



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

May 24, 2017 @ 4:00 pm

Board meeting to be held at: 210 E. Mesick Ave. Mesick, MI 49668

Via conference call # 888.824.5783 Passcode: 17700635 #

Via Blackboard Collaborate @ <http://bit.ly/29PZpA6>

Please contact 855-337-8243 for additional assistance

Community notification posted at the following locations: Mesick Consolidated Schools; HVAM website

AGENDA:

- 1) Call to Order: 4:00 pm by Director Osborne
- 2) Roll Call:
 - a) **Present: Director Osborne, , Director Workman, Director Howell, Mary Moorman, Lindsay Hallead, Nancy Tuckey , Lori Andersen and via conference call: Cindy Wright-Carter, Mary Markert and Doug McNeil**
 - b) **Absent: Director Codden**
- 3) Public Comment (limited to agenda items; not to exceed 5 minutes limit per individual)
 - a) No public comment
- 4) Routine Business:
 - a) Approval of Minutes from the April 26, 2017 Board Meeting
Motion for Approval of April 26, 2017 minutes as listed by Director Howell
Seconded by Director Workman
Approval: Unanimous
 - b) Approval of Agenda for the May 24, 2017 meeting
Motion for Approval of May 24, 2017 Board Meeting Agenda by Director Workman
Seconded by Director Howell
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report included:
 - i. Fast Update – With only a few weeks left in the school year, we continue to onboard new students. We are taking advantage of the time to orient families and students and dive right in with these families. We have realistic expectations of those families considering their late start. Mary informed the Board we are focusing on individual students who have concerns, retention possibilities and those students that have been in the FAST program for an extended period of time. We want to make sure these families come back next school year with support to start their year off strong. We held our end of year parties on Friday, May 19th. Unfortunately, it was really cold at our party locations! We did have a few students who braved the inclement weather and joined Mary and Nancy at the Cadillac location. We just wanted to meet with our families to say thanks for a great year. Maybe we will try to have another party in the fall when the weather may be warmer.
 - ii. Enrollment/Withdrawals – We have seen a significant amount of withdrawals this past month – second highest the entire school year. Mary informed the Board that it basically boiled down to expectations of testing – this was the moment they had to make a decision to stay or leave. The breakdown of withdrawals are listed in Mary’s PowerPoint, available

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in Dropbox. Our current enrollment is at 505, with 74 students marked as Special Education and two students being waitlisted.

- iii. Re-Registration – HVAM opened up new family registration on May 15th. We currently have a 61% response rate. We are actively following up with our current families to understand their intentions for next year to help aid in planning for those grade levels.
- iv. MSTEP – Mary was pleased to inform the Board we have achieved an overall testing completion rate of 97%! This is amazing, as it proves every student literally counts! Students that were unable to attend state testing provided legitimate reasons as to why their students were unable to test (medical/family emergencies). Director Osborne wondered how Mesick’s testing went; Superintendent Akon stated his district didn’t reach 100% either, but they came close. Director Osborne questioned if we were in the ballpark as compared to Mesick schools. Superintendent Akom suggested HVAM is a little smaller than Mesick so it is hard to compare; Mary added that we don’t have a “captive audience” being virtual, and had to overcome a few testing hurdles (family transportation issues, etc.) but our percentages are higher than what we anticipated. Mary informed the board it was a learning opportunity for our first year and we did learn a little the hard with student withdrawals and how the State of Michigan handles such regarding testing. Cindy addressed the board to offer her congratulations to Mary and her team and provided a huge “hats off” to Mary for a job well done!
- v. SY 17-18 Academic Planning – Mary informed the Board that our teachers are actively working to look at our current academic plan and goals and seek out and identify the areas where we are struggling. What works and what doesn’t work and proactively change those areas where we struggle. The big areas are onboarding and orientation, as well as FAST and truancy concerns – how do we engage these students and how can we do this better? Our last parent advisory committee meeting for this school year is scheduled for next week. We received great feedback from April’s survey and the information has been shared with staff with what is working. Students will also be afforded the opportunity to provide feedback. Mary informed the Board we will be developing a truancy prevention program, specifically how to hold students and HVAM accountable in the state. We are still looking at 3rd grade reading legislation and what staff professional development may be needed, as well as how we will monitor this new program. We will be reviewing staff expectations – what our expectations and non-negotiables are and areas that need to be re-tooled and possibly expanded. June’s meeting we will have a final presentation available with our notable changes.
- vi. June Board Meeting - This will be an organizational meeting. We will be looking at board positions and set meeting dates for the SY 17-18. We will also review insurance, contracts and budget amendment for SY 16-17, as well as SY 17-18 budget proposals. Mary will be meeting with Doug McNeil to review these items. There were no questions from the board at this time. Informational purposes only; no vote to be taken.

6) Submission, Discussion, Approval Requested Items:

- a) Presentation for Approval for Financial Reports - Mary Markert provided the month of April financials and forecast. We are currently running higher than last approved budget. Mary Markert has reviewed the state aid sheet and we are hoping for additional funding through Section 25.

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Measures were put in place to cap enrollment so that we receive as much funding as possible. Additional enrollment came after February's count date. We were funded for 335 students which is less than what was originally forecasted. Next month we will have less funding which will relate to a greater deficit and the bottom line. Will look at next month. We do have to provide students with computers and materials and yet we don't receive any funding for these students. Biggest variance is providing students with these materials. We are higher in basic instruction, advisor and related services. We are under budget for testing as of right now – only ½ of testing expenses. Legal and management fees will be a bit higher. Mary informed the board that financials show that we are at a surplus but that will change for the rest of the year. Balance sheet modified from previous month. Significant funding in April and added to our cash account which paid down the K12 balances. There is \$5,000.00 towards computer hardware as it relates to our digital record project. Mary provided K12 and non-K12 invoices and totals that came through for the month – There were no questions on the balance sheet and invoices to be paid this month.

Motion to approve financials by Director Workman

Seconded by Director Howell

Approval Unanimous

- b) Auditing proposals – Mary Markert informed the board that we have received four different accounting firms that are familiar with and handle auditing procedures for local charter schools. The cost associated ranges from \$8,000 to \$13,000. Copies of proposals are available in Dropbox as well as in their board books. Director Osborne asked if other K12 schools have used any of these firms and it was thought that possibly Dennis, Gartland and Niergarth may have been used. It was noted that Plant Moran is local but a smaller firm. There was no need to vote today but a decision will need to be made next month. Doug stated that he may have additional information to provide to help aid in our search.
 - c) Student Handbook – Copies are available in Dropbox for board review. Mary noted there are a few highlights, especially for the addition of 9th grade – very straightforward addition of high school, specifically that HVAM may not be the best option for students seeking credit recovery. Mary noted only minor changes – schedule deadlines, honor classes, and that middle school students can take high school courses for advance credits and pregnancy guidelines for students. Also, how we handle students in foreign language classes that are struggling with their regular ELA classes. We will review this by looking at each student individually. The “Finding Your Path” course will be taught by our high school advisor and fine arts will be a graduation requirement. We will take a team approach when looking over groups of students as they move on each year.
 - d) Operations Manual – Lindsay informed the board that she basically cleaned up some name changes in the online learning platform and pulled out course defaults; not too many changes at this time.
Motion to Approve Student Handbook and Operations Manual by Director
Seconded by Director Howell
Approval Unanimous
- 7) Acknowledgement Items - None
- 8) Authorizer Comments - Superintendent Akom raised the question as to how we are planning for the 3rd grade reading bill. Mary stated that we will be working with local ISD by looking at their plans and following what they may have put in place. This summer we will be planning, setting timelines, drafting forms and implementing tracking and intervention programs. Superintendent Akom also asked the cost to educate per pupil. Mary Markert will provide the average per pupil cost, including computer charges, upfront month charges, overhead, etc. and send to Mary Moorman to present to Superintendent Akom.

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Superintendent Akom also asked how many students were from Wexford County (5) and Mesick (0). There were no further questions.

9) Adjournment

- i. Motion to adjourn at 4:46 pm by Director Workman
- ii. Seconded by Director Howell
- iii. Approval - Unanimous

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