



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

January 25, 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 Codden, Director Workman, Director Howell , Mary Moorman, Pam Kantola, Seth McKenzie, Lori Andersen, and via conference call, Cindy Wright-Carter, Nancy Tuckey and Doug McNeil**
 - b) **Absent: Superintendent Akom 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 December 21, 2016 Board Meeting
Motion for Approval of December 21, 2016 minutes as listed by Director Workman
Seconded by Director Codden
Approval: Unanimous
 - b) Approval of Agenda for the January 25, 2017 meeting
 - 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. "Attendance Counts Month" – Mary Moorman welcomed everyone and informed the board that we are in the midst of finalizing first semester and eagerly jumping into second semester. We are currently working on report cards. Last month, Director Osborne inquired about a "snow day" for students; it has been adjusted and implemented for those students doing academically well. This month's focus is on attendance. We have been messaging families as to why attendance is so important. Our Academic Team is working to remind families to get into classes every day, especially with the February count date quickly approaching. "Attendance Counts!" is our catch phrase. A big question often asked, "What does it mean to attend online school?" How do we define flexibility? This is given to our Enrollment Team so that families understand what flexible means within K12 and the State of Michigan regulations. If you are in school 6.5 hours per day, you can be flexible. K5 learning is mastery based so a student has to successfully master their lesson before moving on. We really stress our families to follow standards to help keep up with the pace. Encourage our families to schedule appointments for the afternoon hours, as most Class Connects are in the morning. Moorman offered a quick snapshot of attendance,

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informing the board that we look at required live Class Connect sessions for attendance. We are looking to improve our orientation attendance rate to 87% in the middle school and 81% at K-5. Julia Zoutendyk takes responsibility for orientation and does a great job keeping up each week with the new families. Truancy is new for us, as 4-8% are in the truancy process. 1% of our withdrawals are truancy-based. Next month's data will be different. Now is the time to make decisions for students whether to stay enrolled in HVAM or not. We have 10% of students in the FAST program, with good success moving students out of the program. Moorman explained that truancy is looked at by accrued hours. We have very few truancy cases on accrued hours. Truancy process is worked through as a team, sighting our three day/five day/ten and fifteen day levels. We try our best to reach out to families, contacting local districts, police departments, DCFS and local truancy officers. We will have a new advisor beginning on Monday, who will work closely with the middle school team. We are at cap for middle school, and the advisor will work more closely on truancy items. Her full time area will be to help prevent students from going to the FAST program by doing welcome calls, orientation and establishing accountability for students and families before being referred to FAST for additional support. Moorman informed the board that the Snow Day award is fun and extra credit by highlighting students doing the right thing. We are also acknowledging our Student of the Month and LC of the Month; hopefully, this will pay off in for February's count date.

- ii. Enrollment/Withdraw Report – Enrollment at 470 as of last week, with 163 in the enrollment process. Moorman was excited to inform the board that we now actually have a wait-list for K1 and middle school. Withdrawal information was perused. Moorman did share with the board that, as we grow, and for next year, there will be some online and face-to-face Michigan family enrollment events. A quick Special Education report was provided, noting that we are in the process of hiring a new Special Education instructor. The candidate is almost complete with state licensing/waiver, hopefully by next week. We currently have 54 enrolled with IEPs. We will be conducting ELL testing in February, with four students that this would apply to. We successfully conducted a parent meeting that touched bases on spring testing. We have eight sites ready to go for Michigan testing. Moorman explained that students come in “pockets” for testing; many of our teachers have participated in the testing process so we are confident testing will be successful. A quick snapshot was given of dates and resources for testing and we are working on making sure teachers and families are prepared and ready to go for testing. We are connecting with our families via Facebook, Pinterest and our website.
- iii. School/State Assessments – We are working on claiming additional Section 25 funding. We are currently working with the auditor. There have been no significant findings. We are working to make sure she has all of the information requested and she is currently checking on all of the students that we are claiming. We welcome her feedback as we work through this process. Immunizations are at 95% with our spring count date approaching. Director Osborne asked about students being replaced after they have withdrawn. Moorman explained the wait list and how it works.

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- iv. New Hire Updates – Kat Crane is doing a great job in third grade! Erin Robertson started fourth grade today and our new advisor, Natoshia Clark, will be starting on Monday. On a quick note, Moorman advised the board that it is easy for teachers to start in August; mid-year staff starts provides more pressure for new staff members. We have set a check list for teachers to get them everything they need to be successful when starting. We offer mentors via existing grade level teachers for new teachers to work with; face to face meets and help working and planning through the end of year so there is a smooth transition. National School of Choice Week is coming up. Moorman will be doing the School of Choice Dance in PE tomorrow (1.26.2017). We are excited to celebrate choice and why our families are here. Informational purposes only; no board action taken.
- 6) Submission, Discussion, Approval Requested Items:
 - a) Presentation for Approval for Financial Reports – Kantola showed the board the December numbers and informed them there will be another modification next month. We want to see second count and 25 E funding results. Budget and YTD actual revenues are up; expenses are up as we grow. Caution given about the surplus as our student population will continue to grow. Balance sheet shows cash in the bank but also shows assets and liabilities and additional funding for the reading grant which has not been spent as of yet. All prepaid expenses, teacher expenses have been amortized through the year, as are rent, insurance, software for Special Ed students. There is always a balance on student ISP accounts. There is \$992,000 payable to K12. Kantola outlined the checks cut throughout the month. Board stipends will be paid next month, as we haven't gone "live" yet with bill paying capabilities. These will be ready for February's meeting. Kantola outlined the amounts due to K12, stating most are related services, legal, office supplies and postage. Technology fees/payroll fees/materials and online school all equals \$992,000 owed K12. Our cash flow of \$136,000 matches bank statement. There will be three invoices to be paid today in addition to K12's payment. Director Workman did raise a question as why we are charged for high school materials. It was explained that some courses being used due to content standards and are technically at a high school level (ie, 8th grade Earth Science) and we are charged as such. Details of all information is included in Drop Box.
Motion to approve December 2016 financials by Director Workman
Seconded by Director Codden
Approval Unanimous
- 7) Laptop Covers – Mary went over three quotes obtained for laptop covers. She explained the top quote may be more expensive, but Operations Manager Lindsay Hallead, with David Baldon (K12 IT Specialist) recommended that cover as the best investment. The cover is not a requirement, just at the board's discretion. VTG, K12's computer supplier, no longer supply covers so outside quotes were obtained.
Motion to approve purchase board laptop covers by Director Codden.
Seconded by Director Workman
Approval Unanimous
- 8) Baker College Early Middle College Letter of Intent – Seth McKenzie addressed the board and informed them that Doug McNeil had sent out Baker's letter to the board members. The letter outlined their intent to partner with Highpoint to provide early college opportunities for our students. Baker is not prepared to provide dual credit until students are in the 11th grade. McKenzie suggested that we may want to look

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for additional partnerships to start course availability sooner. McKenzie has had conversations with a contract lobbyist at Davenport University (Grand Rapids) and said there is interest working on a relationship with HVAM for some possible dual credit as early as next year. There is also interest in Bay Mills College in the Upper Peninsula. He will send an informational letter outlining who we are what type of relationship we are looking for. Doug McNeil acknowledged the board and suggested we send an acknowledgement letter of receipt to Baker to move forward and address remaining issues outlined in the letter. McNeil stated the Baker letter was very one-sided, non-binding and it is not imperative it be signed now. Baker's president preferred to have the letter in place as a formality. Doug gave a brief summary of list and other programs he has worked with for dual enrollment. As we build the HVAM program more options for students may help build the program. It was noted that competition can also drive price points for courses. A program in place more quickly would be great for marketing reasons as well as getting the message out to families what is available in this area. The board thanked McKenzie for his update and insight. Director Osborne noted that local Mesick students have the opportunity to take classes at Northwestern Michigan College online and may be a possibility.

Motion to Acknowledge Receipt of Letter and Accept Baker's Non-Binding Terms by Director Workman

Seconded by Director Howell

Approved Unanimously

- 9) Enrollment Meeting – Agenda Addendum – Proposed Cap Adjustment – Moorman addressed the board to propose lowering 2nd grade cap due to one teacher teaching two grades. We are looking at opening up second grade to 61 students and lowering others to 62 to keep the grade levels even and more appropriate for the teachers. Overall numbers won't change, just grade level number. Teachers are happy with this and it increases instructional time with students by just one grade level per teacher.

Motion to Adjust Grade Level Cap by Director Workman

Seconded by Director Codden

Approved Unanimously

- 10) Acknowledgement Items – Hiring – reviewed earlier in meeting.
11) Authorizer Comments – None.
12) New Business - No new business.
13) Adjournment

- i. Motion to adjourn at 4:57 pm by Director Codden
- ii. Seconded by Director Workman
- iii. Approval - Unanimous

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