

**HighMark Charter School  
Board of Directors Meeting  
May 20, 2017**

**Location:** 3000 Canyons Resort Dr.  
Park City, UT 84098



In Attendance: Richard Bigler, Sage Ukena, Denis Petersen, Bentley McEntire, Blake Petersen

Others In Attendance: Ryan Smith, Kim Dohrer, Mary Johnston, Krystal Taylor

## **MINUTES**

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**8:34 AM –CALL TO ORDER by Richard Bigler**

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

There was no public comment.

### **REPORTS**

- Budget Report

Blake Petersen reviewed the previous month budget. Overall the budget is operating healthy and on track.

- State of the School Report
  - Surveys, Test Scores, Technology

Mary Johnston reviewed both parent and staff surveys. Overall the results were positive and a good response rate. Test scores are doing well- the opt out rate for tests are very low throughout all grades. The Technology Committee met and created an updated technology plan for the years 2017-2021. The plan includes updates for Internet, replacement of devices and other equipment. There is a portable computer lab for each grade. Current lottery numbers for the upcoming school year were reviewed.

- State of the Board
  - New Board Member Discussion

9:52 AM Break

## 10:00 AM –STRATEGIC PLAN

### Expand the building to meet future needs

#### GOVERNANCE

- Open and Public Meetings Act Training

The board completed the Open and Public Meetings Act Training by completing the FAQ training, done annually.

#### CONSENT ITEMS

- Approve February 6, 2017 Board Meeting Minutes
- Approve March 15, 2017 Board Meeting Minutes
- Approve April 5, 2017 Board Meeting Minutes
- Approve May 1, 2017 Board Meeting Minutes
- New Hires

Blake Petersen made a motion to approve the above consent items with the adjustment to the February 6, 2017 Minutes. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.

#### 11:20 AM VOTING ITEMS

- Expansion Plans

*Sage Ukena made a motion to approve an expansion with the cap being \$500,000 with final approval in excess coming to the Board. Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Special Education Classroom

*Blake made a motion to approve the building of the Special Education Classroom using the Butler General bid of up to \$51,000 contingent on a 3<sup>rd</sup> bid coordinated by Denis Petersen with construction completed no later than June 30<sup>th</sup>, 2017; final approval to be made by building committee. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.*

- Capital Improvement Plan

Item was tabled and moved as a discussion only item.

- Revised Dress Code Policy

*Sage Ukena made a motion to approve the revised dress code policy. Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Revised Bullying and Hazing Policy
- Rescind Safe School's Policy
- Student Conduct and Discipline Policy

*Sage Ukena made a motion to approve the revised Bullying and Hazing Policy, Rescind the Safe School's Policy, and approve the Student Conduct and Discipline Policy. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.*

- Maturation Curriculum

*Sage Ukena made a motion to approve the Davis School District Maturation program. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.*

- Management Contract

*Denis Petersen made a motion to approve the Academica West Management Contract. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Phone Contract

Item was tabled pending further information.

- Eide Bailey Engagement Letter

*Sage Ukena made a motion to approve the Eide Bailey Engagement Letter. Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- Summer Purchases

*Sage Ukena made a motion to approve the summer purchases outlined in the packet with the deduction of the Special Education Classroom with an up to amount of \$106,000. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.*

- 2016/2017 Amended Budget

*Denis Petersen made a motion to approved the 2016/2017 Amended Budget. Sage Ukena*

*seconded the motion. Voting was unanimous and the motion passed.*

- 2017/2018 Budget

*Sage Ukena made a motion to approve the 2017/2018 Budget. Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

- HighMark Honorees and Special Recognition

*Richard Bigler made a motion to include Mary Johnston as a HighMark Honorees. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Board Member Terms & Elected Offices

*Blake Petersen made a motion to approve Richard Bigler for a 4 year term ending in 2021. Bentley McEntire seconded the motion. Voting was unanimous and the motion passed.*

*Blake Petersen made a motion to approve all Board Offices to remain the same. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Compensation

*Denis Petersen made a motion to approve a 401K match at 4%. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

**CLOSED SESSION**—To discuss an individual’s character, professional competence, or physical or mental health.

*At 1:10 PM Blake Petersen made a motion to move into a closed session. Denis Petersen seconded the motion. Voting as follows: Richard Bigler, Aye; Sage Ukena, Aye; Denis Petersen, Aye; Bentley McEntire, Aye; Blake Petersen, Aye. Voting was unanimous and the motion passed.*

*Blake Petersen made a motion to come out of closed session. Sage Ukena seconded the motion. Voting was unanimous and the motion passed.*

- Principal Employment Agreement and Compensation

*Sage Ukena made a motion to approve the Principal Employment Agreement and*

*Compensation as discussed in closed session. Blake Petersen made a motion. Voting was unanimous and the motion passed.*

## **DISCUSSION ITEMS**

- Building Use Policy
- Action Items
- Calendaring

## **ADJOURN**

*At 1:50 PM Sage Ukena made a motion to adjourn; Blake Petersen seconded the motion. Voting was unanimous and the motion passed.*

**HighMark Charter School  
Board of Directors Closed Session  
May 20, 2017**

**Location:** 3000 Canyons Resort Drive  
Park City, UT 84098



*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.*

**AFFIDAVIT**

This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).

  
Richard Bigler, Chair

5 - 20 - 17  
Date