

# HighMark Charter School Board of Directors Meeting

January 23, 2023

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

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

**Others In Attendance:** Shawn Miehlike, Krystal Taylor, Janey Stoddard, Ken Jeppesen



## MINUTES

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### CALL TO ORDER

Richard Bigler called the meeting to order at 7:00PM.

### PUBLIC COMMENT

- 2023/2024 Fee Schedule & Fee Waiver Policy  
This was the first opportunity for the public to comment on the fee schedule and fee waiver policy. There was no public comment.

### PRESENTATIONS

- Audit Presentation & Training  
Ken Jeppesen presented the audit report which came back clean. There were no audit adjustments. The board inquired what kinds of transactions were reviewed in the audit and received an explanation of the single audit.  
Ken Jeppesen left the meeting at 7:15PM.  
The board will review the updated audit training provided by the state via a YouTube link.

### REPORTS

- Principal's Report  
Shawn Miehlike provided a report outlining activities and ongoings around the school. Data and financial bullet points were reviewed as well as future projects and goals.
- Budget Report  
Blake Petersen updated the board on current financials. The board praised Shawn Miehlike for the work he has done to help keep the school in a good financial position.

### CONSENT ITEMS

- October 17, 2022 Board Meeting and Closed Session Minutes
- October 28, 2022 Board Meeting Minutes
- Ratify New Hires  
*Richard Bigler made a motion to approve the October 17, 2022 board meeting and closed session minutes, the October 28, 2022 board meeting minutes, and to ratify the new hires as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

### VOTING ITEMS AND DISCUSSION ITEMS

- 2023/2024 School Year Calendar  
Shawn Miehke aligned the calendar closely to the local district.  
*Lori Drake made a motion to approve the 2023/2024 School Year Calendar. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*
- School Specialty Purchase  
Shawn Miehke explained the process that has taken place in choosing furniture for the school. The board reviewed look books with images for the purchases.  
*Rory Ukena made a motion to approve the School Specialty Purchase for up to \$200,000. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*
- Tuition Reimbursement  
Shawn Miehke reviewed the agreement that is put in place for a tuition reimbursement contract. The board clarified that if an employee departs HighMark that there is a follow through process if the term of the contract is broken.  
*Rory Ukena made a motion to approve Tuition Reimbursement for Kenley Potter. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*
- Proper Use of Public Funds and Assets Policy
- Reuse and Disposal of Textbooks Policy  
Shawn Miehke explained each of the above policies to the board, there were no further questions.  
*Richard Bigler made a motion to approve the Proper Use of Public Funds and Assets Policy and the Reuse and Disposal of Textbooks Policy. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*

## **CALENDARING**

- Board Meeting  
The board will move the March meeting to be held on March 13<sup>th</sup>, 2023 at 7PM.
- National Charter School Conference- June 18-21<sup>st</sup>, Austin TX  
The board will consider if they plan on attending the national conference.

## **ADJOURN**

*At 7:54PM Lori Drake made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Lori Drake, Aye; Blake Petersen, Aye; Rory Ukena, Aye.*