



HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN

Highpoint Virtual Academy

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

September 27, 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 at 4:03 pm

2) Roll Call

Present: Directors Osborne, Workman, Howell, with Superintendent Akom, Mary Moorman, Todd McIntire, Beth Perry, Karen Young, Tara Henson, Nancy Tuckey, Lindsay Hallead, Lori Andersen, with Mary Markert, Doug McNeil and Kate Harkless via conference call.

Absent: Director Codden

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 August 23, 2017 Board Meeting

Motion by Director Workman

Seconded by Director Howell

Approval Unanimous

b) Approval of Agenda for the September 27, 2017 Meeting

Motion by Director Workman

Seconded by Director Howell

Approval Unanimous

5) Discussion:

a) Head of School Report - Todd McIntire introduced himself to the Board as did Tara Henson and Karen Young, all new members of the HVAM team. Mary took a moment to share with the Board how far we have come last year versus this year at launch: our first outing of the school year, held at the Detroit Zoo, with close to 150 in attendance – which is more students than we had start school with us last year! We are looking forward to planning more outings for the school year.

b) Enrollment - As of September 26, 2017 we are at 583 students, with 200 in the enrollment process. We are currently just shy of our enrollment goal. Marketing has extended our national television ads through September 24th; will push again if we need enrollment numbers. We have had three families leave and then return to Highpoint. We have five students from the local ISD but no students from Mesick. Director Workman asked what grade level; Operations Manager will look up but she is confident most are in the elementary grade level. We have seen the most growth in grades 8 and 9, with room to grow in grades 6 and 7. We had 389 students re-enroll from last year, which is just shy of 80% of last year students. Messaging went out to all families to complete the free and reduced lunch forms – these forms help us receive funding based on these forms. Mary also informed the Board that we did some outreach to families who qualify for McKinney-Vento status and were able to qualify an additional fifteen families. We are working within our title budget to see if there is more funding to help these families. Mary gave

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a snapshot of August withdrawals which included a breakdown of withdrawal reasons. Mary also informed the Board that we are in the process of reaching out to the local ISDs as to where withdrawn students are landing even though they are no longer with HVAM. We are utilizing the state system – starting with the families – and then sending letters to their local districts as follow up. We also have one resignation, 8-9 Science teacher.

- i. FAST - We have had 231 students complete all requirements for Strong Start. We have added extra orientations and office hours to help families get engaged that were not able to attend orientations and that helped us reach 90% of our returning students. We have had several referrals from last year to our FAST Tier 3 program to hopefully engage them early on.
- ii. Special Education - Mary informed the Board that there is no update on the Special Education IDEA funding. Nothing has been finalized as of yet nor reflected in the current budget. Communications for ISD and cyber schools will be sent out in the next week or two.
- iii. MStep Results – Mary informed the Board that the Annual Education Report will not be available until this Winter. We do have work to do in 3rd grade reading but we are not too far behind other k12 schools. One of the goals in the service agreement is to track their two year cohort. Math is our struggle – Mary has a Math and ELA interventionist in the works and is working on how we can get the 9th graders through Algebra to get them through to graduation.

6) Submission, Discussion, Approval Requested Items:

a) Presentation for Approval for Financial Reports

- i. Presentation of August 2017 Financials – Beth addressed the Board with the financials, looking at year to date through August 31. There were no K12 payments this month due to no income to report. Cash balance analysis shows our cash balance at \$87,000 and we are trying to stay in the \$80,000 range. Basic instruction expenses decreased by \$149,166 mainly due to the timing of K12 bills. A decrease of \$17,387 is due to timing of staff start dates and savings will go to the bottom line. Director Osborne asked about outings and if we provide refreshments or pay for the outings. Mary explained we sometimes pay the upfront costs so that it is free for our families to attend.
- ii. Audit is almost complete and details will be presented at next month’s meeting.
Motion to approve by financials by Director Workman
Seconded by Director Howell
Approval Unanimous

b) Student Maternity Policy – Policy in place to better support students and that we are doing what we need to do to stay compliant on our end. Length of time was last month’s concern; HOS and Counsel did make changes.

Motion to Student Maternity Policy by Director Workman
Seconded by Director Howell
Approval Unanimous

c) Crisis Intervention/Management Plan –Purpose is to help teachers think through the “what if” scenarios at testing, outings, wherever they will be in contact with students and families. Staff will be trained through our Safe School site and Admin training.

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Motion to Adopt Crisis Intervention Plan by Director Workman

Seconded by Director Howell

Approval Unanimous

- d) Discussion: Policy Review Timeline – Suggested monthly items to make sure we are compliant.
- e) Laptop Requests – Last month, we talked about computer rules in place and different requests and reasons we get from families justifying their requests for an additional computer(s). 23 laptops have been approved since the start of school. We have turned some away due to their reasons. Todd interjected that the Board could possibly give Mary some financial limits as to what we can do to help families without setting a policy. This will hold Mary accountable with a dollar figure that can be controlled. These will be case by case and need-based. Free and reduced lunch student numbers will be used as guidance. Dollar amount limits discussed with \$8,000.00 for Mary to use at her discretion with amount to be revisited if necessary.

Motion to approve \$8,000.00 laptop spending by Director Workman

Seconded by Director Howell

Approval Unanimous

- f) Discussion: Grade Level Additions – Moving forward, HOS talked with Seth McKinzie and there are other enrollment and financial pieces as well as staffing to think about when added grades. With adding 10th grade next year, this will open us up to early college students as well as additional accountability measures. We will see a broader variety of students as we increase grade levels. HOS doesn't feel comfortable going outside of the plan of one grade level per year. A plan does need to be in place in December to plan for next year. Superintendent Akom added that we would be able to get one cohort year through should the contract with K12 be cancelled prior to its terms.
- 7) Acknowledgement Items – Introductions from new staff members.
 - 8) Authorizer Comments - None
 - 9) Adjournment -

Motion to adjourn at 5:20 pm by Director Workman

Seconded by Director Howell

Unanimous Approval

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