



Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

May 25, 2016 @ 4:00pm

Board meeting to be held at: 581 S Clark St, Mesick, MI 49668

And via conference call # 888.824.5783 Passcode: 71448382#

Please contact 480-399-7900 for additional assistance

Community notification posted at the following locations: Mesick Consolidated Schools; HVAM website

MEETING MINUTES:

- 1) Call to Order 4:03PM
- 2) Roll Call
 - o Present: Director Osborne, Director Codden, Director Workman, Director Howell
 - o Absent: None
 - o Additional Attendees: Present: Superintendent Scott Akom, Seth McKenzie, Mary Markert, Greg Blough, Teresa Boardman, Jenny Kendall, Cindy Wright Carter, Carrie McClain, Cody, Mathers, and Teresa Gallagher
- 3) **Public Comment:** None
- 4) **Board Members** – Swearing in of Board Member
 - Paul Osborne was sworn in as president of the HVAM board by Superintendent of Mesick Consolidated Schools, Superintendent Scott Akom.
- 5) **Routine Business**
 - a) Agenda Approval
 - Action Taken:** The agenda is approved for the May 25, 2016 Board meeting.
 - Motion: Director Workman
 - Seconded: Director Codden
 - Approved: Unanimously
- 6) **Communication**
 - a) **School Development Update** –
 - i. Insurance Update – Seth McKenzie – Insurance application has been submitted
 - ii. Baker College Visit Update – Seth McKenzie updated the Board regarding the visit to Baker College Cadillac regarding Early/Middle College to explore partners for HVAM’s five-year high school program, which will provide the opportunity for students to earn high school diplomas plus substantial college credit, certificates, and/or an associate’s degree. When HOS is appointed, Seth will introduce the individual with contacts at the college for further discussions and exploration of opportunity.
- 7) **Submission, Discussion, Approval Requested Items**
 - a) **Presentation for Approval of Lease**
 - i. Update/No Board Action Taken
 1. The Lease has been reviewed and is currently with HVAM Legal
 - b) **Approval of Minutes from the April 27, 2016 Board Meeting**
 - i. **Action Taken: Approval of April 27, 2016 Board meeting minutes**
 - Motion: Director Codden
 - Seconded: Director Workman
 - Approved: Unanimously
 - c) Presentation for Approval for Financial Reports
 - i. **HVAM Fiscal Policies and Discussion**
 - Mary Markert reviewed the suggested Fiscal Policies with the Board.

Minutes of all board meetings are available after approval by the board at:

Highpoint Virtual Academy of Michigan

Attn: Board Secretary

c/o Douglas J. McNeil

Saunders Winter McNeil, PLLC

250 Washington Avenue

Grand Haven, Michigan 49417



Action Taken: Presentation only. No Board action taken; the topic will be discussed at the next Board meeting and will be presented for Board approval. Next meeting: June 29, 2016. (June Board Meeting @ 4pm)

ii. Review/Discussion of Mileage and Stipends

Mary Markert reviewed the rates, suggestions, and considerations regarding both mileage and stipends for Board member travel to Board meetings. Mileage is not taxable as a reimbursement. Stipends are taxable for Board members as income.

Action Taken: Presentation only. No Board action taken; the topic will be discussed at the next Board meeting and will be presented for Board approval.

iii. Proposed FY17 Budget

Mary Markert reviewed proposed budget for FY17, assumptions were based on projected enrollment, count dates, and Michigan funding. No Federal and State programs budgeted for first year of operation. Year 1 projected Special Education population assumed at 15%. Mary Markert reviewed budget assumptions that included teacher/student ratios, number of offered courses, and assessment costs.

Action Taken: Presentation only. No Board action taken; the topic will be discussed at the next Board meeting and will be presented for Board approval.

d) Presentation of Marketing Plan and Enrollment Update

Greg Blough presented the FY17 marketing plan for Highpoint Virtual Academy, which included HVAM marketing collateral, website, TV/radio, internet search, emails, and mailers.

Action Taken: Presentation only. No Board action taken.

e) Presentation for Approval of School Calendar

Cindy Wright Carter requested that the school year 16/17 school year be amended to remove the reference to NWEA testing. HVAM will not use NWEA testing and should not have it referenced in the school calendar. All other data is listed correctly in the school calendar.

Action Taken: Removal of the NWEA reference from SY16/17 School Calendar.

Motion to approve made by Director Codden

Second by Director Workman

Approved Unanimously

f) Presentation for Approval of School Handbook (School Policies)

Cindy Wright Carter presented for approval the suggested school's policies within student handbook and the SY16/17 Highpoint Virtual Academy Handbook.

Action Taken: Approval of the SY16/17 Student Handbook and Policies.

Motion to approve by Director Workman

Second by Director Howell

Approved Unanimously

g) Presentation for Approval of Special Education Related Service Contract RSC template

Jenny Kendall presented the Special Education Related Service Contract template to be used for related service providers who contract with the school.

Action Taken: Presentation only. No Board action taken; the topic will be discussed at the next Board meeting and will be presented for Board approval.

h) Presentation for Approval of Special Education, ELL, MTSS, and 504 Handbooks

Action Taken: 4 manuals were presented (Special Education, ELL, MTSS, and 504 Handbooks)

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Motion to approve 4 manuals were presented (Special Education, ELL, MTSS, and 504 Handbooks) made by Director Codden

Second by Director Workman

Approved Unanimously

- i) **Presentation for Discussion of Special Education**
 - i. K12 Special Education enrollment team support
 - ii. Supportive Special Education teams and services available from K12
 - iii. Estimated Special Education expenses

Action Taken: Presentation only. No Board action taken.
 - j) **Presentation for Discussion of HVAM Academic Plan**

Developing an Academic Plan

 - Instruction
 - Assessment
 - Staffing
 - Observation and Feedback
 - Data Driven Instruction
 - Culture
 - Professional Development

Action Taken: Presentation only. No Board action taken.
 - k) **Presentation for Discussion of Teacher Evaluation Tool**
 - i. The Framework for Teaching identifies those aspects of a teacher's responsibilities that have been documented through empirical studies and theoretical research as promoting improved student learning. While the Framework is not the only possible description of practice, these responsibilities seek to define what teachers should know and be able to do in the exercise of their profession.
 - Domain 1: Planning and Preparation
 - Domain 2: The Classroom Environment
 - Domain 3: Instruction
 - Domain 4: Professional Responsibilities

Action Taken: Presentation only. No Board action taken.
 - l) **Presentation for Discussion of Operation Manual**

Action Taken: Presentation only. No Board action taken.
- 8) **Acknowledgement Items:**
- a) **Update on Staffing:** Head of School, Operation Manager, Special Education Manager
 - i. Staffing update: Open positions, Filled positions, Resignations, Terminations

Action Taken: Presentation only. No Board action taken.
- 9) **Authorizer Comments** – None
- 10) **New Business:** Next Board Meeting, June 29, 2016, Wednesday
- 11) **Adjournment** 6:01PM
- Action Taken: Motion for Adjournment by Director Osborne
Second by Director Codden
Approved Unanimously

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