Process Improvement Meeting Agenda – 11/6

- MEVA Mission and Vision.

- System Access Checks.

- Win over the student initiative.

- MTY (MEA) Testing Fall Participation Results .

- Domo Tool with filters for checking course grades: https://brightspace-meva.domo.com/page/-100000/kpis/details/659998786 .

- MEVA Semester End and Mid-Year Enrollment Timelines – Stephanie Emery.

- MEVA Google Suite Best Practices – Stephanie Emery.

- Special Education Update: IEP Meeting Attendance – Lena Vitagliano.

- MEVA Assessment Calendar.

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

- Maine App Challenge – Roberta Polland.

- HS Help Desk and MS Study-Hub Update – Nicole Hart and Nicholas Sherwood.

- Other and next Process Improvement Meeting on **Monday, November 13th, 3:00 pm**.

- Brightspace Questions and Answers – Christina O'Grady and Don Fournier.

System Access Checks

1. Encourage students to check their school g-mails.

2. Do tech checks.

3. Call team meetings for struggling students at the earliest possible juncture.

➤We have the BEST teachers in the state at MEVA. Our task is to get students to access our instruction and engage in learning.

➤This is a proven strategy to encourage students' academic growth and college readiness, as measured by the NWEA and Accuplacer.

MEVA Mission and Vision

School Mission:

Maine Virtual Academy's (MEVA) mission is to develop **each** student's full potential with <mark>**learner-centered instruction**</mark>, 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 <mark>**alternative educational options**</mark>. 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

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.

Without our Students there
would be no MEVA!

Win Over & Rapport

- **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

- **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

- **<u>Ask why?</u>** – Use phrases like, "*<u>Before</u>* you withdraw, tell me about your reason. There may be something we can do for you."

- **<u>Listen for keywords</u>**; lack of support, socialization, motivation challenges, tech or navigation challenges and so forth.

- **<u>As you listen, empathize</u>** – Understand their position and their feelings. Many times, families or students have been thinking about withdrawal for a while.

- **<u>Advocate for MEVA's programs</u>** – 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.

- **<u>Document, document, document</u>** – 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.

- **<u>Link to the form</u>**: 23-24 Rapid Intervention Form (RIF)

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

SPUR
WINK

Fall '23 MTY Participation

Subgroup Breakdown			
	Total #	Total Tested	% Tested
Females	103	102	99.03%
Males	66	63	95.45%
7th Grade	24	23	95.83%
8th Grade	68	67	98.53%
High School	77	75	97.40%
FRL	94	91	96.81%
SPED	41	40	97.56%
Overall	169	165	97.63%

Domo Tool for Checking Course Grades

- Go to: https://brightspace-meva.domo.com/page/-100000/kpis/details/659998786

- Filter on the fall 2023 semester, your department, etc.

- You may also directly filter on your own name to quickly get a list of your courses.

- Students' grades are grouped by bands.

- You may drill down on a band to view students and their individual course grades.

- D2L updates the custom Domo tool each semester.

Upcoming Reminders:

- **Mid Year Enrollment – Started 11/1**
  - What to expect?
    - Enrolling grades 7-11
    - Orientation for this group on Jan 4th @ 12pm and 6pm
    - Jan 8th will be the official start date
      - We will be conducting immersion sessions, having the new students explore Brightspace on this day and other platforms, ensuring they are all able to login, troubleshoot any tech issues, get them engaged and ready to move forward with NWEA's on the 9th.
    - Draft Schedule on "What New Students Can Expect Their First Day/Week at MEVA" to come soon.

- **Semester End Transition (SET) – Coming Soon!**
  - Training in Vector begins Nov 20th.
  - Training slides provide timelines, step by step instructions on how to close your gradebook, info on the expectations & process, and action steps you will need to take.
  - More info to come at a future PI meeting in December!

Gsuite: Known Issues/Preventatives Going Forward

1. GSUITE SETTINGS

- <u>Now a known issue</u>; going forward, need to develop best practices and ensure appropriate settings are in place both high levels and individual levels.

- <u>Settings assistance</u> – reach out to Google directly, they will provide guidance and action steps. As they did last year with file sharing.

2. SHARED FILES

- <u>Shared docs/sheets should be assigned to *general accounts.*</u> Ie.. Attendance, Guidance, SE, etc.. Add as a best practice to prevent future issues.

- <u>Content</u> – keep content shared FERPA friendly/ Basic directory "type" info only. As outlined in MEVA, State & Federal policies and rules. *(Housed in employee, PSHB, and board manuals)*

- *(IEP, 504, deeper level personally identifiable or sensitive info & details should be omitted)*

3. REGULAR MONITORING

- Best practices should also include; Regular monitoring of settings, accounts, files, activity (of gsuite contents) etc..

- <u>Reminder</u>: Stride; Ben L. & Steph E. are unable to support GSuite products.

- However, we are able to support putting together <u>*best practices*</u> with you and add them to manuals.

IEP Meeting Attendance

The Flow

Faculty/Staff responsible for RSVPing to calendar invitation - YES/NO

Faculty/Staff attendance is greatly appreciated

A Calendar Invite is sent via Google Calendar

Faculty/Staff responsible to prepare a progress note

Progress Note: Attendance Engagement Current Grade Essential assignments that need to be completed
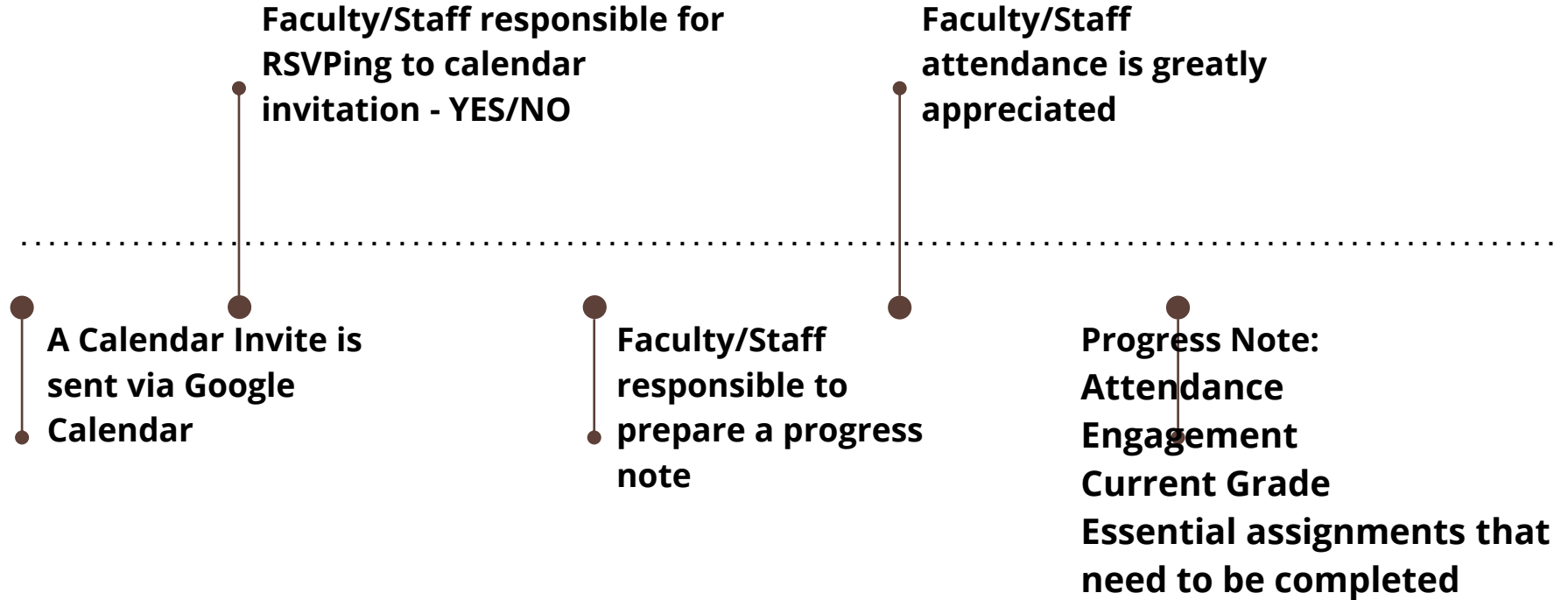
How can you share your PROGRESS comment

At the meeting

When you attend the meeting - you will have opportunity to report out on how the learner is doing in their class as well as you will be asked to type your progress comment in the CHAT

Prior to the meeting

If you are unable to attend, simply RSVP with a NO - then reply to the email notification with your progress comment - this will be shared with the team at the meeting and it will also be included in the written notice

Prior to the meeting

Even you plan to attend the meeting - you may send along your progress comment via the calendar invite email when you RSVP'd - this will free you up at the meeting from having to type in the CHAT

What to Include

In the progress comment

~First Initial / Last Name

~**Current earned grade (if BYOG-please indicate where they likely should be at)**

~**What are the essential assignments the learner should attend to**

~**Recommendations of what the learner should do to demonstrate competence/success**

THANK YOU

WE APPRECIATE EVERYTHING YOU DO!

MEVA Academic Assessment Calendar

2023-2024 School Year

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

- **<u>Please provide rewards and incentives for participation.</u>**

TYLER TECHNOLOGIES
MAINEAPP
CHALLENGE

JOIN THE MAINE APP CHALLENGE!

Designed to provide Maine high school students the experience of designing, developing, and demonstrating a mobile app with a chance to win one of three scholarships!

Enter today!

Why Participate?

This is a great opportunity to explore software design and development, and a chance to win one of three scholarships totaling $10,000. Plus, app design looks great on college applications!

How to Win

1. Design an Andoid™ or iOS® app
2. Create a YouTube™ video explaining what your app does and how it serves your target audience
3. Submit your app online by March 31, 2023, at www.maineappchallenge.com

Prizes

First Place: $6,000 scholarship
Second Place: $3,000 scholarship
Third Place: $1,000 scholarship

Top 20 submissions receive an Oculus VR Headset.
School with the highest number of submissions will receive $500!

Visit www.maineappchallenge.com to see the full list of rules and start designing your app today!

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tyler
technologies
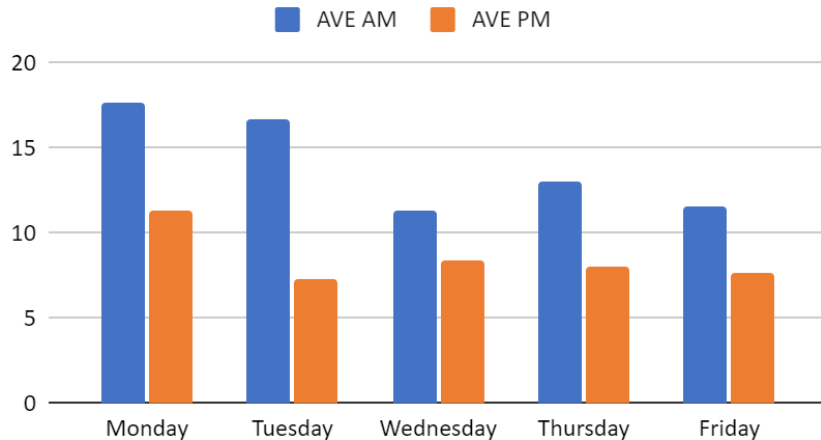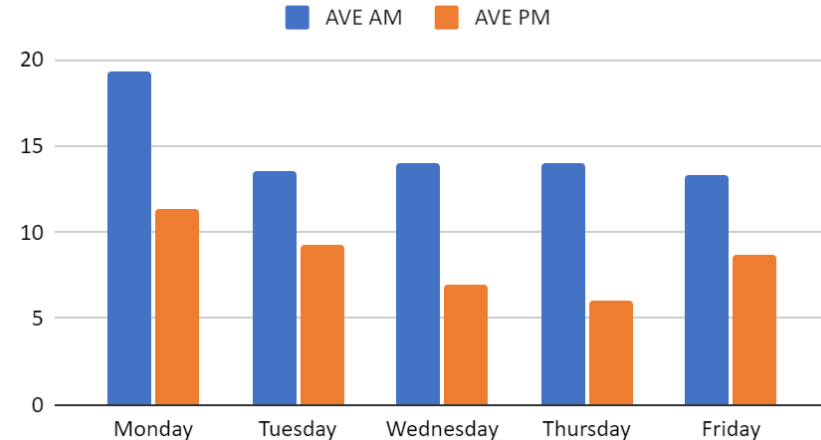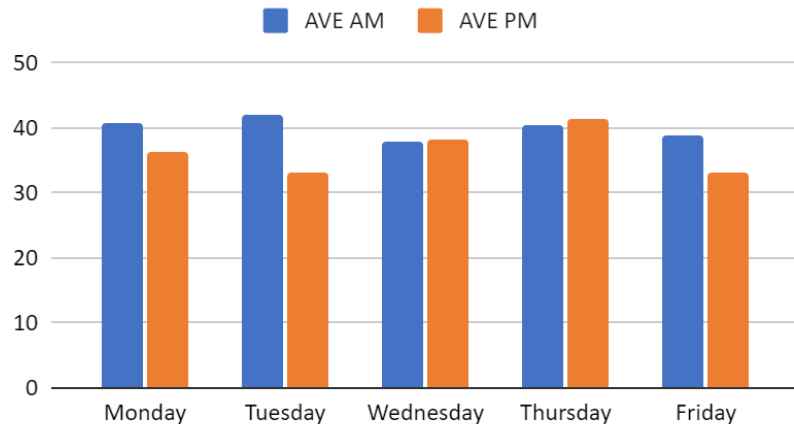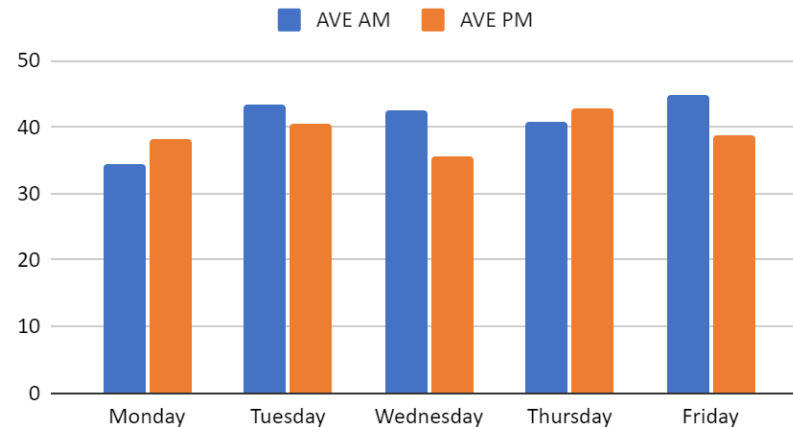
Who's coming to HelpDesk?

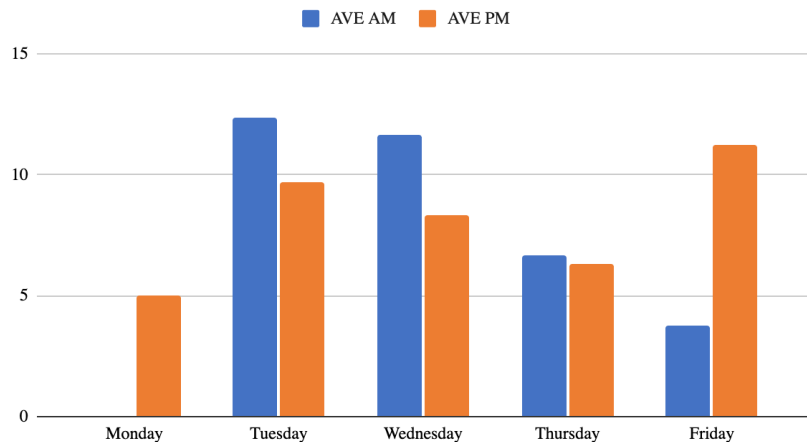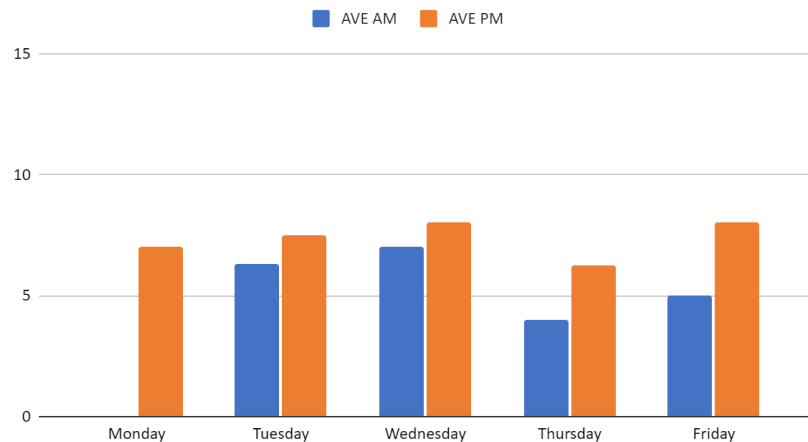| HelpDesk Attendance	September	October
Average minutes in HelpDesk each session	38 min	40 min
Students who have attended HelpDesk/Total Number of students in the HS	84/356 23%	90/348 25%
Students who have attended at least 1 time this month/total that attended HelpDesk	37/84 44%	38/90 42.2%
Students who attended >2 times/total that attended	47/84 56%	52/90 57%
Frequent Flyers - Students who came 1 time a week to HelpDesk	23	15

Who's coming to StudyHub?

StudyHub Attendance	September	October
Average minutes in StudyHub each session	28 min	28 min
Students who have attended StudyHub/Total Number of students in the HS	56/91 75%	33/90 36%
Students who have attended at least 1 time this month/total that attended StudyHub	11/91 27%	6/33 18%
Students who attended >2 times/total that attended	45/91 49%	27/33 81%
Frequent Flyers - Students to came 1x a week to StudyHub	26	11
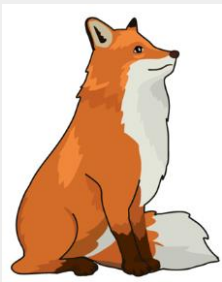
Takeaways from October Data

Data Reflections:
- Study Hub could have on average 20 more min. with students;
- HelpDesk, 10 more min.
  - This time could be used for:
    - Lesson Review/Reteach
    - MTSS Work Sessions
    - Overdue Assignments
    - Additional Help on Assignments
    - SDI
    - Small Groups
    - Community Activities (Graduation Committee)

What can we do to Encourage students to Stay and ask for Help?
- ❖ BOR (breakout room) HELP Awards - these are set up for each subject (science, math, social studies, English, electives). If a student works with a teacher in a BOR let, please let the HelpDesk/Study lead teacher know and we will issue them the awards within HelpDesk/StudyHub. Teachers can potentially use these awards to reward students in any way they choose—extra credit points, makeup participation points, etc.

- ❖ Attendance awards badges now have various designs and are being advertised to encourage students to attend sessions and add to their award collections.
  - ➢ Currently, students need to attend 10% of the session to earn an attendance award. NEXT Semester students will need to attend 60% of the session to earn the attendance badge.

NEXT STEPS:
We will be providing a Survey to students before Thanksgiving break to see how HelpDesk/StudyHub is working for them.
How do we find this out:
How many of these students are passing their classes (GPA)? How many individual classes are they passing?
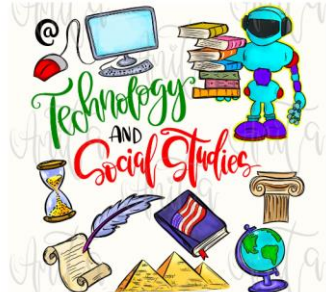
NEW HELPDESK BADGES!

Earn Badges for Working in a BOR with a teacher

I got help with Math in a BOR!

I got help with English in a BOR!

I got help with Electives in a BOR!

I got help with Social Studies in a BOR!

I got help with Science in a BOR!

Other

- Other topics and/or questions?
- Enter your daily schedule on your Google calendars and don't forget to add 'lunch'!
- School holidays on November 10th, 22nd, 23rd, and 24th. Please cancel your live sessions. Thank you.
- MEVA virtual high school graduation on Friday, June 7th, 2:00 pm, and virtual eighth grade recognition ceremony on Friday, June 14th, 11:00 am.
- Next Process Improvement Meeting on Monday, November 13th, 3:00 pm.