



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

June 29, 2016 @ 4:15pm

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

AGENDA:

- 1) Call to Order: 4:23pm by Director Osborne
- 2) Roll Call
 - a) Present: Director Osborne, Director Workman, Director Howell, Superintendent Akom, From K12: Cindy Wright Carter, Regina Krotzer, Teresa Boardman, Mary Moorman, Connie Waldron, Christina Teller, Seth McKenzie, Mary Markert
 - b) Absent: Director Codden
 - c) Board Quorum: Yes
- 3) Public Comment: Meeting notice posted at the Mesick Consolidated school office, and School website <http://hvam.k12.com/who-we-are/board-of-directors.html>: No Public Comment
- 4) Routine Business:
 - a) **Approval of Minutes from the May 25, 2016 Board Meeting**
 - i. Motion for approval of May 25, 2016 minutes as listed by Director Workman
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
 - b) **Approval of Agenda for June 29, 2016 meeting** - Director Osborne suggested the addition of three topics: digitized records, board meeting dates, and lowering the HVAM student enrollment cap.
 - i. Motion: Approval of the additional items as recommended by Director Osborne by Director Workman
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
 - c) **Approval of Agenda for June 29, 2016 meeting with the 3 amendments**
 - i. Motion approval of Agenda for June 29, 2016 meeting with the 3 amendments by Director Howell
 - ii. Seconded: Director Workman
 - iii. Approval: Unanimous
- 5) **School Business:**
 - a) **Introduction of Head of School** – Cindy Wright Carter introduced HVAM HOS (Mary Moorman) to the Highpoint Virtual Governing Board and Superintendent Akom (Authorizer); Mary will be relocating to Mesick, Michigan during the week of July 4, 2016. Welcome included: Mary is a passionate educator and administrator with a range of leadership and teacher training experiences all geared toward school improvement and student success. She is goal driven with the ability to analyze a variety of data and resources to assess student and team needs. Her career includes teaching in the K-12 realm, as well as at the college level. After spending three

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years in a traditional school in Indiana, Mary transitioned to an online teaching position. For the last four years, she has served as a high school principal.

- i. Board Action Taken: No Board action taken - update was informational only
- b) **Highpoint Criminal Background Checks** – Connie Waldron, K12 Human Resources, presented that K12 conducts Background Checks for all its new employees. In addition, Michigan requires an additional criminal history background check for employees in Michigan. Recent changes in Michigan law require that the criminal history checking process take place between Michigan State Police and the Board or Charter Authorizer. – Or – Private Vendors/Management Companies are ineligible to be an authorized recipient of Criminal History Record Information (CHRI) HVAM Board completes the CHRI Registration form along with determining who they will select as their Authorized User. Connie Waldron stated that the Authorized User is commonly a member of the Board, but there are other options. Options were reviewed. School Counsel – Doug McNeil – stated he would work with the Board to complete the necessary steps for the week of July 4, 2016.
 - i. Motion to appoint Director Paul Osborne as the authorized user for the Criminal History Record Information (CHRI) as outlined by Michigan Law for the process between the Michigan State Police was made by Director Workman.
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- c) **Marketing Update** – Greg Blough reviewed Q1 Marketing Update for HVAM.
 - i. Board Action Taken: No Board action taken - update was informational only
- d) **Enrollment Update** – Christina Teller reviewed current enrollment updated for students who will enroll with HVAM as of July 1, 2016.
 - i. Board Action Taken: No Board action taken - update was informational only
- e) **School Development**
 - i. **School Insurance:** Seth McKenzie reviewed the insurance quote provided by Arthur J. Gallagher & Co. Insurance Brokers of California for Highpoint Virtual Academy of Michigan with school address of 210 E. Mesick Avenue, Mesick, Michigan 49668. Insurance is for a Charter School, Virtual School, Non-Profit, as of July 1, 2016. Quote was for the total of \$17,618.97 for FY17.
 - a. Motion to approve Insurance, as prepared by Arthur J. Gallagher & Co. Insurance Brokers of California for Highpoint Virtual Academy of Michigan, for FY17 for 17,618.97 by Director Howell.
 - b. Seconded: Director Workman
 - c. Approval: Unanimous
 - ii. **Lease Update** – Seth McKenzie informed the Board that Lease has been fully executed between Mesick Consolidated Schools and HVAM Board. Lease begins 7/1/2016. This Lease Agreement is made this 1 day of July, 2016, by and between the Mesick Consolidated Schools (“District”), and Highpoint Virtual Academy of Michigan (“Tenant”) to lease office space for the administration of the Highpoint Virtual Academy of Michigan on District property.
 - a. Motion No Board action taken - update was informational only

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- iii. **Second Bank Account** – Regina Krotzer mentioned the school has no need for a second account. No action taken on June 29, 2016 and the topic have been tabled until July 27, 2016.
 - 1. Motion to move the topic of the second bank account to July 27th board meeting on July 27, 2016 by Director Workman
 - 2. Seconded: Director Howell
 - 3. Approval: Unanimous
- f) **Digitizing records** – Regina Krotzer and Teresa Boardman spoke to the benefits of storing student records digitally. It is done via microfiche. Authorizer would like to consult school auditor to determine if this is a viable option for Highpoint Virtual Academy for FY17. HVAM finance and school administration will prepare a formal presentation for consideration for the July 27, 2016 Board meeting. Estimate cost could be approximately \$1500 for startup. Formal quote will be included in July presentation.
 - 1. Board Action Taken: No Board action taken - update was informational only

- g) **HVAM SY16/17 Board Meeting Proposed Dates:** Dates for SY16/17 Board meetings:
Board meeting to be held at: 581 S Clark St, Mesick, MI 49668 – and – via conference call # 888.824.5783 Passcode: 71448382#

2016	2017
Board Meeting @ 4pm	Board Meeting @ 4pm
<ul style="list-style-type: none"> • July 27 • August 24 • September 28 • October 26 • November 30 • December 21 	<ul style="list-style-type: none"> • January 25 • February 22 • March 22 • April 26 • May 24 • June 28

- 1. Motion to approve the following dates for board meetings as documented above was made by Director Howell. (4th Wednesday each month)
- 2. Seconded: Director Workman
- 3. Approval: Unanimous

6) Submission, Discussion, Approval Requested Items:

- a) **Presentation of K8 Course List for SY16/17** – Mary Moorman (HOS) review the K8 Course list. Board requested a formal presentation of scope and sequence for K8 Courses
 - i. Motion to approve K8 Course List for SY16/17 was made by Director Workman
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- b) **Presentation for Approval of Special Education Therapy Service Contract template** created by K12 for the contracts between HVAM and the contracted related service providers who will provide direct services with students enrolled at HVAM who receive special education related services, such as, but not limited to, Speech Therapy, OT, PT, etc.
 - i. Motion to approve the use of the Special Education Therapy Service Contract template created by K12 for the contracts between HVAM and the contracted related service providers was made by Director Workman.
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous

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- c) **IEP Program** – Teresa Boardman reviewed options for IEP programs available to Highpoint Virtual Academy. Discussion included the program currently being used by Mesick Consolidated Schools. Mesick uses EdPlan™
 - i. Motion to approve the use EdPlan™ for HVAM IEP program was made by Director Workman
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- d) **Presentation for Approval for Financial Reports/Topics/Items** – Presentation/Review of the Highpoint Virtual Academy of Michigan Fiscal Policies and Procedures – Treasury, New Vendors, Expenditures (General and Restricted), Invoices, Expense Reports, Fixed Assets, Physical Assets, Accounting, Budgetary Control & Financial Closing, HR, Payroll, Tax and Information Technology. The school will NOT have a debit/credit card, will use Intacct program, and house check stock locally.
 - i. A motion to approve the Highpoint Virtual Academy of Michigan Fiscal Policies and Procedures and to add the HOS (Mary Moorman) as an additional signer on the Checking Accounting up to \$5000 as outlined in the Highpoint Virtual Academy of Michigan Fiscal Policies and Procedures were made by Director Workman.
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- e) **Mileage & Stipends** – Regina discussed both of the options. Superintendent Akom and school attorney will research the possibilities of stipends for HVAM Board employees. The topic was tabled until July 27, 2016 meeting.
 - i. Board Action Taken: No Board action taken
- f) **Proposed FY17 Budget** – Regina reviewed in detail the proposed budget, the assumptions, funding, legislative changes, and enrollment limits.
 - i. A motion to approve the FY17 Highpoint Virtual Academy Budget was made by Direct Workman
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- g) **Enrollment CAP** - The Board discussed the staffing, budget, and resources available to HVAM for year 1 of operation. An enrollment cap of 700 students for SY16/17 was discussed as an appropriate amount for the resources available.

	Cap	
Kindergarten	24	
1st Grade	47	
2nd Grade	47	
3rd Grade	72	
4th Grade	72	
5th Grade	95	
6th Grade	98	455 K-6
7th Grade	98	
8th Grade	147	245 MS
	<u>700</u>	<u>700</u>

- i. A motion to limit enrollment to 700 students for the school year 16/17 was made by Director Workman.

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- ii. Seconded: Director Howell
- iii. Approval: Unanimous

7) Acknowledgement Items:

- a) **Update on Staffing:** Cindy Wright Carter informed Board that the school administration is currently interviewing for: Operation Manager, Special Education Manager, teachers (general education and special education)
 - i. Board Action Taken: No Board Action Taken – informational only

8) Authorizer Comments:

- a) The Authorizer will be supplying the school with a reporting calendar
- b) The Authorizer asked the ratios for special education be checked and readjusted in necessary.
- c) Public Comment should not be limited to 15 minutes total – this would limit the opportunities for parents/families to use the forum for pressing issues.
 - i. A motion to limit per person during to 5 minutes total with no limit on overall public comment time was made by Director Workman.
 - ii. Seconded: Director Howell
 - iii. Approval: Unanimous
- d) Authorizer reminded the HVAM Board that if 2 or more of the Board members met it would constitute a quorum and to be mindful of this.
- e) The Authorizer wants the school to achieve the 5% stress fund balance requirements by year 2 of operation
- f) The Authorizer asked where the jobs are being posted for HVAM. A formal list will be sent to by HOS to the Authorizer this week.

9) New Business: Next meeting: July 27, 2016, Wednesday

10) Adjournment:

- a) Director Osborne motioned for adjournment 6:10pm
 - i. Seconded: Director Howell
 - ii. Approval: Unanimous