

**HighMark Charter School
Board of Directors Meeting
Tuesday, September 16, 2014**



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

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

Others in Attendance: Mary Johnston (Principal), Kellie Lockwood (Assistant Principal), Kim Dohrer (AW), Ryan Smith (AW), Kara Finley (AW), Krissy Wolfe, Yesenia Salgado, members of the public

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

7:00 PM – CALL TO ORDER by Bentley McEntire

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; Richard Bigler seconded. Motion passed unanimously, the votes were as follows:
 - Bentley McEntire – AYE
 - Richard Bigler – AYE
 - Blake Petersen – AYE
 - Sage Ukena – AYE
 - Denis Petersen – AYE

Entered Closed Session at 7:02 PM.

- Richard Bigler made a motion to adjourn the Closed Session; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:
 - Bentley McEntire – AYE
 - Richard Bigler – AYE
 - Blake Petersen – AYE
 - Sage Ukena – AYE
 - Denis Petersen – AYE

Adjourned Closed Session at 7:30 PM.

CONSENT ITEMS

- **Board Meeting Minutes**
Sage Ukena made a motion to approve the August 19, 2014 Board Meeting Minutes with the correction to the Trustland Committee designation; Blake Petersen seconded. Motion passed unanimously.

PUBLIC COMMENT

- The following individuals made a public comment:
 - Krissy Wolfe discussed the cheerleading program and submitted a grievance.
 - Yesenia Salgado commented on the communication and the Parent Teacher Student Organization. She also remarked on the various organizations support of each other.

REPORTS

- **Athletics Report**
Kellie Lockwood discussed the athletics program changes, facilities updates, and the addition of online portals to submit athletics paperwork and post game schedules. The schedules for sports clinics, tryouts, and athletics are being created and posted on the school website.
- **Budget Report**
Blake Petersen reviewed the budget based on current enrollment and revenue based projections. The financial audit is currently underway.
- **Principal Report**
Mary Johnston reviewed enrollment and the number of students in the junior high program. The advertising efforts included city newsletters, newspaper ads, events, and visiting local charter schools. The transfer report issued by the Utah State Charter School office was disseminated. The Board discussed enrollment options for this school year and marketing options for next school year. The finalized Academic Awards will be presented to students to encourage academics, reduce tardies, and reward athletic participation.

VOTING ITEMS

- **ETS Service Agreement**
Mary Johnston reviewed the RFP's that were submitted for IT services, the services that have been provided, and the specifics of the agreement. Denis Petersen made a motion to approve the ETS Service Agreement with a change to Section 8. Payment, Line E to have payments due within thirty (30) calendar days; Sage Ukena seconded. Motion passed unanimously.
- **Principal Evaluation Tool**
Blake Petersen presented two options on the evaluation tool and the rating scale choices. The Director will propose a goal on finance and enrollment at the next Board Meeting.
Blake Petersen made a motion to approve the Principal Evaluation Tool with the Likert rating scale, the change of "Director" to "Principal," and the addition of a

Financial Enrollment goal at the next Board Meeting; Richard Bigler seconded.
Motion passed unanimously.

DISCUSSION ITEMS

- **Charter School Agreement Goals: Board Performance and Stewardship**
The Board reviewed the goals and the status of the Governing Board Online Trainings.
- **Board Communication Guidelines**
Denis Petersen provided the Board with updated Board Communication Guidelines and the changes to the original document including communication with the Director and constituents. The Board will review the document and use it as a guideline for future communication.
- **Action Items**
The Board reviewed the current action items and newly assigned action items. The first annual HighMark Bird Run will be held on Thanksgiving and is being advertised through city newsletters.
- **Calendaring**
Board Meeting October 21, 2014 at 7:00 PM.

ADJOURN

- Richard Bigler made a motion to adjourn the Board Meeting; Sage Ukena seconded.
Motion passed unanimously.
Board Meeting adjourned at 8:46 PM.

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MINUTES

7:02 PM – CALL TO ORDER

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

Mary Johnston was absent from 7:02 PM to 7:21 PM.

ADJOURN

- Richard Bigler made a motion to adjourn the Closed Session; Blake Petersen seconded. Motion passed unanimously, the votes were as follows:
 - Bentley McEntire – AYE
 - Richard Bigler – AYE
 - Blake Petersen – AYE
 - Sage Ukena – AYE
 - Denis Petersen – AYE

Adjourned Closed Session at 7:30 PM.

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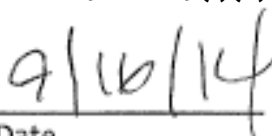
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AFFIDAVIT

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(1)(a).



Bentley McEntire, Chair



Date