



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

March 22, 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: 4:17 pm by Director Codden
- 2) Roll Call:
 - a) **Present: Director Codden, Director Workman, Director Howell , Superintendent Akom, Mary Moorman, Nancy Tuckey, Lindsay Hallead, and via conference call: Director Osborne, Cindy Wright-Carter, Doug McNeil, Mary Markert and David Baldon, K12 IT Department**
 - b) **Absent: Lori Andersen**
- 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 February 22, 2017 Board Meeting
Motion for Approval of February 22, 2017 minutes as listed by Director Howell
Seconded by Director Osborne
Approval: Unanimous
 - b) Approval of Agenda for the March 22, 2017 meeting
Motion for Approval of March 22, 2017 Board Meeting Agenda by Director Howell
Seconded by Director Osborne
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report included:
 - i. Enrollment/Withdraw Report – Mary informed the Board that enrollment is now at 522 students, with some students being wait-listed due to certain grade level at their respective caps. Withdrawals are slightly higher this month, as some students are moving back to their home district. Mary shared with the board that staff is working to keep motivation high and being proactive in serving our students’ and families’ needs. Re-registration officially began March 9. Highpoint had a “get to know staff and teachers” Class Connect Session to help families with the re-registration process; unfortunately due to high winds throughout Michigan, many families were without power, including some families without power for a week or more. The Board discussed early re-registration. Director Codden asked about new enrollment for high school and Mary shared that we have our very first 9th grader for next year and one “undecided.” Discussion was made about re-registration tables at testing sites.
 - ii. FAST/Family Engagement – Mary was excited to share that we now have school colors and a mascot! School colors will be blue and white and an eagle will be the school mascot. Mary also shared that now we need a school motto. Julia Zoutendyk, our Family Engagement Coordinator, has been working with families to check in the grade

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- book regularly to stay involved and help monitor their student's progress. Julia has also been sending out reminder emails to families who have not responded yet for re-registration. Julia will also be hosting a D2L navigation session to all struggling middle school students, based on her conversations with our middle school teachers and staff.
- iii. Special Education Update – Special Education uses six different contractors depending on the needs and availability of service providers. Mary shared a breakdown of student needs based on services. We are working with related service providers to make us aware when students miss services.
 - iv. MStep Michigan State Testing - Mary Moorman informed the Board that Highpoint's focus this month is on state testing, with informing families of their test sites and getting them to the site. Multiple parent information sessions have been scheduled, several communications sent via email to learning coaches and "prep" plans by teachers including weekly teacher trainings to include scheduling, proctoring and communicating. Mary informed the Board that there are eight sites statewide and we have 415 students who will test. There will be 702 tests given over the course of five days. 20% of our 3rd-8th grade students will be tested at the COBO site in Detroit; Mary informed the Board that we do have some students in the Upper Peninsula as well! Mary explained how testing works; that students are tested online and will use online tools. Explanation of the testing requirement as listed in our handbook. Students have been engaged in practice questions, with teachers reviewing the Writing Rubrics with students. Teachers have been working diligently, going as far as taking pictures of test sites and sending those pictures, along with notes, letters, directions and things to do nearby testing sites, to all of our families. Weekly trainings are held by the teachers to help gear the students up for testing.
 - v. Academic Excellence Framework – Mary informed Board that she is working with teachers, students and parents to review the framework. Staff is working in teams. Areas such as: engagement, K-3 individual student plans and new reading legislation are all areas we are working on. Feedback received will also include staffing needs, observations and evaluations. The Academic Excellence Framework will be updated by the end of May to prepare for implementation and proper training.
 - vi. Third Grade Legislation – Mary informed the Board that the full legislation is available in Dropbox, along with a Power Point presentation. HVAM is working with Wexford-Missaukee's General Education Department; Mary and Luann Szukhent, 2nd grade HVAM teacher, have also been attending the meetings. Legislation states all third grade students will be proficient readers by the end of third grade. There are several exceptions to what happens if students are not proficient, which may not lead to retention. The State will require that we invite parents and monitor interventions. Those students identified as "not proficient" will have an individual plan. Schools must prepare their teachers; one of our teams is working on this area which includes time in Class Connect sessions. Legislation recommends summer instruction but it is not required. Director Howell inquired if this serves students who can move above grade level and Director Workman asked who may give summer instruction. Mary shared that students working in the general curriculum may or may not require interventions. The

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school can create a plan to move students forward. Students who may not meet the legislation, programs such as Mark 12, may be a help but it is time sensitive. Mary is looking into a couple other programs to use as support during the summer. Cindy shared summer programming has been offered before but parents do not take advantage of this opportunity. Special Education teachers use Moby Max to help support reading, writing and math goals. We will move forward to implementation as soon as there is a county plan available.

Informational purposes only; no board action taken.

6) Submission, Discussion, Approval Requested Items:

- a) Presentation for Approval for Financial Reports – Mary Markert provided a current forecast project end of year, with 421 average for student count, although it is higher now than the last count. We are seeing a 27% increase in enrollment, with 25% additional funding check this month. We have not received February county monies as of yet. Hopefully there will be a budget modification in April. 31A –At Risk Report shows we have been awarded \$60,000 for this year. There has been a 23% increase in expenditures and a surplus of \$79,000.00. February's YTD shows a 27.7% variance based on average enrollment of 30.7% and a 102% surplus. Balance sheet shows total assets of \$1,681,122.65 and current liabilities of \$1,402,877.04. \$120,000.00 paid K12. Mary provided expenditures for our Board to approve this month, which includes: what K12 pays directly, September technology paid \$51,468.30; total management and technology fees of \$425,677.30; HVAM's expenditures November through February balance for payroll of \$1,323,421.22. Cash flow of \$84,000.00 for invoices. Details of all information is included in Drop Box.

Motion to approve financials by Director Howell

Seconded by Director Workman

Approval Unanimous

- b) Enrollment Cap for SY 17-18 – We are working with our Marketing and Finance teams for next fall. We have staffing projections based on 634 fall count and 752 spring count. We will need to bring staff on this summer and are expecting full time equivalency of 800 total students. We have plans to double enrollment in both K and 1st grade. Plans to have team of teachers for 6th and 7th graders and 8th and 9th graders. Staffing needs will be four teachers each or a total of 8 specific curriculum teachers for these grades, as well as high school elective teachers.

Motion to increase student count to 800 for SY 17-18 by Director Workman

Seconded by Director Howell

Approval was Unanimous

- c) Digital Records – Lindsay Hallead and David Baldon presented the board with updates to our digital records. Lindsay informed the Board we are working to have this move forward within the next couple of weeks. The budget is sound and we plan to implement during the months of June and July. Lindsay shared the cost of the MCCL program contract of \$10,000.00; cost of Ucoustic is \$3,657.00 with a total cost of \$21,117.83, which is the same contract price this past fall. David Baldon explained what Ucoustic is. He also shared that we have heard back from MCCI in regards to the maintenance fee; no change in the charge we were quoted in the fall. The ongoing cost has not changed but the server is the added cost. The server set up training will include six personnel, with David doing the set up and training. Mary noted that back up

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generators will be in place in case of a power outage. Director Workman asked if new personnel will be trained as they are hired and both Mary and David agreed that yes they will be trained. David stated that there will be ample storage space so that HVAM can grow records as needed. We have significant hardware space, with an example given that 15,000 records will take 2,000 gigabytes and we will have 2 terabytes. Director Osborn asked Superintendent Akom if Mesick schools will be getting this anytime soon and he stated it will not be occurring yet but he does feel it is a good investment.

Motion to approve digital records investment by Director Howell

Seconded by Director Workman

Unanimous approval.

- 7) Acknowledgement Items - None
- 8) Authorizer Comments – Superintendent Akom wished us luck with upcoming MStep testing.
- 9) New Business - Mary Moorman updated the Board on her attendance at the CHRISSS workshop earlier this month. This is the background check for personnel. State agrees that Mary can go in and look at records and make decisions based on information provided. Is user friendly and we can receive results within a twenty-four hour turnaround time. Mary will make Board aware of procedures and we do not have to house the system. Informational purposes only; no action necessary.
- 10) Adjournment
 - i. Motion to adjourn at 5:14 pm by Director Workman
 - ii. Seconded by Director Howell
 - iii. Approval - Unanimous