



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

December 21, 2016 @ 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 Codden, Director Workman, Director Howell , Mary Moorman, Lindsay Hallead, Lori Andersen, and via conference call, Cindy Wright-Carter, Pam Kantola, Mary Markert and Courtney Jacobs (K12 Recruiting)**
 - b) **Absent: Superintendent Akom, Nancy Tuckey and Doug McNeil**
- 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 November 30, 2016 Board Meeting
Motion for Approval of October 26, 2016 minutes as listed by Director Codden.
Seconded by Director Workman
Approval: Unanimous
 - b) Approval of Agenda for the December 21, 2016 meeting by Director Workman.
Seconded by Director Howell
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report included:
 - i. Enrollment/Withdraw Report – Mary presented to the board that enrollment has been a hot topic in the last few weeks. We have grown to 408 students as of 12.21.2016. We have experienced a slight lull in enrollment due to the upcoming holiday and the start of a new semester in January. We are confident we will reach our cap before too long. Due to the fact we just met a few weeks ago, a snapshot of where our students are at will be given in a moment. Mary wanted to touch on our most recent field trip; due to a snow storm, only five families were able to attend the field trip to Meijer Gardens. Luckily everyone was able to enjoy the trip and leave before the storm hit the area. Thanks to Julia Zoutendyk for a great trip. We are now in a “holding pattern” for field trips due to the unpredictable winter weather. We have one story to nominate to Project Elevate about a student exceeding expectations and succeeding at Highpoint. This student attended the previous field trip and was spoken about at the last board meeting. Regarding enrollment, we have 166 students still in the enrollment process that are ready to finalize their enrollment with Highpoint. We now have a wait list for grades K-1. We have seven students from the Wexford-Missaukee area that are enrolled, which is up a little bit from last month. Mary informed the board that our withdrawals are really family-based and are situations that we cannot work out, such as:

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learning coaches no longer available; technical issues for withdrawal is a broad category, which could be they have trouble navigating computers and the program. Mary informed the board this is hard to dig down into what that may really mean, as we have a great support system in place for our families. Some families sight the program moves too quickly for their student. Our orientation program really helps our families to work through that concern. Mary presented a “heat map” that includes the heavily populated areas of enrollment and noted that it is interesting to see where we have pockets of students who are enrolled. This is a great tool as we plan for state testing needs. Our grade levels have grown, with female to male ratio split down the middle. Our free/reduced lunch numbers have increased by 10%. We do have a tiny number of “unknown” students included in our data. Director Osborne asked if we have targeted migrant working families because he thought maybe there would be a number of transient families who come to Michigan for summer harvesting work. Mary informed Director Osborne that as long as they continue to reside in Michigan they are able to stay enrolled at the Academy. We have seen a 10% growth in the Special Education area.

- ii. Diagnostic Testing and Instructional Levels - Mary presented to the board with regards to our academic growth area and how our teachers use the data to help our students. It is broken down by incoming NWEA and Dibels testing for reading and also math placement testing, and the teachers will then indicate where the student is so we can monitor the student and provide the support the student needs to be successful. We have noted a lot of below-basic and below grade level students in reading. Mary informed the board the next NWEA testing will be in January. Teachers can adjust their plan for these students as they continuously collect more data on each student’s progress. Our plan to help struggling students includes inviting those students to study halls for extra help, encourage them to attend Live Sessions and provide support in large, small and one on one groups. We also have bi-weekly monitoring with Dibels to make sure the students are on track in reading and offer support where needed. We will be including Reading Eggs when school resumes after break. We are looking at how to best use the K-2 reading literacy grant regardless of the actual grade level. This semester our focus has been on reading and next semester will be on math. If the student is advanced/proficient we can just let them keep working. We can always assign alternatives and adjust the students’ progress and expectations, which our teachers are amazing at doing. Mary informed the board that the K-5 progress monitoring is a little different from middle school monitoring. A majority of our 6-8 students are ahead and on track; those that are not are due to various reasons. New families to the program, not logging in as they should be. Mary provided a visual that show students we track weekly, which includes noting if they need to go through orientation, possible truancy. We have a lot of data that we constantly use and act on it. USA Test Trap, through quick assessments, we can keep track of where our students area academically so our goal is to have state assessments closer to 100%.

Informational passages, language and writing are areas students struggle with. Due to being in the “technological world,” students struggle with lengthy writing, but we offer

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support through study hall and group sessions. Math courses have a new platform and we have been digging in to more question grade level assessments. We have interim assessments to see how they are doing. Overall grades 7-8 are below average in math and we are working closely to monitor so we do not lose track of these students. Mary let the board know this could be due to the fact they may be new to the program, need further assessments, or have they just started with HVAM – we have a lot of data that our FAST team uses to build relationships with these families to keep a close eye on their students. Our FAST team is doing an outstanding job reaching out and offering support where needed. We do not have to get caught up today – it will be a process and we will keep working away so that they will make good progress in this area. Middle school homeroom teachers have created extra sessions to help these students catch up. Homeroom teachers are also focusing on state required career goal statements; this is a great tool to use to encourage students what courses they should be working hard towards if it is used in the field they would like to enter. All informational purposes only – no vote taken.

- iii. Title IX Flow Chart - Director Workman asked about making the Title IX Grievance Policy more user-friendly. Mary feels what we have drawn up from our last meeting now goes above and beyond those guidelines. We have created a flow chart from the lengthy information and have made it much more streamlined. Mary noted that if the flow chart is approved, we will include it on our website. It was questioned whether a vote should be taken, and Director Codden informed that if it is implemented a vote will need to be taken.

Motion to include the Title IX Flow Chart on the HVAM website by Director Osborne
Seconded by Director Workman

Approval - Unanimous

6) Submission, Discussion, Approval Requested Items:

- a) K12 Recruiting Process (Discussion) – Courtney Jacobs, K12 Recruiter, greeted the board to talk through what services she provides and what she looks for when recruiting staff for K12. Courtney went through her step by step process when hiring. Open positions are listed on the K12 website in addition to other job posting websites, such as Indeed.com and CareerBuilder, where applicants can upload their resumes. Courtney reviews applicants’ resumes to ensure they have the right credentials, experience and salary requirements. Courtney noted those are the key items she looks at first when reviewing potential applicants. Added this year in the hiring process is an assessment specifically for teachers; it’s a questionnaire as to what are the best five questions for hiring without looking at their resume. If the candidate meets our requirements and are on point with the K12 mission the applicant is then moved on to the next phase, which is a video interview tool. This helps so we can not only see the applicant, but she is able to better focus on what we are looking for in a candidate. The video interview is recorded and the link is sent to the school for review. This helps by giving K12 an impression of the person as well as their technology skills. Once a candidate is in sight, an employment offer is extended. The candidate must also pass an Accurate Background check, which goes through the applicant’s last seven years and covers the applicant nationally as well as a sexual and criminal background history. Michigan screening guidelines are followed for each applicant. A good example of

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screening is a DUI; this was talked about through our Legal and Compliancy Departments and we ask “does this person pose a threat to the health of our students and staff” based on possible findings. Misdemeanors are covered on a case-by-case basis to determine if it may pose an issue in hiring. Courtney also stated we use LiveScan fingerprinting through the State of Michigan, and those results are monitored by her department and then forwarded on to our board. There were no questions and the board thanked Courtney for her information. Informational purposes only – no board action taken.

- b) Presentation of November 2016 – Pam Kantola the full fiscal year to the board, which included the forecasted and approved modification. Due to increase in enrollment by 107 this month, revenue on average is up 32.5% and expenses at approximately 28%. We are trying to shoot for a 5% surplus in revenue and we will be pretty close. Just curious as to how 25E will shake out in the process. We are at a 74% capture which means next month we will see a surplus of \$70,000 for the year. Pam will fine tune the budget for next year. We did have an anticipated deficit but it is nice we are now at a surplus due to adding 107 students. We are at a catch up for months that have already taken place because those months have been recorded at what were forecasted. We are continuing to grow and anticipate capping in March; our surplus will then be in the \$80-100,000 range. Current forecasts show HVAM not capping until April. We are a little hesitant with the market being soft due to the holidays; but we are hopeful it will pick up after the first of the year. It is a straight balance sheet again this month. There is more cash in the bank due to technical difficulties with the check printer technology. Next month we will be reimbursing our families for the internet services. The accountant is working to make a transition in January with a worst case scenario to February. The only check cut was for rent. Pam showed an outline of expenditures related to service invoices, ie. Global Therapy, office supplies, teacher computers and legal bills totaling just shy of \$78,000. Management and technology fees due to K12. Regarding cash flow, \$160,000 payment was moved out of November to December and adjusted each payment from last month over one month. Our funding payment should be received any day now and will include said adjustment. There were no questions on the financials.

Motion to Approve November 2016 Financials by Director Workman

Seconded by Director Howell

Approval Unanimous

- c) Parent Portal Approval – May noted that the portal does not need approval but the portal has changed since she originally put the information together. This is a platform where families apply for enrollment. The portal will not close in Michigan and we will leave it open for applicants. There is an overlap for applying for this year and those who are thinking of applying for next year. It also brings up the topic of the lottery process for families who are presently enrolled and are thinking of enrolling for next year before enrollment is opened up. A process will be needed soon – just an “FYI” for next month’s meeting. Informational purposes only – no board action taken.
- 7) Acknowledgement Items: Hiring – Mary informed the board we are still looking for a Special Education instructor and have a few candidates we are interested in. An offer was extended but the candidate declined. We do have an offer extended to a K5 teacher and are pursuing hiring of a second. Mary noted we have some really excellent candidates to choose from.

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- i. Informational purposes only – no board action taken.
- 8) Authorizer Comments – None.
- 9) New Business - No new business.
- 10) Adjournment
- i. Motion to adjourn at 4:44 pm by Director Osborne
 - ii. Seconded by Director Workman
 - iii. Approval - Unanimous

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