

Process Improvement Meeting Agenda – 4/24

- MEVA Mission and Vision.
- Demonstration of 21st Century Skills: Innovative Instruction and Tutoring Grant Application.
- Winback the student initiative.
- Retention and Re-Registration Data.
- Year End Timeline (YET) – Stephanie Emery.
- Spring 2023 Panorama Survey Progress and revisiting the SY-2022/2023 Action Plan.
- NWEA & MEA Proctoring/Training, Spring 2023 Windows – Christina O’Grady and Don Fournier.
- Infinite Campus Contact Log Reminder/Instructions – Holly Chapdelaine.
- Guidance Update – Heather Tyler and Dan Pierce.
- Virtual Graduation Checklist – Carla Hamilton.
- Eighth Grade Advisory Update – Stephanie Martitz.
- Other and Next Process Improvement Meeting on Monday, May 1st, 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.

Draft: Innovative Instruction and Tutoring Grant Application

- The proposed MEVA Innovative Instruction and Tutoring Grant funds a 1.0 FTE certified teacher or highly trained paraprofessional who focuses on facilitating project-based learning opportunities for our neediest, disengaged students within the self-paced (asynchronous) science courses.
- Projects incorporate students' interests and experiences, utilizing home and community-based materials/resources.
- The targeted caseload is tutoring up to twenty-five (25) students at any given time with individual and/or very-small group instruction.
- The projects align with science, math, and English standards, motivating students to complete rigorous projects that develop these skills.
- Completing the projects allows the students to earn interdisciplinary credit in science, math, and English, and to improve their academic outcomes.

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

Post 10/1 Retention – 4/20

Grade	Withdrawals	10/1 Count	Retention
7	1	31	97%
8	6	56	89%
9	3	55	95%
10	4	85	95%
11	4	113	96%
12	0	98	100%
Total	18	438	96%

Re- Registration – 3/31

3/27/23

Total Enrollment:	403
Seniors/Grads Remaining in TVS:	53
Student count based on who is eligible to re-enroll:	350
Registering:	332
Not Returning:	14
Status Unknown	4
Total <i>Response Rate</i> of who is eligible to re-enroll: 346	98.8%
Percentage of MEVA Students <i>Returning:</i>	94.85%



Year End Transition (YET)

- 6/2 – Graduation Day! Graduates should wrap up coursework prior to graduation.
- 6/9 – This is the last technical day students can submit course work. Semester 2 officially ends on this date.
- 6/13 - **HARD DEADLINE**- Last day to submit final grades to Operations via email.
 - Set your grade scheme to the MEVA default. Then enter your final grades into your gradebooks and export/download them by this date.

ASync Courses: Will be continued throughout summer. Please continue to use the same process with submitting final grades by using this form, link: [Async Courses - Final Grade Form](#)

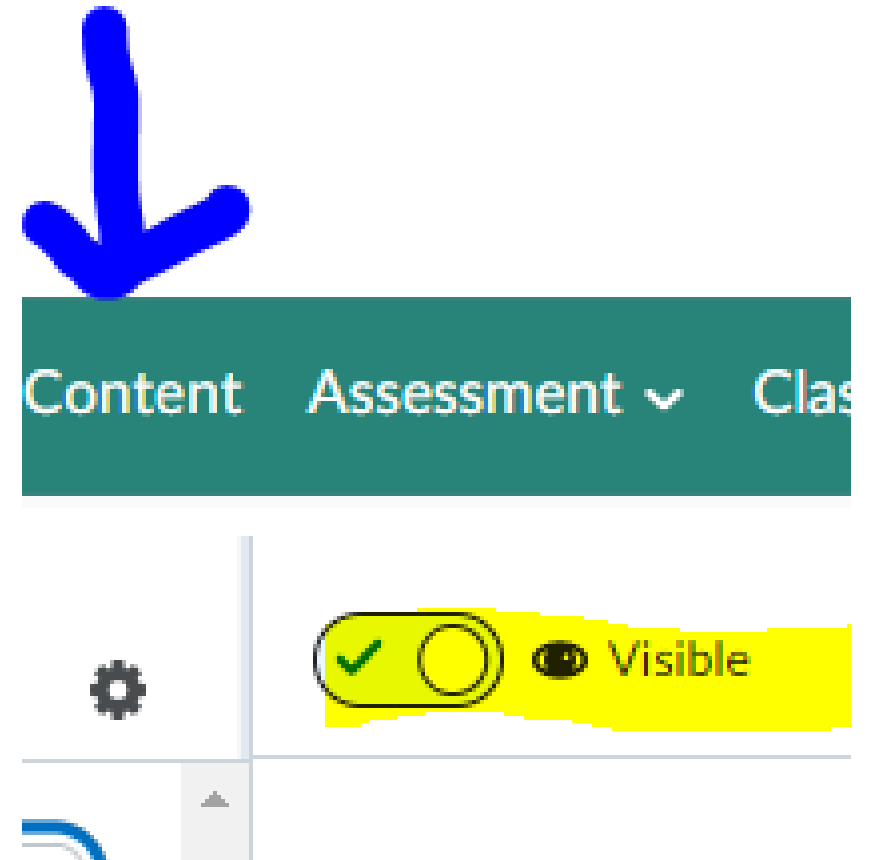
22-23 ASync shells will be closed COB 8/11/2023. New ones will be implemented thereafter.

June/July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 Graduation Day	3	4
5	6	7	8	9 Last day of School	10	11
12	13 LAST DAY TO SUBMIT GRADEBOOKS!!	14	15	16	17	18
19 Holiday: Juneteenth	20 First day of Summer Sessions	21	22	23	24	25
26	27	28	29	30	July 1	2
3 Summer Session Break Week	4 4 th of July	5	6	7	8	9

23-24 School Year Reminders

- 1. Summer 2023 courses close out on 8/11. Everything resets after this date for the new school year.
- 2. As you begin to set up your 23-24 courses, please remember to keep your content not visible. Courses will become active by Friday, 8/25 ahead of school start on Monday, 8/28.
- 3. Make content visible the morning of 8/28.
- 4. Don't forget to populate your session/calendar invites and have them ready for the first day of school by Friday, August 25th.



Updated SET/YET
training slides are
now in Vector Safe
Schools Training.



Link: <https://meva-me.safeschools.com/>

Spring 2023 – Panorama Survey – 4/23

Participation Targets/**Results:**

- Family – 35%/**62% (223/357)**.
- Student – 75%/**77% (311/402)**.
- Teacher/Staff – 75%/**100% (58/58)**.
- **MEVA has exceeded the participation targets for all stakeholder groups.**
- **The survey results will be analyzed when available to determine performance outcomes and to inform school improvement efforts/action plans.**

Spring 2022 Panorama Survey Action Plan & ILPs

1. *Target School Fit: How well do the activities offered at your child's school match his/her interests?*

➤ **Action Plan (Families): Individual Learning Plans (ILPs).**

2. *Target Rigorous Expectations: How often do your teachers make you explain your answers?*

➤ **Action Plan (Students): Instructional Maps and Course Development.**

3. *Target Feedback and Coaching: How often do you receive feedback on your teaching? How much feedback do you receive on your teaching? How much do you learn from the teacher evaluation processes at your school?*

➤ **Action Plan (Teachers): Increase teacher/peer observations and feedback. Review teacher evaluation processes; seek faculty input.**

4. *Target Feedback and Coaching: How much feedback do you receive on your work? How much do you learn from the evaluation processes at your school?*

➤ **Action Plan (Staff): Increase staff observations and feedback. Review evaluation processes; seek faculty input.**

Individual Learning Plans (ILPs)

Specific Learning Goal to Meet Each Student's Needs: The student will develop career readiness skills through experiential opportunities.

➤ What do you do or want to do with your time?

Career Readiness Experiences/Opportunities: Employment, internships, virtual job shadowing, volunteering activities, clubs and organizations, portfolio projects, and Career Planning, Early College and AP4ALL courses.

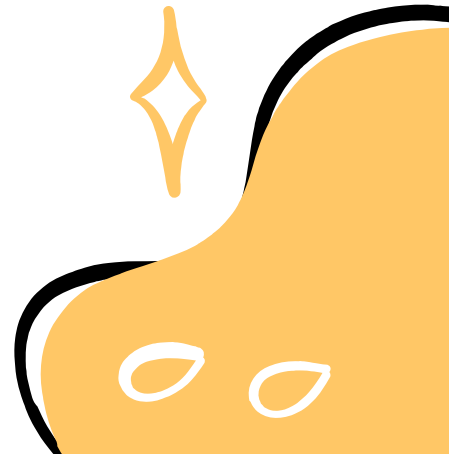
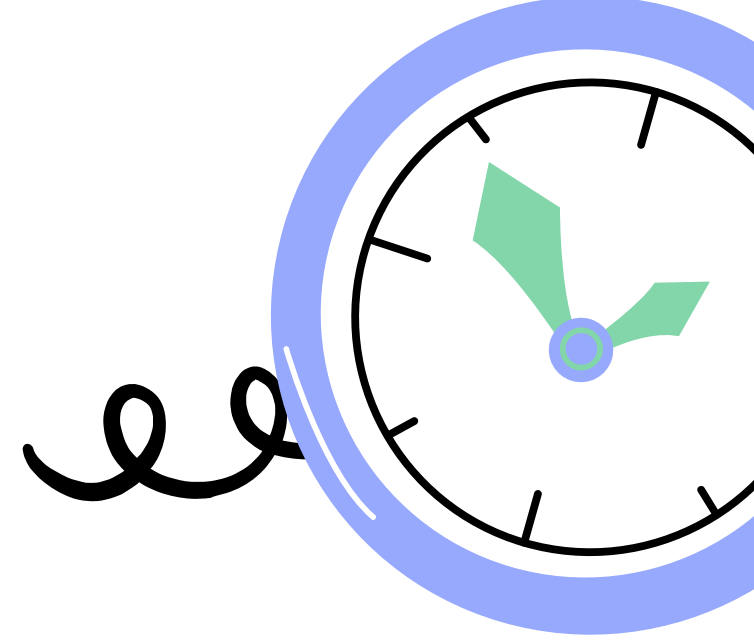
➤ What can MEVA offer you to match your interests?

NWEA & MEA Math/ELA Reminders



NWEA Reminders

- ❑ Due by Wednesday, **April 26th**
 - ❑ Email your Proctor plan to Don and Christina
 - ❑ Email advisory students and LCs from your group
 - ❑ Create an announcement in the advisory course with NWEA dates and Zoom link
 - ❑ Create a Calendar event in the advisory course with Zoom link
- ❑ **May 1st** Advisory - mention the links for NWEA session and go through the NWEA slides
- ❑ Before **May 2nd**: Verify tracker against Brightspace, Create NWEA session



NWEA Resources

Before and During Sessions

- NWEA Cheat Sheet
- NWEA Advisory Slides
- NWEA Day of Slides

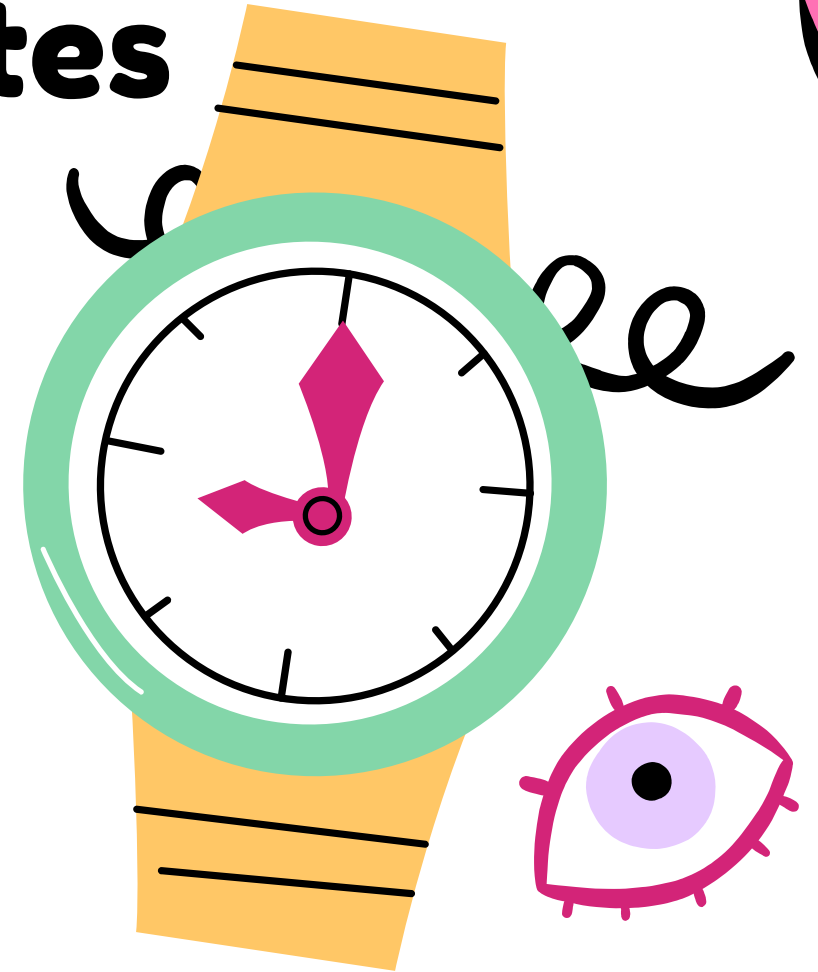
In-Person Help

- Christina's session: <https://mainevirtual-org.zoom.us/j/86579201028>



MEA Math/ELA Updates

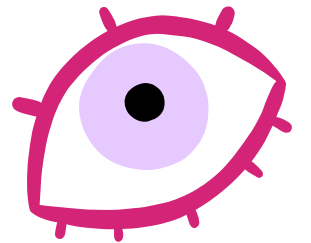
- ❑ Final Schedules with Student Information will be released by **April 28th**
 - ❑ Groupings will be created by location within Acacia by **April 28th**
- ❑ Complete in **May 8th** Advisory (7th, 8th, & 10th Grade Only)
 - ❑ Student Online Item Type Sampler
- ❑ Due by **May 12th**:
 - ❑ Proctor Training





MEA Help Needed!

- ❑ We need your **help!!**
 - ❑ We need to proctors to travel to Houlton on May 22nd to administer the Science MEA.
 - ❑ We need proctors who are willing to join our Traveling Proctor Task Force - thank you to the individuals who have volunteered, but, we are still in need of additional volunteers.



MEA Math/ELA Resources




Before and During Sessions



- [Proctor Schedule](#)
- [Additional Resources](#)
- [Proctor Roles](#)

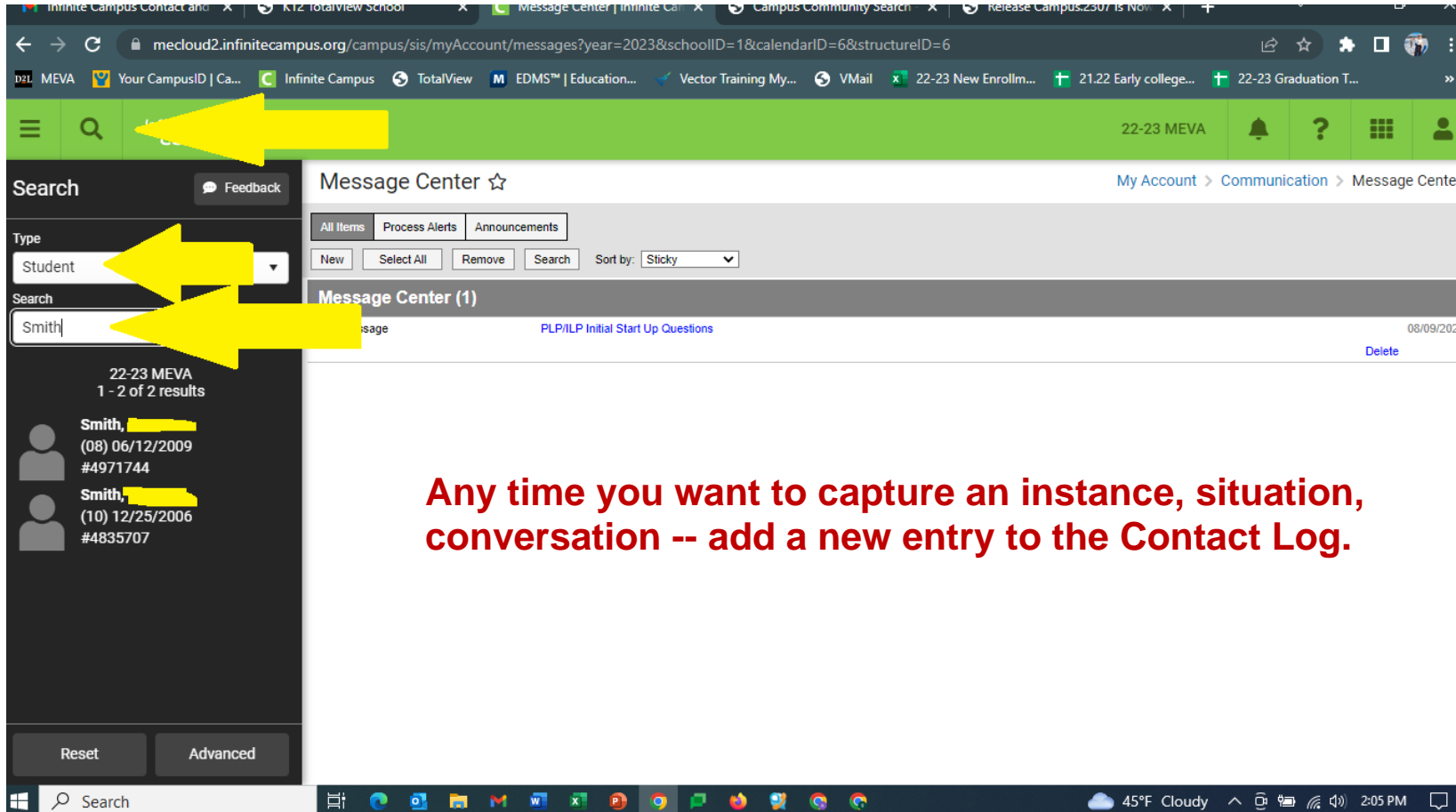
Testing Coordinators

- Christina O'Grady: 207.446.4028
 - Don Fournier: 207.462.0655
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Please Log Infinite Campus Contact Notes

- Please log Infinite Campus Contact Notes to document *non-enrollment* conversations with families. Initial enrollments are documented in the Stride Total View School (TVS). As a result, only a few faculty have access to TVS.
- However, Infinite Campus is available to our entire faculty. Our team benefits from viewing these discussions that may contain important details about students' circumstances.
- Holly Chapdelaine will provide you with an Infinite Campus demo of how to do this.
- Many thanks to Stephanie Carter for creating the training slides.

Log into Infinite Campus and Search for Student...



The screenshot displays the Infinite Campus web application interface. The browser address bar shows the URL: `medcloud2.infinitecampus.org/campus/sis/myAccount/messages?year=2023&schoolID=1&calendarID=6&structureID=6`. The top navigation bar is green and contains a search icon, a feedback icon, and a user profile icon. The left sidebar is dark grey and contains a search section with a 'Type' dropdown set to 'Student' and a search input field containing 'Smith'. Below the search input, it shows '22-23 MEVA' and '1 - 2 of 2 results'. The search results list two entries for 'Smith, [redacted]' with dates and IDs. The main content area is titled 'Message Center' and shows a list of messages. A red text overlay is present in the lower right of the message center area.

Any time you want to capture an instance, situation, conversation -- add a new entry to the Contact Log.

Select Student

The screenshot displays the Infinite Campus MEVA interface. On the left, a search sidebar shows two results for 'Smith'. The first result, 'Smith, [redacted] (08) 06/12/2009 #4971744', is highlighted with a yellow arrow. The main content area shows the 'Summary' page for this student, with another yellow arrow pointing to the student's name 'Smith, [redacted]'. The 'Person Information' section contains the following data:

Full Name	Grade	Birth Date	Age	Student Number
Smith, [redacted]	08	6/12/09	13	4971744

Email	Primary Home Language
[redacted]@mainevirtualacademy.org	ENG: English

Person ID	State ID	Race(s)	Person GUID
1311	130115135	White	34EA3A20-1556-488C-9215-0D47E480067B

Gender	State Race/Ethnicity	Federal Designation	Hispanic/Latino
M	6	6:White	N:No

Buttons at the bottom include 'Reset', 'Advanced', 'Reports', and 'Feedback'. The right sidebar lists various tools like 'Ad Hoc Letters', 'Contact Log', 'Credit Summary', 'Enrollments', 'Flags', 'Forms', 'Grades', 'Graduation', 'Report Comments', 'Schedule', 'Summary', and 'Transcripts'.

Do you see Contact Log on your menu? If not, contact Stephanie Carter, scarter@mainevirtualacademy.org, for access.

The screenshot shows the Infinite Campus web application interface. The browser address bar displays the URL: `mecloud2.infinitecampus.org/campus/sis/tools-student/summary/beta?year=2023&schoolID=1&calendarID=6&structureID=6&selectedPersonID=1311`. The top navigation bar includes the Infinite Campus logo and a search icon. The left sidebar contains a search panel with the following details:

- Type: Student
- Search: Smith
- Results: 22-23 MEVA, 1 - 2 of 2 results
- Search results list:
 - Smith, [REDACTED] (08) 06/12/2009 #4971744
 - Smith, [REDACTED] (10) 12/25/2006 #4835707
- Buttons: Reset, Advanced

The main content area is titled "Summary" and shows student information for Smith, [REDACTED] (SE). The "Person Information" section includes the following data:

Full Name	Grade	Birth Date	Age	Student Number
Smith, [REDACTED]	08	6/12/09	13	4971744

Additional information includes:

- Email: [REDACTED]@mainevirtualacademy.org
- Primary Home Language: ENG: English
- Person ID: 1311
- State ID: 130115135
- Race(s): White
- Person GUID: 34EA3A20-1556-488C-9215-0D47E480067B
- Gender: M
- State Race/Ethnicity: 6
- Federal Designation: 6:White
- Hispanic/Latino: N:No

Buttons for "Show Less", "Update Census>People", and "Modified by Davis, Gina: 9/13/2022 13:31" are present. The right-hand menu lists various tools, with "Contact Log" highlighted by a blue arrow. Other menu items include Ad Hoc Letters, Credit Summary, Enrollments, Flags, Forms, Grades, Graduation, Report Comments, Schedule, Summary, and Transcripts. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying 45°F, Cloudy, and 2:10 PM.

Select New and add a new note to the Contact Log.

The screenshot shows the Infinite Campus web application interface. The browser address bar displays the URL: `mecloud2.infinitecampus.org/campus/sis/contact-log/module/all?year=2023&schoolID=1&calendarID=6&structureID=6&selectedPersonID=1311`. The top navigation bar is green and includes the Infinite Campus logo, a search icon, and user information for '22-23 MEVA'. The left sidebar contains a 'Search' section with a 'Type' dropdown set to 'Student' and a search input field containing 'Smith'. Below the search results, two student entries are listed: 'Smith, [redacted] (08) 06/12/2009 #4971744' and 'Smith, [redacted] (10) 12/25/2006 #4835707'. The main content area is titled 'Contact Log' with a star icon and shows student information for 'Smith, [redacted]' (Grade 08, #4971744, DOB: 06/12/09). Below this is a table with columns: 'Contacted A...', 'Module', 'Contacted By', 'Contacted', 'Contact Type', and 'Date/'. The table is currently empty, displaying 'No records available.' The right sidebar contains a 'Related Tools' section with a dropdown menu. The 'Contact Log' option is highlighted in red. Other options include 'Credit Summary', 'Enrollments', 'Flags', 'Forms', 'Grades', 'Graduation', 'Report Comments', 'Schedule', 'Summary', and 'Transcripts'. At the bottom of the main content area, there are buttons for 'Reset', 'Advanced', 'New' (highlighted in red), and 'Print'. The Windows taskbar at the bottom shows the system clock as 2:16 PM and the weather as 45°F Cloudy.

Complete the contact details in the dropdown windows. Use Counseling as the Module.

The screenshot shows the Infinite Campus web application interface. The top navigation bar includes the Infinite Campus logo and various tabs like MEVA, Your CampusID, Infinite Campus, TotalView, EDMS, Vector Training, VMail, and 22-23 New Enrollment. The main content area is titled "Contact Log" and displays student information for Smith, [redacted] (Grade: 08, #4971744, DOB: 06/12/09). The "Contact Log Detail" form is open, and three blue arrows point to specific fields: the "Module" dropdown (set to "Counseling"), the "Contacted" dropdown (set to "Select contacts..."), and the "Contact Type" dropdown (set to "email"). The "Contacted" field also includes a text input for "Other Contact(s) (Limit 100 characters)". The "Contacted By" field is partially filled with a name. The right sidebar contains a "Related Tools" menu with links to Ad Hoc Letters, Contact Log, Credit Summary, Enrollments, Flags, Forms, Grades, Graduation, Report Comments, Schedule, Summary, and Transcripts. The bottom of the form has buttons for "Save", "Save & New", and "Cancel".

Search

Type: Student

Search: Smith

22-23 MEVA
1 - 2 of 2 results

Smith, [redacted]
(08) 06/12/2009
#4971744

Smith, [redacted]
(10) 12/25/2006
#4835707

Reset Advanced

Contact Log

Student Information > General > Contact Log

Related Tools

Ad Hoc Letters

Contact Log

Credit Summary

Enrollments

Flags

Forms

Grades

Graduation

Report Comments

Schedule

Summary

Transcripts

Contact Log Detail

Module *
Counseling

Contact Date/Time *
04/06/2023 02:18 PM

Contacted * Select at least 1 contact and/or enter other contact(s)

Contact(s)
Select contacts...

Other Contact(s) (Limit 100 characters)

Contact Type *
email

Contacted By
[redacted]

Save Save & New Cancel

Add a note and Save!

The screenshot displays the Infinite Campus web application interface. The top navigation bar includes the Infinite Campus logo and various user icons. The main content area is titled "Contact Log" and shows a student record for "Smith, I" with a grade of 08 and a date of birth of 06/12/09. The "Contact Log Detail" section contains a "Select contacts..." dropdown, a text area for "Other Contact(s)", a "Contact Type" dropdown set to "email", and a "Contacted By" field. The "Details" section, which is highlighted by a large black arrow, contains a text area with the note: "Student is doing GREAT in math! Loves to ask questions. Mom is very supportive." At the bottom of the form, there are buttons for "Reset", "Advanced", "Save", and "Cancel". The "Save" button is highlighted by another large black arrow. A right-hand menu lists various tools such as "Ad Hoc Letters", "Contact Log", "Credit Summary", "Enrollments", "Flags", "Forms", "Grades", "Graduation", "Report Comments", "Schedule", "Summary", and "Transcripts".

Results...a record of entries.

Search

Type

Student

Search

22-23 MEVA

1 - 1 of 1 results

Contact Log

Grade: 1

DOB: 07

504

Student Information > General > Contact Log

Related Tools

Ad Hoc Letters

Assessment

Athletics

Attendance

Behavior

Blended Learning Group Assignments

Contact Log

Credit Summary

Enrollments

Fees

Flags

Forms

Grades

Graduation

Lockers

Profile

Programs

Records Transfer

Contacted About	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
	Counseling	O'Grady, Christina		email	02/03/2023 09:34 AM	received the following email individualized to them. Good morning, To complete the course you only need to build your grade to a 60% (D-), each student starts with a 0%. Once you hit the 60% mark I will ...
	Counseling	Carter, Stephanie		email	01/30/2023 11:32 AM	Attendance warning; emailed/text LC; sent student attendance flyer
	Counseling	Carter, Stephanie		email	01/26/2023 11:30 AM	Attendance Warning: emailed and text lc/parent/guardian; sent student attendance flyer.
	Counseling	O'Grady, Christina		email	01/26/2023 09:12 AM	We are at the beginning of a new semester and I wanted to send out an email that lists some resources for the self-paced science courses. My aim is to send out an email weekly with things that you can work on the next week. These courses are designed to go...
	Counseling	Carter, Stephanie		email	01/20/2023 10:54 AM	Reminder to have student logon immediately for NWEA makeup testing.
	Counseling	Carter, Stephanie		email	01/18/2023 10:27 AM	Attendance Warning
	Counseling	Carter, Stephanie		email	01/17/2023 01:10 PM	Attendance warning and NWEA testing
	Counseling	Carter, Stephanie		email	01/13/2023 10:42 AM	Attendance Warning
	Counseling	O'Grady, Christina		email	01/06/2023 09:49 AM	Weekly Update to all self-paced science students, LCs, and case managers:
	Counseling	Carter, Stephanie		email	12/20/2022 10:18 AM	LC not logging attendance. Sent email and text.

Guidance Update

- Heather Tyler and Dan Pierce will provide a guidance update.

Guidance Update 4/24/2023

- Are there any students who completed a huge chunk of work over break and it's just not graded yet? Please let us know. This helps us with our meetings with families.
- Please continue to work on a list of students who should be enrolled in self-paced courses. We are adding students to these courses as we meet with them.

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. Consider rewarding students for completing their required assessments.
- Next Process Improvement Meeting is on Monday, May 1st, at 3:00 pm.