to the management company. The use of these blank checks should be kept to an absolute minimum.

Board Approved: 08.15.2022

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- The School's Director or designated alternate is responsible for: (i) maintaining records and receipts for each transaction charged to this account; and (ii) entering the information into the School's accounting software on a regular basis. Information should be uploaded in a timely manner to allow the School's management company adequate time to provide accurate monthly financial reports to the Board.
- The School's Director or designated alternate is responsible for replenishment of the account when petty cash is low. To replenish petty cash, the Director must request the School's management company to transfer funds.

Recording Transactions

Purchase orders and requisition requests must identify the fund, function, location, program, and object or revenue code to which the purchase is to be booked. Accounting staff will periodically review this information to ensure that expenditures are booked accurately.

Board Approved: 08.15.2022

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Print Services Quote

Chasity Schneider

Client Services Lead

(210) 570-5858

chasity.schneider@officedepot.com

Project Name | K-8287-22

Date | August 12, 2022

Company | Highmark Charter School

Email | kdahl@hmcharterschool.org

Contact Name | Krystal Dahl

Phone |

Product/Service	Quantity	Total
Kindergarten Engage NY Workbooks Modules 1-6 (Sprints, Problem Sets, Homework, Exit Tickets) Single sided, B&W, on 20# Bond, slipsheet between each set	70/45	\$1,707.74
Grade 1 Engage NY Workbooks Modules 1-6 (Problem Sets, Homework and Exit Tickets) Workbooks to be printed in Perfect Bound format, 80# Matte Color Cover, Insides are single sided, B&W, on 20# Bond, All pages perforated	20/15/15/9/18/14	\$800.23
Grade 2 Engage NY Workbooks Modules 1-4, 5-8 (Problem Sets and Sprints) Workbooks to be printed in Perfect Bound format, 80# Matte Color Cover, Insides are single sided, B&W, on 20# Bond, All pages perforated	55	\$1,318.35
Grade 3 Engage NY Workbooks Modules 1-7 (Problem Sets, Homework, Exit Tickets) Workbooks to be printed in Perfect Bound format, 80# Matte Color Cover, Insides are double sided, B&W, on 20# Bond, All pages perforated	60	\$3,051.06
PROJECT SUBTOTAL (plus any applicable sales tax)		\$6,877.38

NOTES:

Production time varies based on capacity in the print center at time of order.

Pricing can change at anytime.

HighMark Charter School

Statement of Financial Position

Created on August 11, 2022

For Prior Month

	07/01/2022 Through 07/31/2022 <u>Actual</u>	Year Ending 06/30/2022 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	1,835,942	1,825,971
Accounts Receivables	290,041	303,099
Other Current Assets	12,244	12,244
Total Current Assets	<u>2,138,227</u>	<u>2,141,314</u>
Restricted Cash	<u>676,706</u>	<u>675,984</u>
Net Assets		
Fixed Assets	11,801,236	11,801,235
Depreciation	(2,363,918)	(2,363,918)
Total Net Assets	<u>9,437,318</u>	<u>9,437,317</u>
Total Assets & Other Debits	<u>12,252,251</u>	<u>12,254,615</u>
Liabilities & Fund Equity		
Current Liabilities	138,610	377,725
Long-Term Liabilities	<u>10,075,106</u>	<u>10,075,106</u>
Fund Balance	1,801,785	1,174,958
Net Income	<u>236,750</u>	<u>626,826</u>
Total Liabilities & Fund Equity	<u>12,252,251</u>	<u>12,254,615</u>

HighMark Charter School

Statement of Activities

Created on August 11, 2022

For Prior Month

HighMark Charter School

	Annual June 30, 2023 Budget	Year-to-Date July 31, 2022 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	230,800	7,988	3.5 %
Revenue From State Sources	5,711,527	539,397	9.4 %
Revenue From Federal Sources	203,625	0	0.0 %
Total Income	6,145,952	547,385	8.9 %
Expenses			
Instruction/Salaries	2,727,467	21,468	0.8 %
Employee Benefits	932,387	7,121	0.8 %
Purchased Prof & Tech Serv	485,000	30,675	6.3 %
Purchased Property Services	236,000	12,170	5.2 %
Other Purchased Services	88,000	32,021	36.4 %
Supplies & Materials	599,000	134,510	22.5 %
Property	63,500	5,923	9.3 %
Debt Services & Miscellaneous	814,598	66,747	8.2 %
Total Expenses	5,945,952	310,635	5.2 %
Total Net Income	200,000	236,750	118.4 %