



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

June 28, 2017 @ 4:15 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 at 4:12pm by Director Osborne

2) Roll Call

Present: Directors Osborne, Workman, Howell, Codden, with Superintendent Akom, Mary Moorman, Mary Markert, Beth Perry, Lindsay Hallead, Nancy Tuckey, Lori Andersen and Cindy Carter Wright and Doug McNeil via conference call.

Absent: None

3) Public Comment (limited to agenda items; not to exceed 5 minutes limit per individual) None

4) Routine Business:

Director Osborne spoke of Board's recent visit to Herndon office and thanked Cindy for a good time. Board learned a lot and trip was very informative as to what is in the background of everything Highpoint does in Mesick. Director Workman echoed Osborne's sentiment. Board would also like to say they appreciated the excellent job by James and Cindy will share those comments with James directly.

a) Approval of Minutes from the May 24, 2017 Board Meeting

Motion by Director Workman

Seconded by Director Howell

Approval Unanimous

b) Approval of Agenda for the June 28, 2017 Meeting with Director Osborne wanting to add LASO

Red light- Green light to agenda

Motion by Director Codden with addition

Seconded by Director Workman

Approval Unanimous

5) Discussion:

a) Head of School Report

Mary Moorman would like to start with a great big thank you to Board for their support in having made this year successful and also thanked Superintendent Akom for being available to ask questions. Mary shared a photos of the team from their recent Professional Development in Frankenmuth and Board during their visit to Herndon. PD was last week in Frankenmuth. Big piece was reflecting on the school year and final decisions as well as starting the planning procedure for next school year. Reviewing student needs and gaps between K-5 and middle school with the entire team focusing on these things. Great visual for what is critical and when. Early identification of struggle areas for students and families. Teachers working on this over the summer and then work backwards for the day to day teaching. Will be diving deeper into academics and even more work to do over the summer. Will build on this foundation in the fall when we meet again.

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Grand Haven, Michigan 49417



- b) Ended year at just 500 enrollment. Did have 89% of our families reply and 10% no response for re-registration. 70% of our families indicate they are coming back. Most 9th graders are returning and one new. No Mesick residents; four from Wexford and 37 students enrolled. Currently at 332 and 42 brand news and will keep growing. Highest retention in 8th grade. Some additional interventions will be added in 8th grade. K5 at an 8% retention and 20% middle school. Student withdrawals reduced from last month. Some near the end and some with only a week to go. Special circumstances and legal issues attributed to this. Director Osborne wondered if the pace is too fast. Families think it is slower pace than homeschool but we really try to help families understand it's a full day of school. Some expect its easier or less work. It does somewhat feel faster paced and getting more done in a day without daily distractions and maybe a misunderstanding in organizing. Bi-weekly enrollment will go in affect after count date. Teacher evaluations for every teacher are completed. Eleven scored effective and one minimally ineffective. Director Codden asked what grade ineffective teacher was in and Mary responded the lower grades. This was reported by Friday and report to state by David Vanderwall. Math had the highest passing rate and growth in the NWEA area. Did not meet goal in English and plans to address that. Significant growth still in English this past semester. K-3 reading is a struggle. Did not meet 90% goal but we did see growth. Across the board 50% met that goal. Outstanding growth in K and 1st grade. Math some good movement in 6 and 7th grade. Grades are matching that growth. We struggled in 4 and 5th grade especially in reading. Director Codden asked if it's more comprehension than reading and he is right on. Students are struggling to remember what they read – basic comprehension. Orientation will not just be a day but now a week of orientation. Would like to do bi-weekly starts with Board approval. Director Codden asked if parents having trouble. We have an online learning class for parents on a younger level and also video with enrollment. Required piece is a challenge. We can provide all the information to the families but do they really get it? Do they understand it? Director Workman asked about the new web design. Coming this fall. The landing pages is now rolled out for K-12 students. Truancy prevention program being worked on by Julia. Set guidelines on how we prioritize and something simple and make consistent across all grade levels. Math interventionist Melissa Lynch started and title funds approved two days ago and pays for summer program, I-Ready program and stipend to use in the fall. 50 kids working with Melissa on a weekly basis. 8th grade heavy. School goals discussed. Lindsay gave a view of year end transition on how everything wraps up and rolls into next year. Digital records update: the acoustic rack is put together and server piece inside; just received license and IT coming tomorrow and then handing off to laser fische company for their part of thee process. Full operation of system by the start of school year. No questions.
- 6) Auditor Comparison presented. Can't use auditors from other K12 schools as a conflict of interest. Some are more qualified with school backgrounds such as Maner Costerian and she felt they were strong contenders. Very solid team in all choices and it boils down to fees. Educated explanation in what is included and to spell out any additional costs that they may foresee. Finance feels the most for the money is Maner because of their onsite presence. Stressed it is Board decision unless legal counsel sees something different. Counsel felt Maner is the most qualified and due to their location in Lansing. Proposals for all three years but the engagement letter is for just one year.



Motion by Director Codden to choose CPA firm Maner Costerian

Seconded by Director Workman

Approval Unanimous

Doug will review and approve engagement letter Beth. Or can we sign with a caveat pending approval – ok with Doug to do that. Will jump to insurance now. To bind all various policies within our insurance and what it encompasses. Biggest change is the number of students – level of liability goes up and is what drives the cost as well as increase in staff members. Needs to be in place by July 1st. Nothing has changed just the price and also sent an amount versus monthly or yearly. Appropriate to pay full amount to avoid service charges.

Motion to stay with Charter First Insurance and to pay full balance due in one lump sum by Director Codden

Seconded by Director Workman

Approval Unanimous

7) Submission, Discussion, Approval Requested Items:

a) Presentation for Approval for Financial Reports

b) Presentation of May 2017 Financials - Comparison to our current budgeted year to date numbers with last approved budget. Average enroll at 409 and May was at 526, an increase as compared to budget by 28%. Pupil support is higher than 21 times because of Related Services. Large variances is the legal and management fees and oversight. Going into a deficit based on per pupil funding and what we expected and what we are getting. State aid sheet and the foundation rate is 75.11 per pupil but only received credit for 335 students. 50% credit from October and 50% from February. Only receiving about \$6,000 per pupil. We were at 80% capture rate and not 90%. Director Workman questioned normalcy for start-up school. Charter schools get the lowest basic rates in Michigan. Also dependent on location. Recommend \$203,000 payment (some older invoices) to K12, Inc. Reviewed the K12 credit against invoices to make sure they stay even and a balanced budget. Credit won't come through until fully audited. There were no questions.

Motion to approve invoices totaling \$203,000 by Director Workman

Seconded by Director Howell

Approval Unanimous

Motion to pay K12 by Director Codden

Seconded by Director Workman

Approval Unanimous

c) Adoption of the 2016-2017 Budget Modification

Motion to adopt budget modification by Director Workman

Seconded by Director Codden

Approval Unanimous

d) Organizational Items:

i. Approval of Board Meeting Yearly Calendar for 2017-18 – Only request from Director Osborne is to move November meeting to November 29 and also recommending no meeting in July.

Motion to approve Board Meeting Yearly Calendar by Director Codden

Seconded by Director Howell.

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Approval Unanimous

- ii. Approval of open enrollment schedule
Motion by Director Codden
Seconded by Director Workman
Approval Unanimous
- iii. Election of Officers – Currently we have four officers available. Motion to remain in their present office that were deemed in the beginning of the school year motion by Director Workman
Seconded by Director Codden
Approval Unanimous
- iv. Appointment of Legal Counsel –
Motion to retain Doug McNeil as legal counsel by Director Codden
Seconded by Director Workman
Approval Unanimous
- v. Designation of Chief Administrative Officer - Currently held by Director Osborne
Motion to appoint board president by Director Workman
Seconded by Director Howell
Approval Unanimous
- vi. Designation of FOIA Officer
Motion to appoint secretary as FOIA officer by Director Howell
Seconded by Director Codden
Approval Unanimous
- vii. Designation of AHERA (Asbestos Hazard Emergency Response Act) Contact
Motion to appoint HOS by Director Workman
Seconded by Director Codden
Approval Unanimous
- viii. Designation of Title VI, Title IX, and Section 504 contact
Motion to appoint Special Programs Manager as recommended by Mary Moorman by Director Codden
Seconded by Director Workman
Approval Unanimous
- ix. Designation of McKinney-Vento Homeless Children and Youth Liaison- Mary Moorman recommends herself.
Motion to appoint Head of School as MKV and Youth Liason by Director Workman
Seconded by Director Howell
Approval Unanimous
- x. Designation of newspaper of record - Recommend Cadillac News
Motion by Director Workman
Seconded by Director Howell
Approval Unanimous

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- xi. Resolution designating depositories for various funds and authorized signatures for funds and accounts at Honor Bank
Motion by Director Workamn
Seconded by Director Codden
Approval Unanimous

 - xii. Resolution designating HOS as spokesperson representing the Board to the media
Motion designating HOS as media spokesperson by Director Workman
Seconded by Director Howell
Approval Unanimous
- 8) Additional Approval Item: Added the LASO appointment that HOS will take over red light/green light duties from the state police.
Motion to approve HOS to accept MSP Laso and Red Light-Green Light duties by Director Workman
Seconded by Director Codden
Approval Unanimous
- 9) Authorizer Comments – None
- 10) New Business – Cindy Wright has nothing to add but noted it was a pleasure having the Board in Herndon.
- 11) Adjournment
Motion to adjourn at 6:15 pm by Director Workman
Seconded by Director Codden
Approval Unanimous