



Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

August 24, 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 480-399-7900 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, Superintendent Akom, Cindy Carter Wright, Mary Moorman, Carrie McClain, Pam Kantola, Mary Markert, Lindsay Hallead, Nancy Tuckey**
 - b) **Absent: Director Codden, Doug McNeil Board Attorney**
- 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 July 27, 2016 Board Meeting
Motion for Approval of July 27, 2016 Board Meeting as listed by Director Workman
Seconded: Howell
Approval: Unanimous
 - b) Motion for Approval of Agenda for August 24, 2016 by Director Workman
Seconded: Howell
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report to include:
 - i. Highpoint Fact Sheet and staffing update: HVAM is fully staffed with one resignation but the new hire already in place.
 - ii. Marketing Update: Local radio and television ads are running in Traverse City and Alpena. Local radio added in Ann Arbor, Battle Creek, Kalamazoo, Muskegon, Bay City-Midland area. HVAM has priority listing on our State Paid Media Landing Page and School Finder Page. K12 is also increasing high school advertising on the website, communicating the addition of a grade each year, to offer grades K-12 by 2020-2021. Mary Moorman informed the Board that she also had a phone interview with the Cadillac News that afternoon.
 - iii. Enrollment Update: 60 students have been approved thus far, with that number changing on a daily basis. 125 students are unapproved due to missing paperwork necessary to complete their enrollment. HVAM teachers and K12 admissions specialists are reaching out to those families to further engage them in the enrollment process and follow through to complete the enrollment process.
 - iv. Board Email: The board email is up and running - hboard@highpointva.org. Mary will clarify for Director Osborne whether emails will come to only Director Osborne or the entire Board. Board members will continue to use their personal emails for general board communications. The Highpoint email will be for families, staff and students to communicate with the Board when issues may arise. Director Osborne has been given a separate email address for issues regarding staff employment.



- v. Back to School Staff Professional Development: The two day conference was held at HVAM August 11-12, 2016. The staff is excited and ready for the start of school.
 - vi. Assessment Plan –Wording has been changed in the Student Handbook to reflect the change to NWEA as the primary assessment tool. NWEA is a better assessment tool for the same cost and better gauging for testing for our students.
 - vii. Board members were presented with their laptops.
 - viii. Board action taken: None. Informational update purposes only.
- 6) Submission, Discussion, Approval Requested Items:
- a) HVAM Fiscal Policies and Discussion
 - b) Presentation for Approval for Financial Reports. Pam Kantola addressed the Board.
 - i. Presentation of July 2016 Financials. Only month's rent invoiced and paid during July. Insurance ran under budget and expenses were overplanned for the month by \$23,900.00 due to lower staffing numbers during July.
 - ii. Mary Markert addressed the board regarding enrollment numbers, which was originally based on 550 students by October. Mary will revise the budget and submit a modification based on trending enrollment and budget per that figure.
 - iii. Motion to approve July 2016 financials by Director Workman.
Seconded: Director Howell.
Approval: Unanimous
 - c) Travel and General Expense Policy
 - i. The policy is set in place for HVAM staff and administration for travel, internet services, cell phones and general expenses incurred. Once approved, policy will be posted on the Transparency section of the HVAM website.
 - ii. Motion to approve Travel and General Expense Policy by Director Workman.
Seconded: Director Howell.
Approval: Unanimous
 - d) Mileage and Stipend
 - i. Board decided that a \$35.00 stipend per board meeting will be paid quarterly and retroactively to each director.
 - ii. Motion to approve stipend only, amount and timing by Director Workman
Seconded: Howell
Approval: Unanimous
 - e) IDEA Funding Process
 - i. Carrie McClain informed the Board where we are in the process of receiving funds from the state and how the process works with our local ISD. There is a 10% penalty for local ISDs that channel the funds appropriately for services they do not provide. Nancy Tuckey and Teresa Boardman began in June reaching out to the ISDs that our students may be from and creating good working relationships. Nancy and Teresa are also instituting a tracking sheet and following up with the ISDs. Carrie further explained that HVAM immediately starts services without interruption which is a great benefit to our students requiring those services.
 - ii. Board action taken: None. For informational and transparency purposes only.
 - f) Updated Student Handbook
 - i. Calendar to include June 9th, 2016 as the last day of school.
 - ii. Truancy and FAST Program – Page 27 with adjusted language to account for students not logging in all hours.



- iii. Assessment Updates to include NWEA and Dibels not Scantron.
- iv. Motion to approve updated Student Handbook by Director Workman.
Seconded: Director Howell
Approved: Unanimous
- g) English Language Learner Translator Service Agreement
 - i. The contract for Certified Languages International provides translation services for our families as well as translating documents for our website. There is no annual fee for their services; we are only obligated to pay on an as-needed basis.
 - ii. Motion to approve by Director Workman.
Seconded: Director Howell
Approved: Unanimous
- 7) Acknowledgement Items
 - a) Resignation of one employee thus far. Position has already been filled and moving forward to the start of the new school year.
- 8) Authorizer Comments
 - a) Superintendent Akom asked about the progress with partnering with Baker College to provide online courses. Mary Moorman and Seth McKinzie had a meeting with a representative from Baker earlier this month and the progress is moving forward.
 - b) Superintendent Akom asked about enrollment of Mesick students in HVAM. At this time, only one or two students are local and Mary will provide definitive answers.
- 9) New Business
 - a) Director Osborne suggested the possibility of looking into a copier for HVAM. Mary will look into the cost effectiveness of this service and will supply quotes.
- 10) Adjournment
 - a) Motion to adjourn by Director Workman at 5:00 pm.
Seconded: Director Howell
Approval: Unanimous