



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

July 27, 2016 @ 4:15pm

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

Via conference call # 888.824.5783 Passcode: 71448382# **PARTICIPANT CODE – 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 : 4:19 by Director Osborne
- 2) Roll Call:
 - a. **Present: Director Osborne, Director Workman, Director Howell, Doug McNeil Board Attorney, Cindy Wright, Teresa Boardman, Mary Moorman, Mary Markert, Pam Kantola, Lindsay Hallead, Nancy Tuckey, Kelly Mohr, Christina Brasil, Jenny Kendall, Carrie McClain.**
 - b. **Absent: Director Codden, Superintendent Akom**
 - c. **Board Quorum: Yes**
- 3) Public Comment (limited to agenda items; not to exceed 5 minutes limit per individual): None
 - a) Meeting notice posted at the Mesick Consolidated school office, and School website <http://hvam.k12.com/who-we-are/board-of-directors.html>:
 - b) No Public Comment
- 4) Routine Business:
 - a) Approval of Minutes from the June 29, 2016 Board Meeting
Motion for Approval of June 29, 2016 Minutes as listed by Director Workman
Seconded: Howell
Approval: Unanimous
 - b) Motion for Approval of Agenda for July 27, 2016 by Director Workman
Seconded: Howell
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report to include:
 - i. Ribbon Cutting: Thank you for attending!
 - ii. Highpoint Criminal Background Checks Update from Moorman and Director.
 1. Director Osborne and Board to have individual email addresses set up.
 2. Process in order.
 - a. Livescan sent to State Patrol then sent to Osborne. Mary is given red light/green light. Working out details and a lockbox so only Osborne has access. He has a file with no other access locked in secure area and then State Police audits every 2 years. All paper copies as no computer generated copies accepted.
 - iii. Marketing Update: Student Locations
 - iv. Enrollment: Close to 100 applicants at the time of the meeting. Most enrollment is from Detroit area. Provided a bigger snapshot is of students across the state. Heavy in Detroit and Grand Rapids.

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- v. Staffing, Certifications: Reassurance of state license of teachers all of Michigan with exception of advisor who is across the border within 30 miles. Currently have 2 teacher positions to fill and one Special Education position to fill. Moving ahead and ready for Sept. 6 start of school. It was noted that most candidates have multiple state endorsements.
 - vi. Special Education Update: IDEA Funding. Jenny Kendall addressed the Board. More in-depth proposal for next month. Actively pursuing IDEA funding for Special Education students.
 - vii. Board Email set up by end of week on website.
 - b) Teacher Presentations: Day in Life (Teacher and Student) presented by Christina Brasil (Special Education Teacher) and Kelly Mohr (General Education Teacher) presented a PowerPoint in which they explained what is expected of the learning coach, teachers, and students. Example schedules and student scenarios discussed. Director Osborne asked how students asked questions/contacted teachers. Typically via email/kmail, phone call, or login to ClassConnect. Mary also addressed board that there are typically 2 teachers due to co-teaching and plenty of ways for students to receive special help if needed. Director Workman asked about dividing into small rooms and asked if the Learning Coach was listening in as well. Asked about homework if they are already home. Tour of Online Learning System and Lessons given.
 - c) Board action taken: None. Informational update purposes only.
- 6) Submission, Discussion, Approval Requested Items:
- a) Presentation for Approval for Financial Reports (Next month will provide actual financial reports.)
 - b) Mary Markert addressed the board:
 - i. HVAM Fiscal Policies and Discussion
 - 1. Mileage/ Stipends
 - 2. Stipends Osborne suggested tabling and talk to Superintendent Akom for his feelings before presenting for a vote.
 - 3. Motion to table by Director Workman
Secinded: Howell
Approval to Table: Unanimous
 - ii. Adjusted FY17 Budget to reflect Special Education ratios and increased Per Pupil Funding
 - 1. Modified with the +\$60 per student to reflect the \$120 increase per pupil funding as opposed to previous \$60. Proposals in board packets.
 - a. Osborne asked about maintaining a fund balance of zero at end of year. Explained the 5% with Michigan Early Warning Legislation to monitor fund balance and not running deficits. Contract addresses deficits. Reminder that Superintendent Akom wants to establish 5% by the end of the second year.
 - iii. Motion to approve the adjusted budget by Director Workman
Secinded: Howell
Approval: Unanimous
 - c) Presentation for Approval of Startup Materials: Office Furniture/ Equipment

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- i. Three Quotes presented to board. Integrity Business proposed as best quote and local company. Mary Markert addressed the impact on the budget with regards to startup funds and depreciation over 5 years.
 - ii. Motion to approve the Integrity Business quote for furniture by Director Workman
Seconded: Howell
Approval: Unanimous
 - d) Presentation for Approval of Board Laptop purchases at their request. Three quotes provided. Mary suggested Surface Pro for Director Osborne as it has a keyboard. Amazon recommended as the best price for the board.
 - i. Motion to approve the purchase of Board laptops by Director Workman.
Seconded: Howell
Approval: Unanimous
 - e) Presentation for Approval of Office Set Up.
 - i. Three quotes presented to Board. Virtual Technologies presented as best option as they are K12's preferred company and could offer the best rate.
 - ii. Motion to approve the purchase of Office Technology by Director Workman
Seconded: Howell
Approval: Unanimous
 - f) Presentation for Approval of Digitized Records
 - i. MCCI quote given with approximate cost of \$10,000. Osborne asked if memory can be added and whether we might want to start with paper records. Discussion that digital records can save time and space and as we grow. Mary Market discussed the quote and budgetary impact. Auditor from Wexford County approved digital records. Jenny Kendall recommended that Mesick Consolidated maintain print records of their own students for special education files. Wright read email approving digitized records for Wexford County.
 - ii. Motion to approve the quote for Digitized Records by Director Workman
Seconded: Howell
Approval: Unanimous
 - g) Presentation of Enrollment Cap/Backfill Guidelines
 - i. Moorman explained guidelines as outlined in the board packet along with a draft letter to families. Osborne questioned cap and siblings and waitlist. Mary explained vacancies and soon as seat is available. HVAM will create a report with multiple siblings/how % of school will have multiple students and start dates to show caps. Doug O'Neill Board Counsel expressed that caps are more relevant to Brick and Mortar schools due to physical space restrictions. Stressed that Board can revisit the student cap later on.
 - ii. Motion to approve the Enrollment Cap/Backfill Guidelines by Director Workman
Seconded: Howell
Approval: Unanimous
- 7) Acknowledgement Items: Introduction of office support – Lindsay Hallead, Lori Andersen, and Nancy Tuckey
 - a) Update on Staffing: Operation Manager, Special Education Manager, Teachers, Support Staff

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i. Full staff will be ready by September 6th, 2016.

8) Authorizer Comments: None

9) New Business: None

10) Adjournment

a) Motion to adjourn by Director Workman at 6:04

Seconded: Howell

Approval: Unanimous

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