

# Process Improvement Meeting Agenda – 9/25

- MEVA Mission and Vision.
- Highlighting MEVA's core practices and opportunities.
- Win over the student initiative.
- MEA In-Person Proctoring Reminders – Stephanie Emery.
- MEA Considerations: ADHD and anxiety management during testing – Lena Vitagliano.
- MEA Window sub-pan for online teaching – Christina O'Grady.
- NWEA Feedback Survey – Don Fournier.
- NWEA Achievement Subgroup Data.
- MEVA Academic Assessment Calendar.
- What do we do with all that academic assessment data?
- Guidance Notes: Crisis Management – Heather Tyler and Dan Pierce.
- Teacher/staff survey schedule.
- Other and next Process Improvement Meeting on Monday, October 2<sup>nd</sup>, 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

# Understanding MEVA's Core Practices

- 1. Win over students and their families to the MEVA mission and vision by providing excellent service. Thoughtful and consistent communication is the foundation of building successful rapport with our families and students.
- 2. Execute our individualized, continuous cycle of assessment, instruction, and remediation, without disruptions, aiming for grade-level consistency.
- 3. Prioritize innovative, data-driven, problem solving and process improvement through faculty collaboration, maintaining the cadence of regular large and small group team meetings, building on proven structures.
- 4. Utilize virtual telecommunication venues to the maximum extent possible to facilitate equitable teaching and learning, and to maintain an accessible school community.

# SY-2023/2024 Opportunities

- ❖ Given our successful outcomes over the past three years, MEVA has the most to gain by sharpening the execution and understanding of our core practices, while continuing to build innovative, data-driven, solutions on top of our proven structures.
- ❖ Current MEVA improvement initiatives focus on refining Multi-Tiered System of Supports (MTSS), advisory groups, course feedback, and live session discussion and extension activities.
- ❖ We are aiming for consistency across grade levels, with respect to students' growth and achievement in math, reading, and language usage, as well as their perceptions of school climate.

# New SY-2023/2024 Panorama Survey Action Plan

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 School Engagement: When you are not in school how often do you talk about ideas from your classes?*

➤ **Action Plan (Students): Classroom Discussion and extension activities.**

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 on professional development.**

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 on professional development.**

# 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 AP4ME courses.

➤ What can MEVA offer you to match your interests?

# Win Over the Student!

*Thoughtful and consistent communication is the foundation on building successful rapport with our families and students.*

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.

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Without our Students there would be no MEVA!

# Win Over & Rapport

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- **Win Over**: is a proactive approach/mindset. Win “back” is more reactive and is also needed in some cases, like in progress withdrawals as an example.
- **Rapport Definition**:
  - The Merriam-Webster Dictionary defines Rapport as; *a friendly, harmonious relationship especially : a relationship characterized by agreement, mutual understanding, or empathy that makes communication possible or easy.*
- **Google Dictionary - Examples of Further Meaning**:
  - 1. Rapport is a good sense of understanding and trust.
  - 2. A close and harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well. Example, *"she was able to establish a good rapport with the children"*



# Communication

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- In ALL Cases;
  - Communication should always exhibit compassion, empathy and kindness.
  - Be an effective communicator, timely and responsive.
  - Exhibit a willingness to help and serve our families well.
  - Never forget to share the vast opportunities we have at MEVA to support our students!

# Withdrawal Mitigation Process

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- **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 withdrawal for a while.
- **Advocate for MEVA’s programs** – Share information on our clubs, self-paced 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:** [23-24 Rapid Intervention Form \(RIF\)](#)

From Cornell's TCI and CARE model.

## weCARE

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

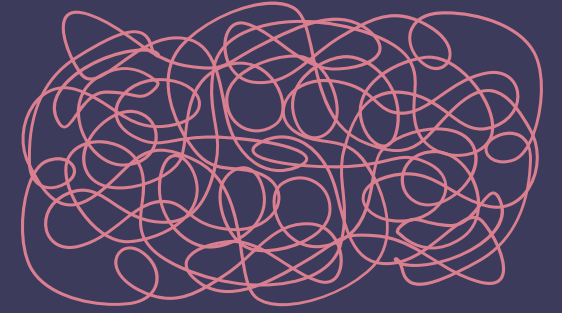
# MEA Reminders:

- Collaborate with your Site and/or Travel Teams ahead of testing dates to discuss & prepare.
- Testing Kits - will be ready for pick up on Sept 27<sup>th</sup> – 29<sup>th</sup>
- Site Rosters/Attendance Workbook – will be available very soon, keep your eyes out for a shared google doc email.
- Be an “Active” and observant Proctor, we need to ensure students pace themselves and do their best.
- Build in some social time, make your testing sessions a fun and good experience.

## **Due Sept 29<sup>th</sup> :**

- Complete Proctor Trainings in Vector <https://meva-me.safeschools.com/login> & complete the [MEA Proctor - Knowledge Assessment](#)

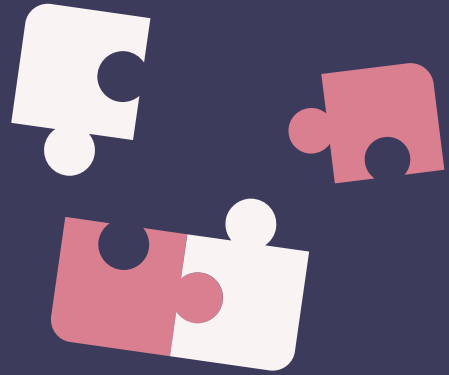
# Recognizing **ADHD** and **ANXIETY**



Test Proctor Strategies to mitigate and alleviate the symptoms of ADHD and ANXIETY on TEST Days



# DID YOU KNOW?



Nearly  
***1 in 3***  
of *ALL*  
adolescents ages  
***13 to 18***  
will experience an  
***ANXIETY  
DISORDER.***

And nearly 15%  
of adolescents  
ages 5 to 17  
have or have  
had a diagnosis  
of ADHD



## Signs of **ANXIETY?**



Physical Symptoms could include simple fidgeting or restlessness, sweating and shaky hands. More extreme symptoms could be rapid breathing which may be connected to increased heart rate and palpitations.

Emotional Symptoms could be recognized as an excessive worry look perhaps furrowed brows, tearfulness, irritability, heavy sighs

Behavioral Signs include looking around the room, darting eyes, avoidance to task, checking/rechecking answer, rushing through questions





Signs of ADHD during TESTING comes from many different factors - Inattention, Hyperactivity, Impulsivity, and challenges with time management.

Difficulty sustaining and maintaining focus/ attention on the test questions and being easily distracted by external stimuli... this could be recognized by the student sitting straight up and scanning the room often

- Fidgeting or tapping hands or feet.
- Difficulty sitting still for extended periods - changing their sitting position often





- Restlessness and the students body being in constant movement
- Inability to pace oneself appropriately during timed tests.
  - Answering the first series of test questions very slowly, then increasingly answering questions more rapidly
- Demonstrated frustration

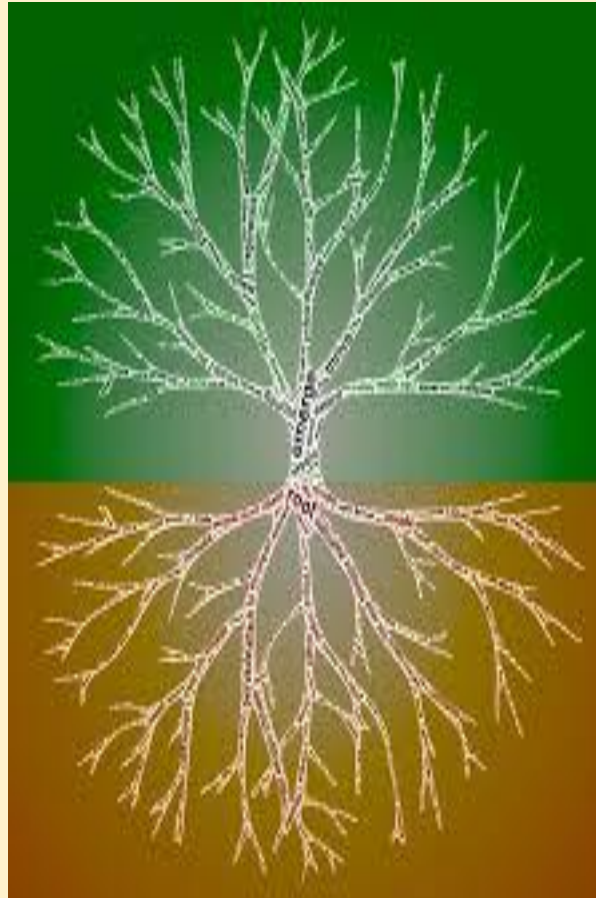


## FACTOR TO **CONSIDER**

Consider the Student Experience- constantly roam and be present - offer gestures of encouragement

Personalize the Event for each learner

In advance, write notes of encouragement that can be shared with a learner if you are noticing signs of worry or inattention



Aim to be a supportive, calming presence through words and actions.

Insert a whole group mindful breathing break

Build in mental and physical breaks - during this time, maybe tell a silly joke

# What might we do to help REDUCE **STRESS** and **TEST ANXIETY**

**01**

Talk with learners about upcoming testing in a way that relaxes their worries

**02**

On test day, greet learners with a smile and a positive attitude - make testing day an enjoyable event

**03**

Provide learners an opportunity to **CLEAR** their **MIND**

**05**

Check that the learners' basic needs are met - mitigate hunger/thirst

**04**

Ensure that all are feeling safe and let them know you are there for them

# CELEBRATE


When testing is finished, pause with your students to celebrate and applaud their effort and focus. And, remember that most students require time to recover from the intensity of the testing experience.





# MEA Sub Schedules

September 25, 2023



# Lead Teacher Expectations

- Create slides or an activity for the sub to do with the students during your class time
- Email the sub plans to Don, Christina, and the sub

# MS Classes Canceled

Days all MS Classes are Canceled:

Monday, 10/2 - Due to Testing

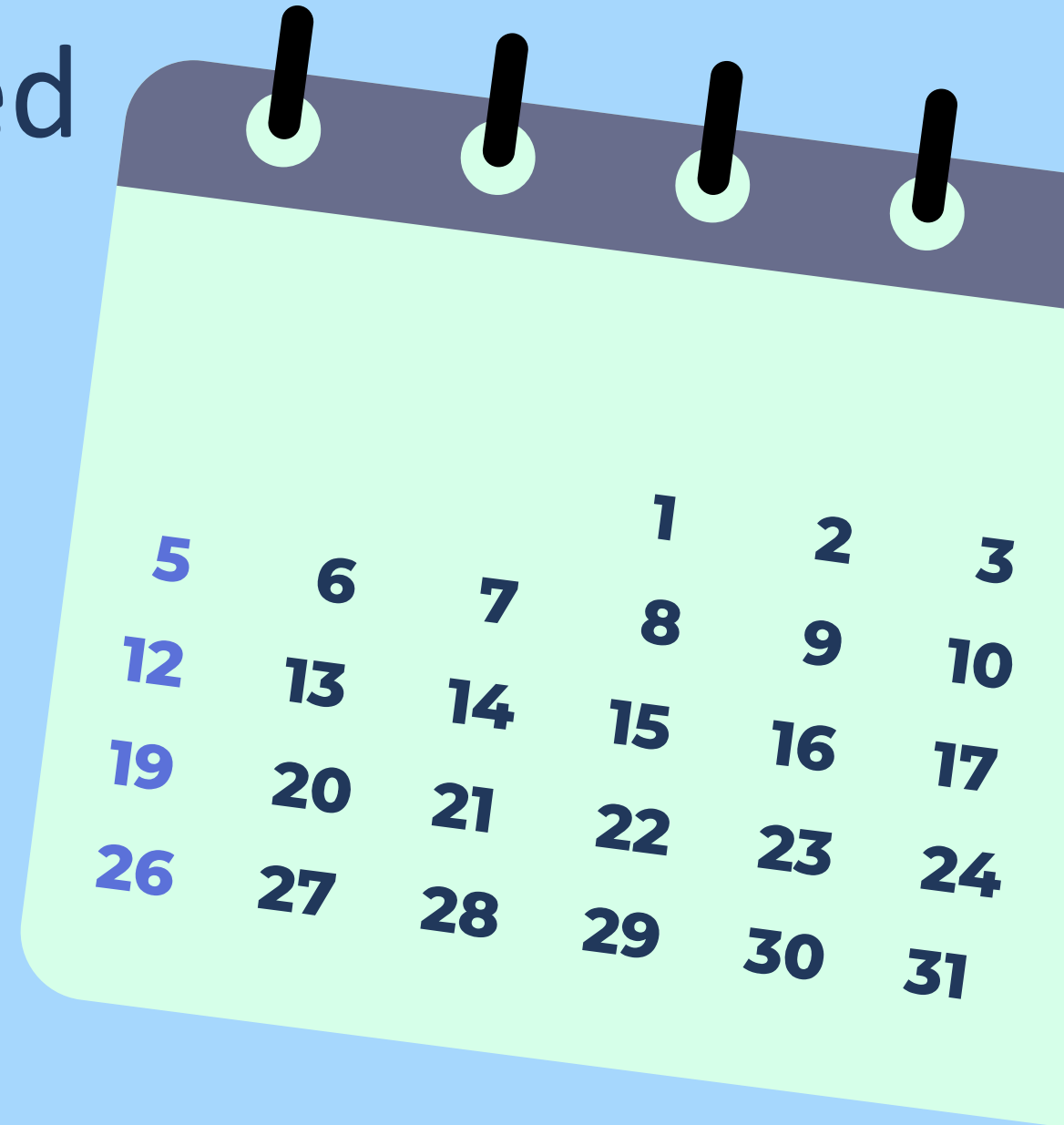
Tuesday, 10/3 - Due to Testing

Thursday, 10/5 - Due to Testing

Friday, 10/6 - School Vacation Day

Monday, 10/9 - School Holiday

Tuesday, 10/10 - Due to Testing



# Sub Schedules

Subs are only needed for Wednesday, October 4<sup>th</sup> due to the way that the testing has been scheduled.

Nic

Taylor - subs for English (7) & English (8)

Chelsea - subs for Science (7) & Science (8)

Denise - subs for Science Small Group (7)

[Fall Testing 2023-2024 MS Schedule](#)



# 10<sup>th</sup> Grade Classes Canceled

Days all 10<sup>th</sup> Grade Classes are Canceled:

Tuesday, 10/3 - Due to Testing

Wednesday, 10/4 - Due to Testing

Friday, 10/6 - School Vacation Day

Monday, 10/9 - School Holiday

Thursday, 10/12 - Due to Testing



# 1<sup>st</sup> Week of Testing

## Monday, 10/2

Heather/Dante subs for Tony  
Period 1 - Pre-Calculus

Nicole/Dante subs for Tony  
Periods 2 & 4 - Algebra 2  
Essentials and Algebra 2

Colleen subs for Zach Period  
6 - Maine Studies

## Tuesday, 10/3

\*10<sup>th</sup> Grade Classes Canceled!!

Melissa subs for Tony, Pre-Calculus  
Period 1, Algebra 2 Essentials Period 2,  
Algebra 2 CP Period 4

Carlotta subs for Zach, Modern History  
Periods 2 & 6

Christina subs for Gayle, Earth Science  
Periods 5 & 6

Meagan subs for Caroline, English  
Fundamentals I Period 4

## Wednesday, 10/4

No HS Subs Needed

\*10<sup>th</sup> Grade Classes  
Canceled

## Thursday, 10/5

Mary & Dante sub for Melissa, Geometry  
CP Periods 1 & 2

Gayle subs for Anthony B., Biology  
Essentials Period 2, Biology Period 3  
ONLY

Meagan C. subs for Caroline, English  
Fundamentals I Period 4

Nicole H. & Dante sub for Melissa,  
Geometry Essentials Period 4

Christina & Nick S. sub for Anthony B.,  
Biology Period 6 ONLY

**Notes** 10<sup>th</sup> Grade classes are canceled 10/3 & 10/4, so 10<sup>th</sup> Grade teachers are available to sub. If you have a class with mixed grade levels of students - the 10<sup>th</sup> Grade students will be testing.

[Fall Testing 2023-2024 HS Schedule](#)

# 2<sup>nd</sup> Week of Testing

Monday, 10/9

School Holiday

Tuesday, 10/10

No HS Subs Needed

Wednesday,

10/11

No HS Subs Needed

Thursday, 10/12

Caroline subs for Meagan C.,  
Fundamentals II Period 3

Notes

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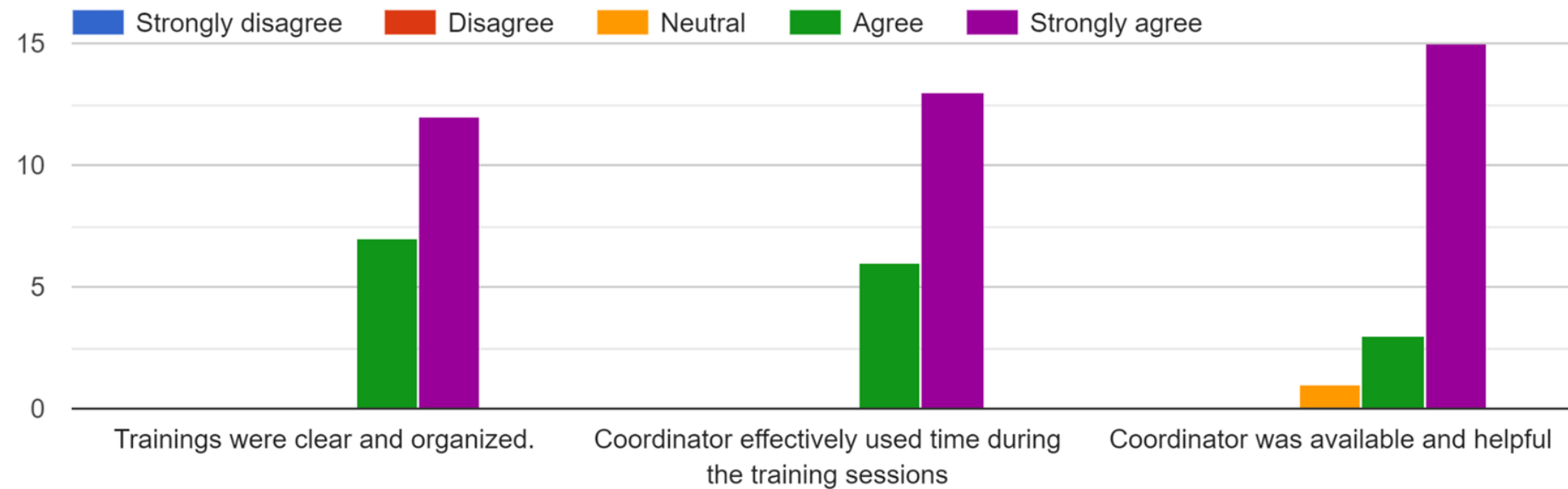
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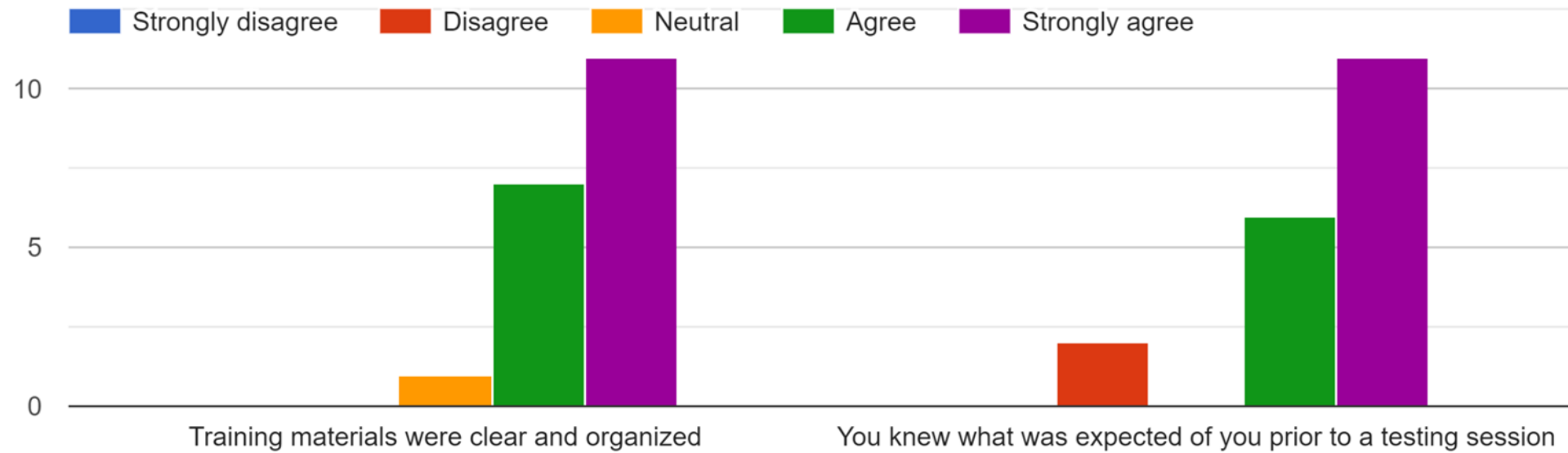
# NWEA Survey Responses

# 19 Responses

Skill and responsiveness of the assessment coordinator.



## Training Materials



Aspects most  
useful:



01

Spreadsheet

02

Cheatsheet

03

Tracking Sheet

04

Christina's  
explanation



# Recommendations for learners:



01

Test GE & SE on  
same days

02

Share growth data  
thru years at MEVA

03

Pre-test day  
checklist

04

Remind students how to  
ask for help while in BO





# Recommendations for staff:



01

Test GE & SE on  
same days

02

Grade 8 could use  
third group

03

Reduce class time  
missed, ie, AM only

04

Person setting up Zoom  
assign cohosts

# Time adequacy:



01

3 days sufficient

02

Majority finish in time allotted, few need more

03

Too much time allotted  
problem is getting students

04

SE ratio too high 4:6  
lost class support



# Thank you

Your responses have been  
noted and will influence  
future sessions.



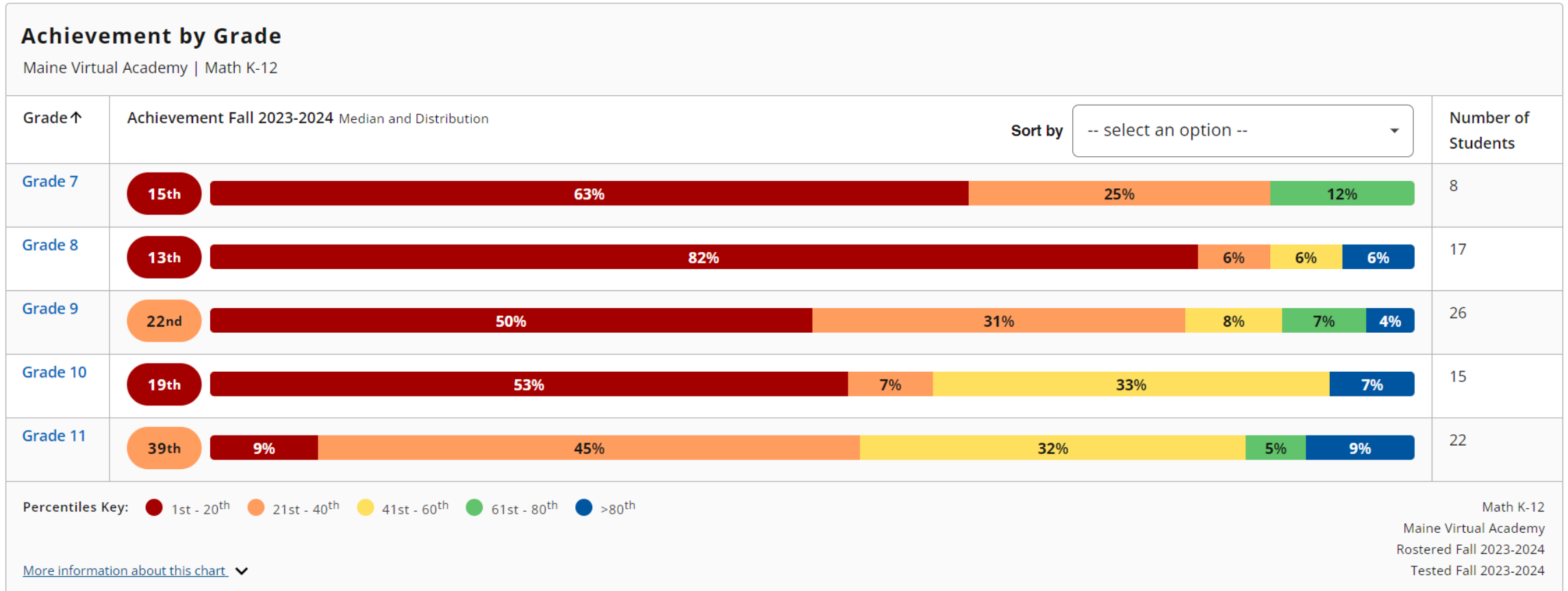
# Fall '23 NWEA Baseline Data – Subgroups

- The fall NWEA administration provides us with baseline data to inform our instruction and remediation on a grade-level and individual student basis.
- The fall NWEA data is a snap-shot view of our strengths and weaknesses with respect to students' achievement.
- Today, we are looking at subgroup achievement for **special education, males, and females** by grade level.
- We will factor the fall NWEA administration into our ongoing remediation via Multi-Tiered System of Supports (MTSS).

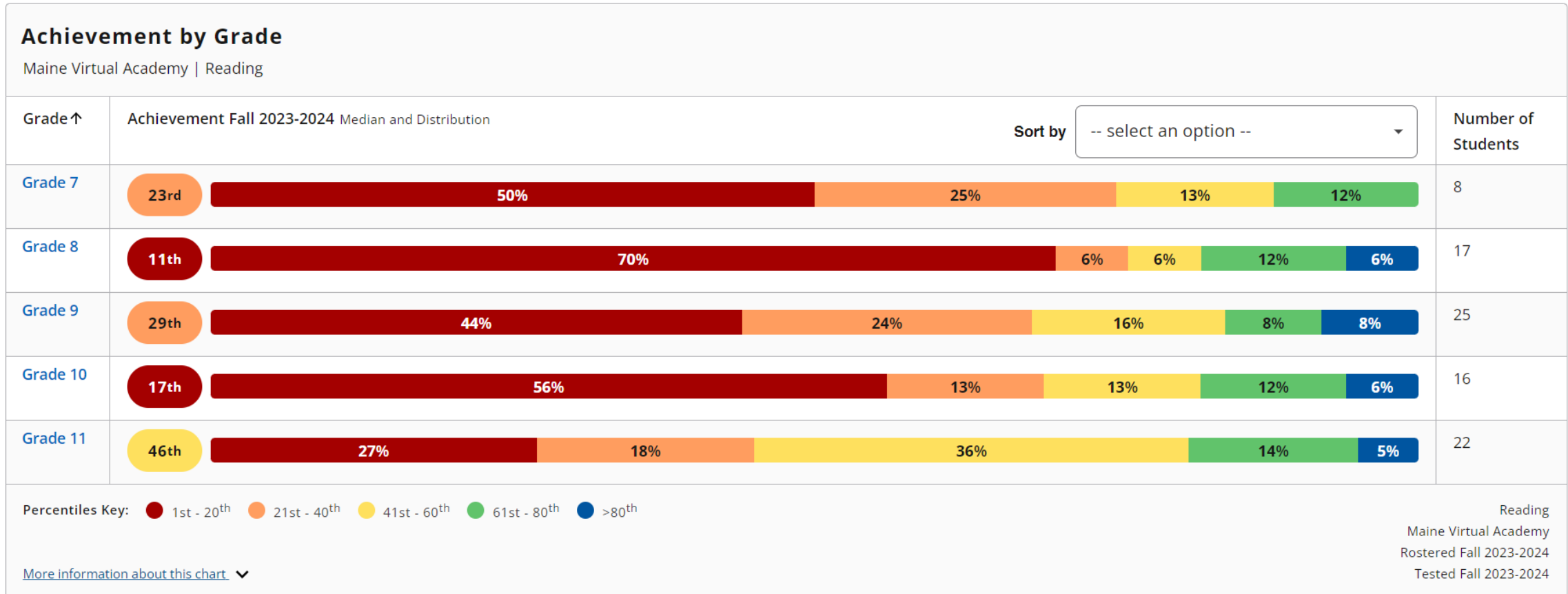
# NWEA Participation – 9/22

Fall 2023-2024								
	Math	Reading	Language			Math	Reading	Language
7th Grade	92.6%	92.6%	92.6%		7th Grade	92.6%	92.6%	92.6%
8th Grade	100.0%	100.0%	100.0%		8th Grade	100.0%	100.0%	100.0%
9th Grade	94.7%	94.7%	94.7%		10th Grade	90.9%	92.2%	92.2%
10th Grade	90.9%	92.2%	92.2%		Cumulative %	94.5%	94.9%	94.9%
11th Grade	94.5%	94.5%	92.7%					
Schoolwide	94.7%	94.9%	94.4%					

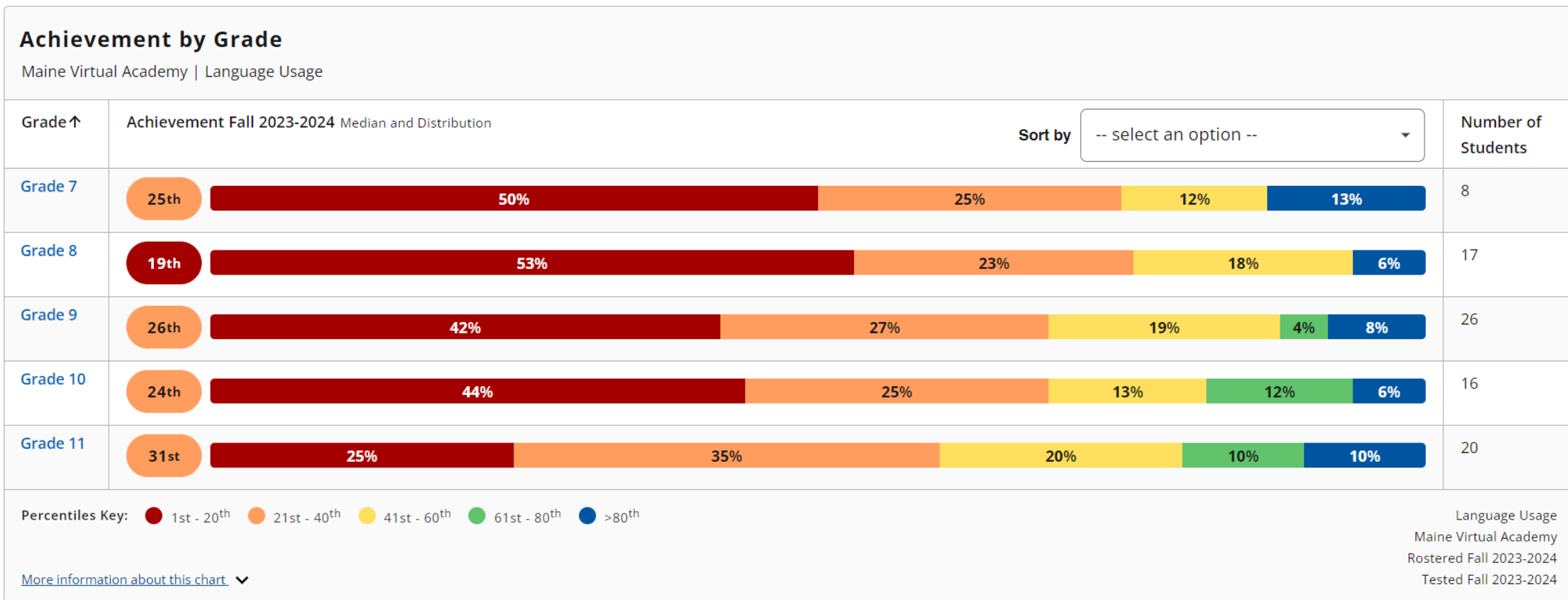
# Fall '23 NWEA Math Achievement – Special Education



# Fall '23 NWEA Reading Achievement – Special Education



# Fall '23 NWEA Language Achievement – Special Education





# Fall '23 NWEA Math Achievement - Male

## Achievement by Grade

Maine Virtual Academy | Math K-12

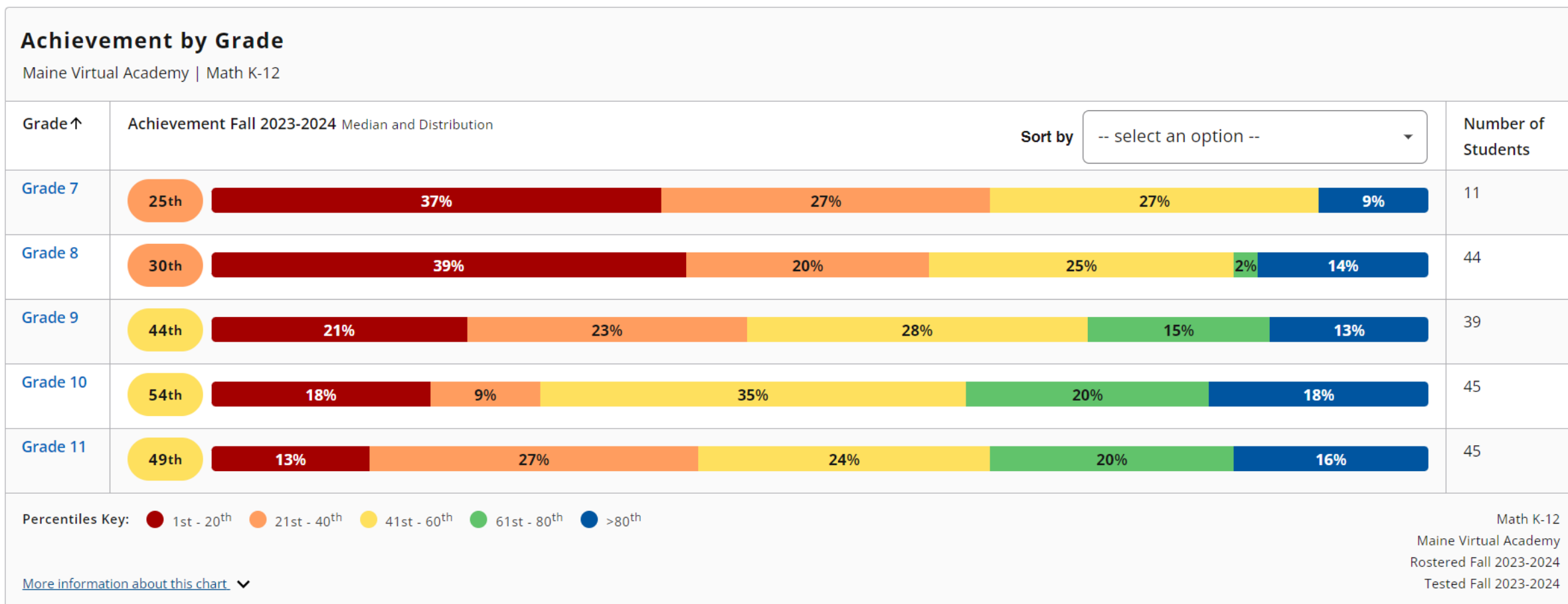
Grade ↑	Achievement Fall 2023-2024 Median and Distribution				Sort by	-- select an option --	Number of Students
Grade 7	45th	29%	14%	29%	7%	21%	14
Grade 8	39th	26%	26%	13%	26%	9%	23
Grade 9	42nd	15%	34%	9%	24%	18%	33
Grade 10	54th	16%	16%	36%	12%	20%	25
Grade 11	57th	8%	21%	24%	21%	26%	58

Percentiles Key: 1st - 20<sup>th</sup> 21st - 40<sup>th</sup> 41st - 60<sup>th</sup> 61st - 80<sup>th</sup> >80<sup>th</sup>

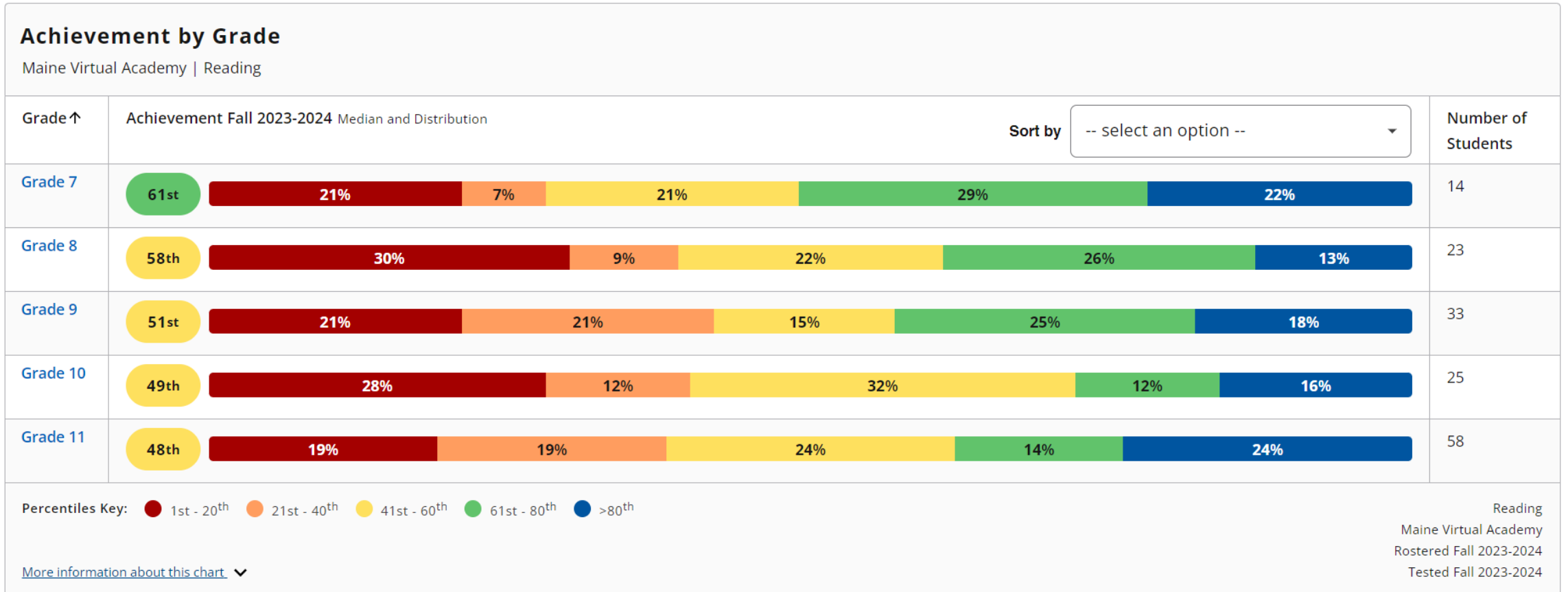
[More information about this chart](#) ▼

Math K-12  
Maine Virtual Academy  
Rostered Fall 2023-2024  
Tested Fall 2023-2024

# Fall '23 NWEA Math Achievement - Female



# Fall '23 NWEA Reading Achievement - Male



# Fall '23 NWEA Reading Achievement – Female

## Achievement by Grade

Maine Virtual Academy | Reading

Grade ↑	Achievement Fall 2023-2024 Median and Distribution				Sort by	-- select an option --	Number of Students
Grade 7	39th	18%	37%	18%	18%	9%	11
Grade 8	49th	23%	11%	25%	16%	25%	44
Grade 9	51st	23%	13%	33%	23%	8%	39
Grade 10	59th	20%	13%	19%	26%	22%	46
Grade 11	56th	9%	22%	29%	31%	9%	45

Percentiles Key: ● 1st - 20<sup>th</sup> ● 21st - 40<sup>th</sup> ● 41st - 60<sup>th</sup> ● 61st - 80<sup>th</sup> ● >80<sup>th</sup>

[More information about this chart](#) ▼

Reading  
Maine Virtual Academy  
Rostered Fall 2023-2024  
Tested Fall 2023-2024

# Fall '23 NWEA Language Achievement - Male

## Achievement by Grade

Maine Virtual Academy | Language Usage

Grade ↑	Achievement Fall 2023-2024 Median and Distribution					Sort by	-- select an option --	Number of Students
Grade 7	48th	21%	29%	7%	21%	22%		14
Grade 8	44th	26%	17%	35%	13%	9%		23
Grade 9	44th	28%	21%	12%	15%	24%		33
Grade 10	38th	20%	32%	16%	16%	16%		25
Grade 11	51st	21%	18%	20%	16%	25%		56

Percentiles Key: ● 1st - 20<sup>th</sup> ● 21st - 40<sup>th</sup> ● 41st - 60<sup>th</sup> ● 61st - 80<sup>th</sup> ● >80<sup>th</sup>

[More information about this chart](#) ▼

Language Usage  
Maine Virtual Academy  
Rostered Fall 2023-2024  
Tested Fall 2023-2024

# Fall '23 NWEA Language Achievement - Female

## Achievement by Grade

Maine Virtual Academy | Language Usage

Grade ↑	Achievement Fall 2023-2024 Median and Distribution				Sort by	-- select an option --	Number of Students
Grade 7	41st	28%	18%	27%	27%		11
Grade 8	54th	18%	18%	21%	16%	27%	44
Grade 9	46th	10%	26%	26%	23%	15%	39
Grade 10	61st	11%	17%	20%	26%	26%	46
Grade 11	59th	9%	16%	27%	24%	24%	45

Percentiles Key: ● 1st - 20<sup>th</sup> ● 21st - 40<sup>th</sup> ● 41st - 60<sup>th</sup> ● 61st - 80<sup>th</sup> ● >80<sup>th</sup>

[More information about this chart](#) ▼

Language Usage  
Maine Virtual Academy  
Rostered Fall 2023-2024  
Tested Fall 2023-2024

# MEVA's Criteria for Analyzing NWEA Student Median Achievement

- *Exceeds = 66<sup>th</sup> %ile or higher.*
- *Meets = 50<sup>th</sup> % to 65<sup>th</sup> %ile.*
- *Approaches = 35<sup>th</sup> to 49<sup>th</sup> %ile.*
- *Does Not Meet = Lower than 35<sup>th</sup> %ile.*

# Subgroups Needs and Opportunities

- With respect to achievement the neediest subgroup is special education in all three academic areas (i.e., math reading, and language usage).
- As a result, special education has the largest opportunity for growth.
- Both the male and female subgroups present needs in math.
- As a result, students have the largest opportunity for overall growth in math.
- Individual student data analysis via the MTSS process will inform course placement and remediation efforts.



# MEVA Academic Assessment Calendar

2023-2024 School Year

<b>NWEA (Fall): Math, Reading, &amp; Language Usage</b>	Grades 7-11, September 12-14
<b>I-Ready (Fall): Algebra Readiness</b>	Grade 9, August 28 - September 29
<b>ACCUPLACER (Fall): Math &amp; Reading</b>	Graduating Students, Grade 12, September 12-14
<b>MEAs (Fall): In-Person, Math &amp; Reading</b>	Grades 7, 8, & 10, October 2-27
<b>NWEA (Winter): Math, Reading, &amp; Language Usage</b>	Grades 7-11, January 9-11
<b>I-Ready (Winter): Algebra Readiness</b>	Grade 9, January 15 - February 16
<b>NWEA (Spring): Math, Reading, &amp; Language Usage</b>	Grades 7-11, April 30 - May 2
<b>I-Ready (Spring): Algebra Readiness</b>	Grade 9, May 1-31
<b>MEAs (Spring): In-Person, Math &amp; Reading and Science</b>	Grades 7, 8, 10, & 11, May 2024

# What do we do with all that academic assessment data?

- Virtual NWEAs inform the **MTSS process** and measure **growth** in math reading, and language usage.
- I-Ready Algebra helps gauge **algebra readiness**.
- In-Person Maine Through Year and MEA Science measure **proficiency in math, reading, and science**.
- Accuplacer measures **college readiness in math and reading**.
- **Please provide rewards and incentives for participation.**

# Teacher/staff survey schedule

- Thriving Pulse Check survey (Stride) – September 25<sup>th</sup>, February 12<sup>th</sup>, and May 13<sup>th</sup>.
- Panorama School Climate Survey (Maine Charter School Commission) – April.
- *We will email alerts/reminders.*

# Guidance Update 9/25/23

## Student Suicide Prevention

- Suicide is the second leading cause of death for 10-14 year olds (CDC).
- In 2021, 9% of HS students reported attempting suicide within the last year (CDC).
- Approximately 17% of students express suicidal ideation, with approximately 14% completing their plans for suicide (CDC).
- What does this mean for MEVA staff?
  - Kids express suicidal ideation in various ways in school...it can come up in a writing prompt, in a conversation with a teacher, in a chat with a friend, etc.
  - Notify Heather and Dan **IMMEDIATELY** of **ANY** concern! This is crucial...even if the student has asked you not to tell anyone, even if you are unsure, even if the student tells you they have already told their parent....notify us no matter what. **If you have a student in a session with you and they say something concerning, do not release them, contact us immediately so that we can connect with them.**

# Other

- Other topics and/or questions?
- Enter your daily schedule on your Google calendars and don't forget to add 'lunch'!
- Upcoming holidays and school vacation days: October 6<sup>th</sup> (teacher schedule only) and 9<sup>th</sup>. Please cancel your live sessions.
- MEVA (virtual) high school graduation on Friday, June 7<sup>th</sup>, 2:00 pm, and eighth grade recognition ceremony on Friday, June 14<sup>th</sup>, 11:00 am. We will provide regular updates, once the school year is underway.
- Next Process Improvement Meeting on Monday, October 2<sup>nd</sup>, 3:00 pm.