



**HIGHPOINT**  
VIRTUAL ACADEMY  
OF MICHIGAN

## Highpoint Virtual Academy

### NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**February 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: 4:00 pm by Director Osborne
- 2) Roll Call:
  - a) **Present: Director Osborne, Director Howell, Director Workman, Director Codden, Superintendent Akom, Mary Moorman, Pam Kantola, Nancy Tuckey, Lindsay Hallead, Lori Andersen, and via conference call, Cindy Wright-Carter, Mary Markert, Doug McNeil and his assistant, Carley**
  - b) **Absent: none**
- 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 January 25, 2017 Board Meeting  
Motion for Approval of January 25, 2017 minutes as listed by Director Codden  
Seconded by Director Workman  
Approval: Unanimous
  - b) Approval of Agenda for the February 22, 2017 meeting with agenda addition to discuss grade level cap adjustment  
Motion for Approval of February 22, 2017
    - i. Grade level cap adjustment as an add-on to agenda by Director Codden.  
Seconded by Director Howell  
Approval: Unanimous
- 5) Discussion:
  - a) Head of School Report included:
    - i. Enrollment/Cap Update – Mary informed the board that we are collecting student data to make the best choices for our students. With NWEA and Dibels testing we receive a lot of information as to who are students are what they need. We will come back to this at the end. For Count Day, enrollment was at 484; we are in the midst of capturing absent students' attendance. When our final budget submission is given to the state we won't meet 100% Full Time Attendance but we will come close. This was taken into consideration in the current budget. Enrollment has hit 500 today with some students waitlisted and in the queue. Mary broke down the logistics of enrollment. We have our third Special Education teacher starting and a chance for a fourth or possibly a part-time Special Education teacher. The enrollment team has started to shift gears to think about next school year. The parent portal is opening March 2<sup>nd</sup> and there is a lottery process for us to adopt today. Updating all of marketing now and we are internally planning on getting HVAM's name out at the Mushroom Festival in May, and possibly

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entering in the Festival's parade. Our new 4<sup>th</sup> grade teacher, Erin Robertson, and Mary will be in Cadillac on Saturday for the Family Expo with hopes of getting our name out there and meet families and hopefully increase enrollment within the area. We still have room in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades.

- ii. Withdraws – We had only four truancy withdraws, and the rest found better fits for the educational needs. Director Osborne asked about claiming funding for count date based on logins; unfortunately, not all students logged in for count date. We really had our team pushing to reach out and engage students and families before they are withdrawn for truancy – making sure we can do all we can to make families successful and not to withdraw. We are committed to helping our families succeed. Mary noted there is not much new in the FAST area – just working to re-engage families and also working with families to help engagement for next year. It may seem early but we don't want to miss opportunities to engage our families.
- iii. Special Education Update – Our third teacher has started nicely. We currently have 68 students with IEPs. There is not much to report in the area of IDEA updates. Only six ISDs have replied. Three meetings cancelled and rescheduled. Director Osborne asked if we were the only virtual school attending these meetings and we are not. We will continue to provide services to these students, with two students being offered services through their ISDs. We are in a "let's go back" phase with the ISDs. Communications and district contacts are reviewed every Friday and Nancy has another batch of letters to send out. There is still some confusion regarding next steps amongst ISD's. Director Codden asked if we have the capabilities to support students with 504 plans. Nancy Tuckey responded that yes, we have six solid 504 plans with 8-10 in the evaluation process now. We follow the same procedures as a brick and mortar would with documentation and evaluations. We have some late enrolling students we are seeing that might possibly benefit from a 504 plan and will be evaluated.
- iv. Staff Salary/Budget Overview – Mary informed the board we don't operate on a step scale like traditional b/m schools. It is based upon performance and up to 7% annually for bonuses that are prorated based on start date. It is also based on student success, growth measures, NWEA and state testing and how the school is doing as a whole. It is also rubric based. Annual raises are a year by year determination.
- v. Michigan Budget Proposal/Messaging to Families – Governor Snyder is investigating cutting funding for online programs. We are receiving a lot of support for what K12 does and Mary has sent a letter to all HVAM families to voice why HVAM and online schooling is a good option for families. It was noted that HVAM and Mesick receive the same funding per student. Doug McNeil noted that he is tracking this very closely through the Michigan counsel and it appears that the proposal is dead in the water with the House of Representatives. Online education means too much to too many people.
- vi. Academic Update – Mary provided a good snapshot of where we are now academically. Based on DIBELS testing, we are showing significant growth in reading. However, we still have students that are behind that are receiving intensive support through Reading Eggs, online games and one-on-one support. We still have work to do in reading and math. Many of our students are non-proficient in reading and 65% non-proficient in

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math. Students that are not tested are at risk and in the non-proficient area as we have no data on them. Math and science had the highest passing grades. Director Osborne is curious to see how next years' students test to show their growth while at HVAM. Mary responded that unfortunately we have a lot of students that have to catch up, as they come to us academically behind. The student data is really analyzing our students. Basic math facts are being struggled with. Lower level phonics and even into the 6<sup>th</sup> and 7<sup>th</sup> grade students are areas of concern. We are moving towards an integrated approach to science – not just memorization. Students struggle with higher level thinking skills. Our ELA teacher didn't see the growth in that area as she had hoped. We are seeing writing resistance from 5<sup>th</sup> grade through 8<sup>th</sup> grade. Struggling with persistence and note taking skills. Students seem to just give up when they struggle. . Mary informed the board that hopefully our end of year graphs will look better. Director Osborne asked if the same is being seen at Mesick and Superintendent Akom agreed. He agreed that writing, SAT and MStep – areas were editing and revising for students is a weak area, as are multi-step processes and the stamina to stick with it. The board thanked Mary for the information. Informational purposes only; no board action taken.

6) Submission, Discussion, Approval Requested Items:

- a) Presentation for Approval for Financial Reports –Pam showed the board the recent budget modifications, which we will not be doing today. There are a couple of variables and the capture rate for second count date, as well as picking up 25E funding so it should go up and not down. Modification will be ready next month. YTD revenue is up 31% to our budget, with expenses at 16.5% showing a surplus of \$362k. Expenses do trend up but we will probably come back to a surplus. Balance sheet shows a little funding left over from the Special Ed reading grant, which is being spread out over the course of the school year. ISP payments are being paid out to families. Pam reviewed the oversight fee to the school district, bonuses, online materials, liabilities due K12. Surplus is year to date. The only checks in the register is for rent and what is due K12. Cash flow matches cash in bank. The amount due K12 includes related services, office supplies, computers and no legal fees this month. These are typically paid later in the year so there would not be a deficit position. Invoices in the book total payments to K12 for the month. Director Workman has re-signed the budget modification as it needed updated on the transparency section of our website (one signed line was missing). Pam is working on the 2018 budget. Pam informed the board that she will be retiring at the end of March and she has enjoyed meeting and working with the board. Mary Markert will be at the next meeting and will work to help transition the new finance person.

Motion to approve December 2016 financials by Director Howell.

Seconded by Director Workman

Approval Unanimous

- 7) Lottery Process – Mary reviewed the lottery process for next year. This will allow current families to register for next year and wait list others where there are caps. Mary outlined the priorities – siblings, school staff, waitlists and the legality of the process. Doug McNeil agreed it is legal. We are unable to track referrals at this time. Mary reviewed that advertising campaigns are beginning in March with the parent portal opening March 2<sup>nd</sup>. Director Howell asked if we have decided the enrollment cap yet and

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Mary informed her we are basing our enrollment on a 750 cap and possibly 800 for budgetary reasons. We will review after the budget is set for a more hard and fast cap. Director Osborne asked about teacher additions. Mary informed him there will be possibly one K-8 and high school and elective teachers for high school. This will allow all of our 8<sup>th</sup> graders to continue into 9<sup>th</sup> grade.

Motion to approve lottery process by Director Codden.

Seconded by Director Workman

Approval Unanimous

- 8) Acknowledgement Items – Hiring – reviewed earlier in meeting.
- 9) Authorizer Comments – Director Howell addressed the question Superintendent Akom had regarding next year's cap and had no concerns.
- 10) New Business - No new business.
- 11) Adjournment
  - i. Motion to adjourn at 4:55 pm by Director Workman
  - ii. Seconded by Director Codden
  - iii. Approval - Unanimous

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