



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

October 26, 2016 @ 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: 4:02 pm by Director Codden
- 2) Roll Call:
 - a) **Present: Director Codden, Director Workman, Director Howell, Superintendent Akom, Mary Moorman, Pam Kantola, Lindsay Hallead, Nancy Tuckey, Lori Andersen, Seth McKenzie, Cindy Carter Wright (via conference call) and Julia Zoutendyk (via conference call).**
 - b) **Absent: Director Osborne**
- 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 September 28, 2016 Board Meeting.
Motion for Approval of September 28, 2016 minutes as listed by Director Workman.
Seconded by Director Howell.
Approval: Unanimous
 - b) Approval of Agenda for the October 26, 2016 meeting by Director Workman.
Seconded: Director Howell.
Approval: Unanimous
- 5) Discussion:
 - a) Head of School Report included:
 - i. Learning Coach/Student Satisfaction Surveys - Mary provided a snapshot from our families and students on how we are doing. The best way to get useful information is in the form of surveys. We get great feedback, especially if the surveys are anonymous. Now is the best time for us to make changes to our processes and procedures and fine-tune things before the start of second semester. For the LCs, there is still a little confusion with the technology, logging attendance. The LC questions were more direct and provide great follow-up for the teachers to help the LCs by pinpointing their needs and reaching out to them and provide help where best needed by making individual calls as well as making adjustments to our Orientation sessions. The students' surveys showed the students appreciate the fun classes, teacher kindness and quick response time and feedback on how the students are doing in class. As part of the student surveys, students were asked for their input on what our school mascot should be. With the board approval, Mary will send out next week the top mascot ideas to the students and their families to let them choose our new school mascot. Full reports of both surveys can be found in the supplemental documents provided. As part of our survey process, a second Family Pulse Check survey was recently sent to our Learning Coaches. HVAM has

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increased our percentages in satisfaction and preparation and, as compared to other Michigan schools, HVAM is leading the way. A Learning Coach Facebook page has been created and learning coaches are also being invited to the LC University to help empower our LC's to help them feel like they are connected and to provide the necessary tools and support they need to succeed as coaches. Teacher surveys also paint a positive picture with an 80% satisfaction rating. As we are new and still growing, now is the best time to not only help our students and their learning coaches, but our teachers as well. We have adjusted our orientation to expand in some areas to really work with the teachers and fine-tune their routines. It was great insight from all.

ii. Enrollment/Marketing Updates –

1. Enrollment - As of this morning, enrollment is at 213 with 0 from Mesick and 3 from Wexford County. Other Michigan schools have reached or are nearing their cap, so we could see more growth, especially in the middle school area. Our Kindergarten and 2nd grade is very close to their respective caps. We are seeing approximately 20 new students enrolling per week. Withdrawals are at 17 as of last weekend. We are closely looking at why and what we can do to improve. A misconception with online schooling is that it is easier. Julia Zoutendyk and Muaz Redzic are there to help our families transition into online learning. Director Workman wanted to know if there was a percentage of withdrawals directly related to any specific reason. Lindsay Hallead addressed the board and stated that the reasons were evenly spread out – no more one reason than the other. We experienced our first truancy withdrawal so far this year.
2. Marketing - To help drive second semester enrollment, four weeks of National (cable) TV ads are planned in December. HVAM is also looking into participating in the 2017 Traverse City Cherry Festival as a way to boost awareness for local families.

iii. Compliancy Update

1. Count Day Update - Fall Count Date was October 5th and the teachers' "all hands on deck" approach was used to make sure all students were in class on count date. We were at a 95% capture rate. In terms of compliancy we are on track, according to the authorizer list. We are working on an electronic devices and wireless review policy and what we need to do to have those in place by the deadline.
2. Section 25 Summary – Reinstated and will give us partial funding provided the student was enrolled during October count date.
3. Registry of Educational Personnel – Collection of who are our teachers and their credentials. Information will be submitted in December.

iv. Family Academic Support Team Update - Our first Learning Coach Passport to Success session was held last month. Julia is doing a great job supporting our families and students.

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- v. Special Programs Update - At 26 students as of today and at 100% compliancy with our special programs. The hiring of another special education teacher was approved today. The new staff member has previously worked for an on-line school (not K12).
 - b) Board Action Taken – None taken – informational purposes only.
- 6) Submission, Discussion, Approval Requested Items:
- a) Presentation for Approval for Financial Reports - Pam Kantola addressed the board. Budget modifications and new budget will be prepared for the next board meeting. Regarding 25e, this may change if students were not enrolled in Michigan during count date. Now we have a surplus of \$70,000 due to a slight enrollment increase and 25e as compared to budget of \$168,000 and last month we projected a deficit of (\$218.2k) for an increase of \$288k. Section 25 will add \$387.9k to revenue. Reduction in expenses of \$2.1 mil annually due to drop in anticipated enrollments. Budget modification will take into consideration for office supplies/furniture which makes expense a little higher. YTD budget and YTD actuals – very straightforward. First check from the state on its way. No questions on balance sheet. One check cut for rent out of our bank. Office supplies, legal expenses are being paid on HVAM's behalf by K12.
 - i. Motion to approve September 2016 financials by Director Workman
 - ii. Seconded by Director Howell
 - iii. Approval - Unanimous
 - b) Marzano's Teacher Evaluation Framework (iObserve) – State requirements that a specific evaluation process in place or if the Board chooses a different route. Mesick School District does use Marzano's. A pdf of Marzano's is available in Dropbox for board members to review. It is Michigan approved and Mary feels very comfortable moving forward with this program.
 - i. Motion to approve Marzano's Teacher Evaluation Framework by Director Workman.
 - ii. Seconded by Director Howell.
 - iii. Approval - Unanimous
- 7) Acknowledgement Items – Seth McKenzie addressed the board about fostering a relationship with Baker College or other secondary institutions for dual credit for college bound students. Seth met with Cadillac Baker reps today and would like our board to enter an intent with Baker to provide those services. There is a slight set back with MOU because it is too soon to advertise but once we enter an official intent with Baker, we will be able to speak officially of relationship with Baker and HVAM in Spring of 2019. Seth will provide templates of statements of intent with other post-secondary institutions. Seth would like to bring Baker representatives to present to HVAM board once intent in place. He will continue to give us information as it is available. Also possible to meet with other colleges as well. Progress is being made – slowly but surely. State superintendent was quite excited about HVAM and Baker possible partnership.
- i. Informational purposes – no board action taken.



- 8) Authorizer Comments – Superintendent Akom addressed the board and requested Missaukee be added when referencing Wexford ISD. Superintendent Akom questioned if there are any thoughts with introducing more grade levels now due to lower anticipated enrollment and the possibility to speed things up once 9th grade has been added with electives. Seth thought once the Baker/HVAM relationship is out there it will drive more interest in our program as well as the higher performing student. A slower start is important to maintain strong academics. There are also different accountability measures. How quickly do we want to grow? Do we want to be a strong school or an option school? Cindy Wright addressed the board stating there are no good results from too fast of growth. Adding high school will also attract students who do not share in the vision that some other students may have – we do not want to be just an option for students. We can definitely explore increasing grade levels two per year.
 - i. Informational purposes only – no board action taken.
- 9) New Business – None.
- 10) Adjournment
 - i. Motion to adjourn by Director Workman at 4:46 pm.
 - ii. Seconded by Director Howell.
 - iii. Approval – Unanimous.