



**HIGHPOINT**  
VIRTUAL ACADEMY  
OF MICHIGAN

## Highpoint Virtual Academy

### NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**June 27, 2018 @ 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 4:10 pm
- 2) Roll Call  
Present: Directors Osborne, Howell, Codden and Workman, Todd McIntire, Mary Moorman, Beth Perry, Superintendent Akom, Karen Young, Lindsay Hallead, Nancy Tuckey and Lori Andersen. Attending via conference call: Doug McNeil and Erin Fitzgerald, representative from Gallagher Insurance Agency  
Absent: None
- 3) Public Comment (limited to agenda items; not to exceed 5 minutes limit per individual): None
- 4) Routine Business:
  - a) Approval of Minutes from the May 23, 2018 Board Meeting  
Motion by Director Codden  
Seconded by Director Howell  
Approval Unanimous
  - b) Approval of Agenda for the June 27, 2018 Meeting With One Amendment By Director Osborne:  
Move 6a on Agenda to 4c  
Motion by Director Workman  
Seconded by Director Codden  
Approval Unanimous
  - c) 2018-2019 Insurance Approval
    - i. Erin Fitzgerald explained that we will be increase in liability from one million to five million due to 27% increase in staffing and employee benefits, which doesn't impact the premium, only the executive package. With not a large increase in student numbers, increase in exposure is based on total number of faculty. Mary asked if there was a total change in payment and Erin replied there is an \$889 difference from last year due to aforementioned changes. The Board thanked Erin for these explanations and there were no further questions.  
Motion to Approve Insurance for SY2018-2019 and Pay In Full by Director Codden  
Seconded by Director Workman  
Approval Unanimous
- 5) Discussion:
  - a) Head of School Report to include:
    - i. Enrollment/Marketing – Mary provided the Board a slideshow featuring end of the year parties, noting the great turnout at both events held. She also shared the amazing 85% re-registration response rate, with 76% of students returning in the fall (up from 45% last year). As of today's date, we stand at 112 students in the mass withdrawal, 51

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250 Washington Avenue

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students in the enrollment process and we are in a good position to launch the new school year.

- ii. OAG “Audit” and EMC Meeting Updates – Mary provided a recap of the recent audit, adding the OAG is actually auditing MDE and they are not really sure how yet to audit virtual schools. HVAM provided all information that was requested (attendance, courses, staff and student files) and our regional K12 team was on-site to answer any questions. Feedback from the audit will not go directly to us, but to MDE. There was minimal feedback as how we calculate hours if students enroll mid-semester. Todd stated that OAG is there to ensure MDE is providing the proper oversight to cyber schools. He ensured the Board our team will work to make any changes as fair as possible, with the biggest fear of lumping us in with poor performing schools. We did receive positive feedback and Mary asked that they please separate us from their findings if they are unfavorable.

With regards to the EMC meeting, Mary informed Board her meeting in Flint. No change in decision regarding the application at this time. Mary will keep the Board updated as things progress.

- iii. Student Growth – Mary provided a report of student growth using iReady and NWEA assessment measures. Director Howell asked if there is a way to double the time. Brick and mortar have 90 minute reading blocks – informational for science and history while increasing literacy time. Looking at ways to use interventionist to help coach teachers in implementation of this, also providing new tools to aid families. It was added this is something the Mesick schools already use. No vote taken – informational purposes only.

6) Submission, Discussion, Approval Requested Items:

- a) Special Education System (PCG) Renewal/Addendum - Nancy Tuckey saw an increase in payment of \$245 from July 2016-2017 noting that we added a function to the IEP and 504 writer and also scan documents and have it all in one spot. Nancy added we don't always get a lot of documents from families or previous schools. Program will not let you go over a certain number of pages each month, however every three years they add a 4% increase, which we will see next year. Nancy did negotiate a deal for the scanning aspect of contract. There were no questions.

Motion to Approve PCG Addendum by Director Codden

Seconded by Director Workman

Approval Unanimous

- b) Foster Care Transportation Policy – Mary informed Board the State requested a policy in place by July 1<sup>st</sup>. Policy updated to include transportation plan with Doug finding a model for virtual schools, with pieces that go beyond transportation, adding we cover those costs. Mary added that Enrollment does a great job identifying MKV and foster students and staff undergoes annual training to help identify students as well. She also noted that preferential treatment is given to these families that are on our waitlist.

Motion to Approve Foster Care Transportation Policy by Director Codden

Seconded by Director Howell

Approval Unanimous

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- c) Board Organization – Members to Renew Appointments were Directors Workman and Codden, being sworn in by Superintendent Akom.  
Motion to Accept Organizational Meeting for SY2018-2019 by Director Codden  
Seconded by Director Workman  
Approval Unanimous
- d) Presentation for Approval of Financial Reports – current board approved
  - i. Presentation of May 2018 Financials – Beth reviewed the May, 2018 financials. Noted a change in -\$80,000 to +\$39,000 surplus. Director Osborne questioned whether we use Mesick’s obligation based on prior year’s Special Education costs of 28.6% with regards to State Aid but is it based on HVAM’s numbers not Mesick’s. IDEA funding is also separate.. Requesting payment of \$422,677.13, with only 3 invoices outstanding. Directors Osborne and Workman inquired about fees owed to Western Michigan University and Treetops. Beth stated these were testing facilities for MStep.  
Motion to Pay Invoices Totaling \$422,677.13 by Director Workman  
Seconded by Director Howell  
Approval Unanimous  
Motion to Approve Financials As Presented by Director Codden  
Seconded by Director Workman  
Approval Unanimous
  - ii. Approval of FY18 Budget Modification – Beth reviewed the FY18 Budget Modification.  
Motion to Approve by Modified Budget for FY17-18 By Director Workman  
Seconded by Director Howell  
Approval Unanimous
- 7) Acknowledgement Items: Staff Termination and Board Professional Development Trip – Staff updates and review of Board Development Trip to Herndon. Todd will forward the monthly email from President Kevin Chavious to all Board members
- 8) Authorizer Comments - None
- 9) New Business – Director Osborne inquired about progress of digital records and scanning. Lindsay shared that the contractor is now doing active students’ CA60s and she will be hired as a part-time employee to continue the process. Doug McNeil was asked if he had any comments and he congratulated Mary and her staff for another successful year.
- 10) Adjournment at 5:36 pm by Director Workman  
Seconded by Director Codden  
Approval Unanimous