



**HIGHPOINT**  
VIRTUAL ACADEMY  
OF MICHIGAN

## Highpoint Virtual Academy

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

**November 30, 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, Superintendent Akom, Mary Moorman, Pam Kantola, Nancy Tuckey, Lori Andersen and, via conference call, Cindy Carter Wright, Mary Markert, Doug McNeil and Julia Zoutendyk**
  - b) **Absent: Director Howell and Lindsay Hallead**
- 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 October 26, 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 November 30, 2016 meeting by Director Workman.  
Seconded by Director Codden  
Approval: Unanimous
- 5) Discussion:
  - a) Head of School Report included:
    - i. Family Engagement Update – Mary informed the Board that, thanks to the help and hard work on Nancy Tuckey’s behalf, HVAM was awarded a \$2,000.00 Early Literacy Grant. This grant will provide supplemental reading resources for grades K-3. Quarter One Progress Reports have been sent out to all families that included grades, student progress, and assessment information as well as Class Connect requirements where needed. Students of concern received progress reports via email and snail mail. We are always reaching out to our families to provide as much assistance for success as possible. HVAM’s first Family Advisory Committee met with ten learning coaches in attendance. We received good feedback from those families. Topics focused on: screen time, day one confusion for some families and orientation (what went well, how can we improve and advice for new families). Based on feedback, orientation has been adjusted to help families based on those needs. We are looking to see if we want to have the Committee meet quarterly or once per month to assist our families. HVAM has many online support tools for our families, which includes: our own Facebook page for HVAM-only families, monthly newsletter, Pinterest account, Passport to Success and our Strong Start website that provides families with helpful resources, videos, HVAM school calendar and handbook and other useful tools to help keep our families engaged and

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increase success. Julia organized our first field trip to the Yankee Air Museum, which had approximately 50 students and parents in attendance and was a success! Mary shared a short video of the field trip, which included a special story on one of our students in attendance. Additional photos are available for board members' perusal via Drop Box. Mary will be attending our upcoming field trip to Meijer Gardens in Grand Rapids. Director Osborne asked for information regarding the field trip and Mary will forward that info to him.

- ii. Marketing/Enrollment Updates: As of today, we have 350 students currently enrolled and are seeing steady growth each week. We have six students from Wexford-Missaukee and some special cases via the ISD. We have hired a new Special Education teacher and have posted an opening for a K-5 teacher as well as looking to bring on board an additional Special Education teacher. Director Osborne inquired as to what the number of enrolled Special Education students is and was informed the number is at 37 as of today. Withdrawals for the month of October are at fourteen, with various reasons for withdrawal ranging from learning coach no longer available to going back to a brick and mortar setting. Director Osborne asked if Special Education enrollment numbers can be included in next month's enrollment breakdown. This will be supplied for further meetings. HVAM is at 100% compliancy with Special Education requirements for the State. We are currently Identifying areas where our Special Education students may require additional assistance to make their educational experience successful, such as special laptop needs and accommodations. We have started to see second language learners and are actively assessing their needs as well. Mary informed the board we will circle back to Special Education IDEA funding later in the meeting. With regards to current marketing, we are ahead of our net enrollment forecast. A breakdown of enrollment numbers were provided. There will be additional national cable TV spots in December to help push enrollment for the upcoming February 2017 count date, similar to the ads run during initial enrollment.
- iii. FAST/Special Programs Update – We are tracking thirty students that are working with our FAST program that have had barriers to logging in, engagement issues and providing continuing support for those families. We are looking at what teachers have already done for these families before they are referred to for the FAST program. Orientation attendance has surpassed our goal of 75% to a little over 85% due to a change of having our middle school orientation on Mondays instead of Tuesdays. To help increase attendance in PE, Health and Technology, we have added PE/Health orientation on Tuesday mornings for new families. HVAM is looking to add this weekly for students already enrolled. We feel this is a great tool for forming relationships as well as keeping our students physically active even in a virtual setting.

b) Board Action Taken – None taken. Informational purposes only.

6) Submission, Discussion, Approval Requested Items:

a) Presentation for Approval for Financial Reports

- i. Presentation of October 2016 Financials - Pam Kantola presented the proposed budget modification for the rest of the year. We went from an average of 660 enrollment to 332 so we are down about ½ for the most part. Revenue is going down about 50% and

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expenses will be in line with that. Oversight fee to be on school administration line. Expenses will show down about 49% with an approximate surplus of roughly \$32,000.00, a more conservative modification from roughly three weeks ago. We are growing at a good clip now and a budget modification will be given in January to show this growth. YTD shows a surplus of \$218,000.00. Balance sheet now shows cash on the books. Board members' stipends will be given at this meeting as well as payment to K12. HVAM has received their second payment from the State of Michigan on November 28, 2016. There were no questions raised regarding the balance sheet. Only two checks have been cut for October – one for monthly tenant rent to Mesick and a \$1 test check to ensure the printing capabilities are up and running. Testing fees, insurance, legal fees incurred, office supplies and a reclass entry which is an accounting entry for teacher expenses. Cash sheet shows our payment, what's in the bank, what we received today and three invoices to K12 to be paid if approved. This will leave cash at HVAM so that we can pay day to day expenses directly instead of K12 paying on our behalf. Pam noted that as we grow, a larger surplus with modification will be presented in January. There were no questions regarding the October financials for Pam.

- ii. Motion to approve October 2016 financials by Director Workman  
Seconded by Director Codden  
Approval – Unanimous  
Motion to approve payment of invoices to K12 by Director Codden  
Motion seconded by Director Workman  
Approval Unanimous

- b) IDEA Funding/ ISD Communication Protocol - Mary introduced Nancy Tuckey to the Board. Mary and Nancy had the opportunity to meet with three ISDs and each ISD has their own way of doing IDEA funding. The outcome is an "if then, then what" type of situation. Reactions will be based on type of communication received from ISD. It is all or nothing type of services through the ISD. Each ISD is different, as some go through local districts. There is a variety of scenarios which are all brand new to everyone. HVAM is still waiting on more communication from some of the ISDs we have contacted. We now have some communication with some scenarios for how to react to different situations. Now we have consistency to communicate. Many ISD superintendents did not know what we did and many walked away with "Aha" moments as to who HVAM is and what we do. Mary and Nancy were asked how we determine services – how do we evaluate – all were very satisfied with our answers. So far no one has responded as of yet. These conversations are a good place to start with the ISDs and great talking points for what we feel is right for our students. We are getting our mission for kids out there – here in the flesh – not the cyber world. ISDs are "relieved" to know what we do. Consistency on our end will hopefully make things better due to inconsistency of the various ISDs. Nancy has sent welcome letters to various ISDs along with our handbook to the ISDs to show our legitimacy. They in turn send a letter on what student(s) are in their district. We feel this provides a working knowledge and more open conversation about students and their needs. Superintendent Akom stated brick and mortar schools do it differently than virtual schools. HVAM would like the Board's approval to move forward. Doug McNeill spoke to Board stating that he worked with in-house counsel on this package and recommend we adopt this protocol.

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Motion to adopt IDEA Communication Procedures by Director Workman

Seconded by Director Codden

Approval Unanimous

- c) Title IX Notices and Grievance Procedure – This procedure will ensure we are in compliance with Title 9 and its procedures. This procedure will make sure all of our students are protected in how we operate the academy, and that families have the opportunity to openly air their grievances. Nancy is our representative. This is a grievance and non-discrimination policy. With the Board’s approval, it will be on the academy’s website for families to fill out a grievance form and we will follow through and address the issue(s) in a formal manner. Director Workman suggested a flow chart on the grievance procedure to show families that how the procedure works if they have a concern. This policy will also apply to staff as well as students and families. Our goal is to have families feel comfortable coming to us if they need to.

Motion to Include Title IX Notices and Grievance Procedure on HVAM website by Director Codden

Seconded by Director Workman

Approval - Unanimous

- d) Presque Isle Academy (PIA) Background Check Services Option - Director Osbourne had previously expressed concerns about gray areas and time concerns with the current red light/green light approach to hiring. It will cost approximately \$25 per employee then Presque Isle will provide the red-light/green light for possible employees. Director Osbourne still feels comfortable doing it but feels a little concern over PIA doing it. Doug McNeill confirmed how PIA operates but Director Osbourne has concerns that whether or not something like domestic violence will show up in PIA’s findings. There were no other details other than the contract. PIA is a good opportunity for Director Osbourne to reduce his liability should someone be marginal in hiring. Mary spoke with HR rep and said it is best to not create school based policies but to bring it up on a case by case to board counsel. We can always revisit Presque Isle as an option later on should Director Osbourne’s decision change to continue with the red light/green light procedure. There may be changes in protocol that could loosen up the rigidity and with limited options available right now it may solve itself in the near future. Director Workman noted the list is quite extensive thru Presque Isle. Doug noted we shouldn’t micromanage the hiring process. It was suggested that at a future meeting an HR representative from K12 be available to present to the board what they look for in the hiring process. Cindy addressed the stating that K12 can definitely provide that as it may calm any concerns they may have in the hiring process as well as provide direction to Director Osbourne. Cindy will have a K12 HR representative available at the December meeting. Director Codden asked Superintendent Akom how the Mesick School District handles their hiring and Superintendent stated that fingerprints are run through the ISD and the he makes the choice with the Mesick School Board ultimately making the hiring approval. Director Osbourne and Superintendent will arrange to meet to further discuss. Director Osbourne thanked everyone for their input. No motion for approval given on this topic – discussion purposes only.
- e) Grade Level Additions – With regards to this discussion last month with Seth McKenzie, Mary went back to original agreement to see what the Board’s intent was and to remind Board it is one grade level per year. Mary wanted more of a visual the way contract is currently written to

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include accountability as it gets more complex when high school is added with regards to MStep testing, PSATs, SATs and pre-college enrollment. If we stay on track for adding one grade per year will maintain sustainability. What are the goals for the academy and what is the board's vision for slower sustainable growth. A question for marketing – what is reasonable in reference to the size of the school – if we only added 9<sup>th</sup> grade that would reach 700 students but if we also add 10<sup>th</sup> grade that adds 50 more but if we have demand will board be open to that? Financially the numbers looks differently with high school than K-8. Mary and Director Osborne have spoken several times regarding adding both grades and agreed to put in this month's agenda as Director Osborne was curious about adding both 9<sup>th</sup> and 10<sup>th</sup> grades next year. As Mary was a 9<sup>th</sup> grade principal in Ohio she stated 9<sup>th</sup> grade is such a critical academic year; if students fail one grade they tend to drop out. HVAM would ultimately love to focus on 9<sup>th</sup> grade to give them a strong start in the high school career. Director Workman agreed. It was questioned whether it is possible for students to do dual-enrollment? It was agreed that yes they can as it is a good way to stay one year ahead of them. Director Codden suggested that if parents know that is available they will be more than apt to come on board. Credit recovery is also an obstacle with adding high school and will then be needed. Director Codden understands the reasoning for adding 9<sup>th</sup> grade only at this time. It was asked what other K12 schools do in this area and Cindy stated that often only one grade is added one at a time . If we were to open all at once it has the opportunity to create the struggle of an enrollment explosion of a high school and may not recover from all problems associated with unsustainable growth. It has the opportunity to tax all resources at once. Grow it slowly for greater success. Mary asked the Board what can we bring them in terms of financial questions regarding growth. Director Osborne asked if we limit 9<sup>th</sup> grade with a cap. It wasn't limited in the contract, just an overall enrollment cap. By adding 9<sup>th</sup> grade we will attract 9<sup>th</sup> graders that were not part of our 8<sup>th</sup> grade class. It would put us in the 700 enrollment ballpark that marketing provided. Pam will put together the numbers based on adding 9<sup>th</sup> grade. Superintendent Akom asked how many teachers would be needed by adding high school. Mary explained that the high school student to teacher ratio is larger and teachers will have to have certification in both middle school to help bridge gap. 200 to 1 ratio is typical in virtual high schools. It would be divided obviously in class periods. Very similar to how our middle school works now. Director Codden wondered how many teachers and that information can be available at the next meeting. Built into our forecast and ratios adjusted in formula said Pam. We currently do not have an advisor, which would be needed as teachers have homeroom duties as does our FASL position. We would also have to have available core classes and electives. It is a possibility to add another teacher not employed by k12 – just as an Instructional Support Team, which would be Michigan licensed to help provide some classes to some students who may need their services. It was agreed that 9<sup>th</sup> grade information would be sufficient for now. Next year we can look at 10<sup>th</sup> and 11<sup>th</sup> grade. Director Akom concurred we are growing correctly and sustainably.

i. Discussion purposes only – no board action taken.

- 7) Acknowledgement Items: Hiring – Corinna Otto was hired as a Special Education instructor and HVAM is looking to hire another k-5 and Special Education teacher. Director Osborne noted that he has not received any red light/green light information on Ms. Otto to date.

i. Informational purposes only – no board action taken.

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- 8) Authorizer Comments – None.
- 9) New Business - No new business.
- 10) Adjournment
  - i. Motion to adjourn at 5:21 pm by Director Workman
  - ii. Seconded by Director Codden
  - iii. Approval - Unanimous

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