

Process Improvement Meeting Agenda – 5/1

- MEVA Mission and Vision.
- Winback the student initiative.
- MEA Questions and Crisis Plan – Stephanie Emery.
- Travel Policy and Expense Reimbursement Form.
- Math/ELA MEAs – Christina O’Grady.
- NWEA Communication/Outreach – Christina O’Grady.
- Professional Learning Community (PLC), next meeting and agenda.
- Guidance Update – Heather Tyler and Dan Pierce.
- National Honor Society (NHS) Update – Colleen Ford and Matt Corbett.
- Virtual Graduation Checklist – Carla Hamilton.
- Eighth Grade Advisory Update – Stephanie Martitz.
- Other and Next Process Improvement Meeting on Monday, May 8th, at 3:00 pm.

MEVA Mission and Vision

School Mission:

Maine Virtual Academy's (MEVA) mission is to develop **each** student's full potential with learner-centered instruction, research-based curriculum and educational tools and resources to provide a high-quality learning experience for grade 7-12 students who are in need of **alternative educational options**. MEVA will develop an **Individualized Learning Plan (ILP)** with specific learning goals to meet each student's needs. MEVA's rigorous curriculum is **aligned** to the eight Maine content areas, the Maine Learning Results, the Common Core State Standards and the Next Generation Science Standards.

School Vision:

MEVA will be a leading 21st century public charter school in Maine and **will improve student learning outcomes through individualized instruction, as evidenced by student academic proficiency, student academic growth, post-secondary readiness, and the demonstration of 21st century skills such as critical thinking, problem solving, and self-direction**. MEVA will empower students to acquire the academic and life skills needed to succeed in post-secondary education and career opportunities. Our graduates will be prepared for college or other postsecondary career training opportunities.

21st Century Skills

1. **Critical thinking, Problem Solving, and Self Direction.**
2. Creativity.
3. Collaboration.
4. Communication.
5. Information literacy.
6. Media literacy.
7. Technology literacy.
8. Flexibility.
9. Leadership.
10. Initiative.
11. Productivity.
12. Social skills.

Winback the Student!

“It takes a community to raise up a child”, as the old adage says.
The same is true within education, it takes a team to support each student!

Immediate intervention has been recognized as the most effective method in student retention. Every role within the school plays an important part in this effort.

Without our Students there would be no MEVA!

Withdrawal Mitigation Process

- **Ask why?** – Use phrases like, “*Before* you withdraw, tell me about your reason. There may be something we can do for you.”
- **Listen for keywords;** lack of support, socialization, motivation challenges, tech or navigation challenges and so forth.
- **As you listen, empathize** – Understand their position and their feelings. Many times, families or students have been thinking about this for a while.
- **Advocate for MEVA’s programs** – Share information on our clubs, async options, and student support opportunities. See if they are willing to have a team meeting to talk over work credit options, early college opportunities, and so much more. Some students may qualify for early graduation.
- **Document, document, document** – your mitigation efforts in contact logs within Infinite Campus, then submit an intervention form. Familiarize yourself with the form selections to be aware of the kinds of barriers that lead to withdrawals.
- **Link to the form:** [Rapid Intervention Form](#)

From Cornell's TCI and CARE model.

weCARE

	WILLING	NOT WILLING
ABLE	<p>ACKNOWLEDGE Give positive attention Join in activity Ask child to teach others</p>	<p>ENCOURAGE As if Offer assistance Give Choices Predict the future Make a request</p> <p>Natural or logical consequence.</p>
NOT ABLE	<p>TEACH Give positive attention Join in activity Ask child to teach others</p>	<p>CHANGE EXPECTATIONS Change the expectation Redirect the activity Drop the expectation</p>

MEA Questions and Crisis Plan

- The Math/ELA/Science Assessment - attendance/site breakdowns were released, which includes the mini crisis plan. Stephanie Emery will share her screen to explain the details.
- Stephanie will answer any questions.

Spring 2023 Assessment Calendar

5/2 – 5/4: NWEA MAP Growth (Virtual), Grades 7–11.

5/15 – 5/19: Spring MEA Reading & Math (In Person), Grades 7, 8 & 10.

5/22 – 5/26: MEA Science (In Person), Grades 8 & 11.

Travel Administrative Procedure

All substantiated business travel will be reimbursed at the **current allowable Federal standard mileage rate**. **Actual cost of tolls and parking will also be reimbursed**, **we do not reimburse for gas**. If eligible for reimbursement, the appropriate expense form documenting mileage, tolls, parking expenses and all other **allowed reimbursed expenses must be submitted within 30 days of travel, along with supporting documentation and/or detailed receipts.**

For all travel that is not overnight, the **maximum meal reimbursement for the day will be \$30.00** (excluding alcoholic beverages). MEVA will not cover your breakfast (unless you stayed overnight), as you we do not cover your breakfast when you come to the office. Any overnight business travel must be approved in advance. When approved, meals up to **\$60.00/day (excluding alcoholic beverages, desserts, and appetizers unless the appetizer is your main meal)** and lodging will be reimbursed by the school. All meal reimbursements must include the details of the charges. If the detail is not provided (itemized receipt), the reimbursement will be declined for the meal. If you go with another faculty member, remember to have separate meal receipts. **DO NOT** put meals on one meal check/receipt.

If you leave from home the mileage reimbursement will be calculated by the distance traveled, minus your normal commute distance to the MEVA office or the distance from the MEVA office to the destination, whichever is less.



MEA Math/ELA

Proctor Expectations

Proctor Expectations

There are a few things that you need to do as a proctor group:

- Look at the Proctor Schedule, talk with the other proctors assigned to your location and determine:
 - Who will act as the lead proctor/support proctor
 - Who is picking up the supplies at the Ballard Center
 - Who will be making the outreach calls to student's families who do not show up
 - Who will be monitoring student progress
 - Include Don and Christina in your communications
- Testing Schedule, a suggested schedule is on the next slide. It is important to note that students have as long as needed to complete the test. To be less disruptive we recommend that students who are coming in at an "unscheduled" time come in at the break.



Testing Schedule

8:30 - 9:30: Math MEA

9:30 - 9:45: Break, even if they have not completed the Math portion.

9:45 - 10:45: Reading MEA

10:45 - 11:00: Break, students who completed both sections can leave at this time.

11:00 - 12:00: Students who need to finish one or more sections can continue working on their MEAs

12:00 - 12:30: Lunch for all, even if students are not done they should take a break for lunch

12:30 - 1:30: Afternoon Students start Math MEA

1:30 - 1:45: Break

1:45 - 2:45: Afternoon Students start Reading MEA

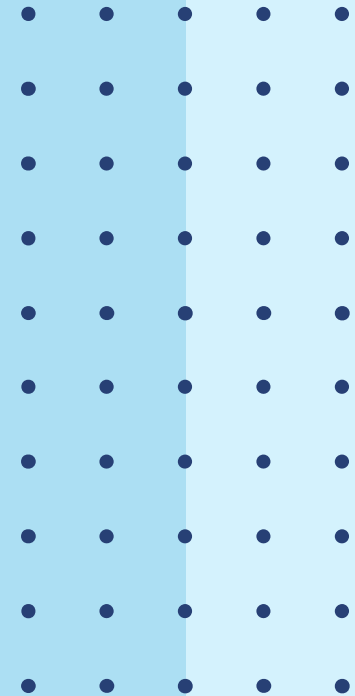
2:45 - 3:00: Break

3:00 - 4:00: Students finish up their tests

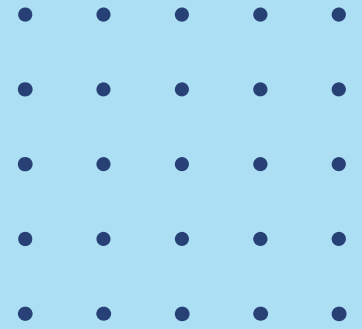
NWEA

Communications

Reminders



The Support Proctor's Role



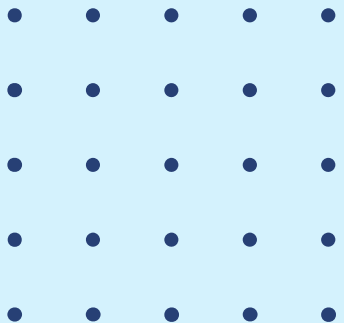
Reaching Out to Students



The LC's email and phone number is provided within the tracker. Once students have arrived and have started their test for the day. It is the Support Proctor's responsibility to reach out to the LCs of the missing students.

- You can start by texting them through Google voice or Clearly Anywhere. (You should also send a reminder email to both the student and LC).
- If you do not receive a response, you need to try to call them.
- If you do not receive a response, refer the student to Attendance@MaineVirtualAcademy.org (Stephanie C. & Mehry) and ask them to try to reach the LC. They are magic and can sometimes track down LCs. They also have access to additional contact information for the student.

Be sure to notate the tracker with
your contact attempts!



Professional Learning Community (PLC)

The next PLC Meeting is on May 4th at 3:00 pm, via Zoom.

Agenda:

1. Welcome
2. Reminder of Norms
3. Discussion of Articles
 1. [Pre-Assessment: Promises and Cautions, Jay McTighe](#)
 2. [Pretests Everything You Need to Know, Melissa Kelly](#)
4. Example of Pretests being used
 1. [Using Pretests and Posttests to Identify Learning Growth and Needs, Cisco Junior High School](#)
5. Portfolio Research
 1. Google
 2. Brightspace/D2L
6. Wrap-Up: What's Next?

Guidance Update 5/1/2023

- No updates from Guidance today. This is a busy time of year for testing!
- Continue to let us know about any students who should be scheduled in self-paced courses for the summer.
- Questions?

NHS – MEVA Chapter Happenings

- ▶ This year we have one graduating senior! We plan to send out his cord/membership info once his service project is complete – hopefully in the package with his diploma if possible.
- ▶ We have two new student applicants. We are waiting for 3 faculty council members to review the applications and respond yea or nay. Thank you to the two members who have already responded!
- ▶ Student Service Projects
 - ▶ Group Project – the students have gone through many hours of planning and are rolling out a school-wide food drive to go throughout the end of the school year. Information will be provided during morning announcements and advisory sessions.
 - ▶ Each member is also required to complete their own individual service project. A minimum of 10 hours is required between both projects.
- ▶ We are currently looking to change the application process to allow for year-round enrollments. Matt is reviewing bylaws to see if this can be accomplished.
- ▶ Our final meeting will be June 6th. We will celebrate our graduating senior and induct our new members. Students will also celebrate and present the results of their service projects completed throughout the year!



Virtual Graduation Ceremonies Planning

- We are planning a virtual high school graduation ceremony on June 2nd, 2023, at 2:00 pm.
- Our middle school (virtual) step up day is tentatively planned for June 9th, 2023, at 11:00 am.
- Student and faculty planning has started.
- We are maintaining communication lists.
- We are hosting a graduation planning club for high school students.

Eighth Grade Advisory Update

- We are prioritizing engaging and retaining eighth grade students due to (past) patterns of high turnover, and significant academic needs.
- Prior year data suggested that we retained fewer 8th grade students during the academic year. In the past, fewer 8th grades students registered for their first year of high school.
- Eighth graders also have significant academic needs, as evidenced by their special education identification rate and achievement levels.
- Recent evidence shows that our efforts are working to turn this all around, thanks to the 8th grade academic and support team.
- What is new in the 8th grade?

Other

- Any other topics?
- Students' participation in NWEA and MEA testing is our highest priority during May. We strongly recommend rewarding students for completing their required assessments to provide incentives – does anyone want to share creative ways to do so?
- Next Process Improvement Meeting is on Monday, May 8th, at 3:00 pm.