

# HighMark Charter School Board of Directors Meeting

May 27, 2023

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

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

**Others In Attendance:** Shawn Miehlike, Krystal Taylor, Ryan Smith



## MINUTES

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### CALL TO ORDER

Richard Bigler called the meeting to order at 8:05 AM.

### REPORTS

- Principal's Report  
Shawn Miehlike presented his year end principals report. This report included an update on progress monitoring that is ongoing, along with goals that have been worked towards. HighMark Charter school was recognized by USBE for school performance. Clubs were very popular, and will be offered year round next year. P
- Budget Report
  - Fraud Risk Assessment  
Ryan Smith and Blake Petersen presented current budgeting numbers. A review of the Fraud Risk Assessment was provided.

### CONSENT ITEMS

- March 13, 2023 Board Meeting and Closed Session Minutes
- May 3, 2023 Board Meeting Minutes
- Ratify New Hires  
Shawn Miehlike provided names and positions for new hires.  
*Richard Bigler made a motion to approve the March 13, 2023 Board Meeting and Closed Session Minutes; the May 3, 2023 Board Meeting Minutes and to ratify the new hires as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*

### VOTING ITEMS AND DISCUSSION ITEMS

- Audit Engagement Letter
- 2022/2023 Final Amended Budget
- 2023/2024 Proposed Budget  
Ryan Smith explained the process that will take place with Eide Bailey and the annual audit. Blake Petersen and Ryan Smith provided a detail  
*Blake Petersen made a motion to approve Audit Engagement Letter; 2022/2023 Final Amended Budget and the 2023/2024 Proposed Budget. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*

- HighMark Honorees  
Richard Bigler praised Shawn Miehlke for the amazing work that he does for the school. The board is impressed with the morale and the ongoing culture of the school that he has fostered.  
*Richard Bigler made a motion to award Shawn Miehlke as a HighMark Honoree. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*
  
- Board Member Terms & Elected Officers  
The board discussed the ongoing efforts for an additional board member.  
*Richard Bigler made a motion to approve all current board terms and elected officers to remain as is. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*
  
- Chromebook Purchases
- Laptop Purchases  
Shawn Miehlke outlined the needs for the new technology purchases.  
*Lori Drake made a motion to approve Chromebook purchases up to \$35,000 and the Laptop purchases up to \$45,000 as discussed. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*
  
- Teacher Student Success Act Plan (TSSA)
- Mental Health Screening Determination  
Shawn Miehlke reviewed updated goals and information throughout the TSSA plan for the upcoming year. The plan is similar to previous year plans.  
*Richard Bigler made a motion to approve the Teacher Student Success Act plan and that HighMark Charter school opt out of the Mental Health Screening participation at this time. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*
  
- Amended Travel Policy
- Amended Administration of Medication Policy
- Rescind Test Administration Policy
- Assessment of Student Achievement Policy
- Dropout Prevention and Recovery Policy  
Shawn Miehlke outlined the changes and the reasoning for the above policies.  
*Rory Ukena made a motion to approve the Amended Travel Policy; Amended Administration of Medication Policy; to rescind the Test Administration Policy; approve the Assessment of Student Achievement Policy and Dropout Prevention and Recovery Policy. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*  
The board took a break at 9:51AM.  
The board returned from break at 10:50AM.

- Language Access Policy
- Public Education Materials Development Policy
- Sale of Food and Beverages Policy

Shawn Miehke explained the process at the school for language translators and interpreters. An outline on the public education materials development policy was provided.

*Rory Ukena made a motion to approve the Language Access Policy, Public Education Materials Development Policy and the Sale of Food and Beverages Policy. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*

- Policy Renewals
  - Electronic Resources and Devices Policy
  - Wellness Policy

The above policies are part of the annual policies that the board will review and renew annually. There were no changes.

*Richard Bigler made a motion to approve Electronic Resources and Devices Policy, and Wellness Policy. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.*

- Policies to Review
  - Attendance Policy
  - Donation and Fundraising Policy
  - Sex Education Instruction Policy

Shawn Miehke provided an update on the attendance data during his report. The administrative team continues to look into ways to increase attendance. Board members reviewed the donation and fundraising policy and asked clarifying questions on how fundraising can take place. Ryan Smith guided the board to answers on allowed fundraising. The Sex Education Instruction Policy was also reviewed. The school will continue to utilize the Davis School District online resources.

## **TRAINING**

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

The board reviewed the training documents for the Open and Public Meetings Act. They each signed the annual commitment to ethical behavior. Richard Bigler directed board members to the board communication guidelines as a reminder. The board will look at further strategic planning at another time.

## **VOTING ITEMS AND DISCUSSION ITEMS**

- Series 2013B Bond Resolution
 

The board had no further questions on the bond resolution.

Blake Petersen made a motion to approve the Series 2013B Bond Resolution. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

#### **CALENDARING**

- Board Meeting Calendar 2023/2024  
The board reviewed the annual meeting calendar for the upcoming school year.

**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 11:26 AM Richard Bigler made a motion to move into closed session located at HighMark Charter School. Lori Drake seconded. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye. Motion passed unanimously.

At 12:27 PM Blake Petersen made a motion to move out of closed session. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

#### **VOTING ITEMS AND DISCUSSION ITEMS**

- Director Employment Agreement  
There was no further discussion from the board.  
Blake Petersen made a motion to approved the Director Employment Agreement as discussed in closed session. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

#### **ADJOURN**

At 12:30 PM Blake Petersen made a motion to adjourn. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

**HighMark Charter School**  
**Board of Directors Closed Session**  
**Meeting Date:** May 27, 2023  
**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 27th day of May, 2023, at 2467 E. South Weber Drive, South Weber, UT 84405.

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

Richard Bigler, Board Chair

DRAFT