

# HighMark Charter School

## Board Meeting Minutes

Monday, February 11, 2013

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



**In Attendance:** Robert Osborne, Richard Bigler, Sage Ukena, Blake Petersen, Bentley McEntire

**Others in Attendance:** Kent Fuller (Principal), Kim Dohrer (AW), Erika Petersen (PTSO), Ryan Smith (AW), Kara Finley (AW), Melinda Osborne (Business Integration Specialist)

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.

## MINUTES

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7:31 PM – CALL TO ORDER by Robert Osborne

### CONSENT ITEMS

❖ **January 7, 2013 Board Meeting Minutes**

Richard Bigler made a motion to approve the January 7, 2013 Board Meeting Minutes; Blake Petersen seconded the motion. Motion passed unanimously.

❖ **New Hires**

Richard Bigler made a motion to approve the new hire of Kathy Griffen as a part-time Kitchen Assistant in addition to her secretarial duties; Sage Ukena seconded the motion. Motion passed unanimously.

### PUBLIC COMMENT (Comments will be limited to three minutes each)

❖ No public comments were made.

### REPORTS

❖ **PTSO Report**

Erika Petersen reported that the Inspirations Art Contest went well and someone was sent for almost all the categories. March 1<sup>st</sup> is the annual Doctor Seuss Day that will host professional storytellers. The Valentines Stomp will be on February 15<sup>th</sup> for the Junior High. They are preparing for the National Lemonade Day and a Field Day. Erika discussed creating a Culture Committee that could help formulate the look and feel for the school.

❖ **Budget Report**

Blake Petersen reviewed the budget and stated that it is looking good. The administration has been spending within the budgeted limits and there will be drawdowns for title funds

shortly. Additional line items will be added to the budget to track athletic revenue and expenses. The feasibility study is still in progress. Blake thanked Ryan Smith for his diligence in tracking the budget.

❖ **Principal Report**

- Melinda Osborne reported that Junior Achievement is up and running. The lessons are very comprehensive and will be a great program to institute and continue. A history class is discussing the Industrial Revolution and will delve into business and the language arts classes are introducing the seven habits for student success.
- Kent Fuller reviewed the mid-year DIBELS results. There has been significant improvement for students since the start of the school year to get them to grade level. The enrollment numbers are looking good for the fall and there are a few openings available in the elementary. A Junior High Open House will be held for prospective families.
- Additional teachers will be hired in the fall for the junior high. Fall elective courses were discussed and options will be evaluated. The Dress Code enforcement is being done regularly and is going well. Teachers are getting better at following the policy. The Board discussed the policy and the need to review it to make it more focused.
- Safety is a priority for the school. All doors to the building are locked during the day and scenarios have been reviewed with students and staff. Lock downs and fire drills are scheduled to practice safety situations. The Fire Marshall has signed off on the building. The additional computer lab is in the process of being donated and should be in the school by the end of the month. A building inspector will be here on Saturday for the Feasibility Study.

**VOTING ITEMS**

❖ **2013-2014 School Year Calendar**

The Board reviewed the calendar and how it aligns to the Davis School District calendar. Blake Petersen made a motion to approve the 2013-2014 School Year Calendar; Sage Ukena seconded the motion. Motion passed unanimously.

❖ **2013-2014 Fee Schedule**

The Board reviewed the changes to the fee schedule from the previous year. Sage Ukena made a motion to approve the 2013-2014 Fee Schedule with the discussed notice to read, "Please note that the athletics and activities fees do not include uniforms, camps, or competitions. They will be an additional cost depending on the activity"; Blake Petersen seconded the motion. Motion passed unanimously.

❖ **Custodial Service**

Kent Fuller discussed the need to have additional custodial services during the day to fit the needs to the school for the rest of the year. Sage Ukena made a motion to approve the increased custodial services for the remainder of the school year at \$1,080 per month; Blake Petersen seconded the motion. Motion passed unanimously.

**DISCUSSION ITEMS**

❖ **School LAND Trust Fund**

Kent Fuller explained the School LAND Trust Fund and the plan that is being created to support the school and enhance academics. Kent Fuller, Sage Ukena, and Blake Petersen will work on developing with fund with additional individuals as needed. The Board was sent the

links to watch the videos and will do so before the next Board Meeting.

❖ **Release Time**

Robert Osborne discussed the questions that are arising about Release Time. The school currently will not be offering release time but students will have the option to sign up with their local church for Early Morning classes. Robert Osborne will request documentation from the local institution with the available options.

❖ **Calendaring**

The upcoming events were reviewed including:

- Junior High Open House on February 25, 2013
- Board Meeting on March 18, 2013
- Summer Retreat May 31 – June 1, 2013
- UAPCS Annual Conference June 17-18, 2013

**CLOSED SESSION TO DISCUSS PERSONNEL**

- ❖ Sage Ukena made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Blake Petersen seconded the motion. Motion passed unanimously. The votes were as follows:

Robert Osborne – AYE  
Richard Bigler – AYE  
Sage Ukena – AYE  
Blake Petersen – AYE  
Bentley McEntire – AYE

Entered Closed Session at 9:06 PM.

Kent Fuller was dismissed at 9:19 PM.

**ADJOURN**

- ❖ Richard Bigler made a motion to adjourn the Board Meeting and Closed Session; Bentley McEntire seconded the motion. Motion passed unanimously. The votes were as follows:

Robert Osborne – AYE  
Richard Bigler – AYE  
Sage Ukena – AYE  
Blake Petersen – AYE  
Bentley McEntire – AYE

Adjourned Board Meeting and Closed Session at 10:31 PM.

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## Closed Session Minutes

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## MINUTES

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### 9:06 PM – CALL TO ORDER by Robert Osborne

Closed Session to discuss the character, professional competence, or physical or mental health of an individual.

Kent Fuller was dismissed at 9:19 PM.

### ADJOURN

- ❖ Richard Bigler made a motion to adjourn the Board Meeting and Closed Session; Bentley McEntire seconded the motion. Motion passed unanimously. The votes were as follows:
  - Robert Osborne – AYE
  - Richard Bigler – AYE
  - Sage Ukena – AYE
  - Blake Petersen – AYE
  - Bentley McEntire – AYE

Adjourned Board Meeting and Closed Session at 10:31 PM.