

## Process Improvement Meeting Agenda – 12/18

- MEVA Mission and Vision.
- Win over the student initiative.
- Engagement Outreach Efforts.
- Mid-Year Enrollment Timeline and Activities – Stephanie Emery and Don Fournier.
- Winter NWEA Proctoring Review – Christina O’Grady.
- Advisory Update – Christina O’Grady.
- Guidance Update – Heather Tyler and Dan Pierce.
- Other and next Process Improvement Meeting on **Monday, January 8<sup>th</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

# 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

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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

# Engagement Outreach Efforts

- Our secretaries are on standby all day to make outreach communications to the families of unengaged students.
- The number of teachers using this service is increasing.
- Within the **first ten minutes of your live sessions**, send them your list, specifying the **class name, start time, and lead teacher**.
- All live sessions are eligible for this support.
- *Is there anything holding you back from participating?*





# Mid Year Enrollment – What to Expect?



Current New Enrollment (as of 12/14) = 19 seats filled

7<sup>th</sup> - 1 (0-SE)

8<sup>th</sup> - 2 (1 SE)

9<sup>th</sup> - 5 (2 SE)

10<sup>th</sup> - 7 (0-SE)

11<sup>th</sup> - 4 (1 SE)

## **Monday, Jan 8th @ 8:30am**

- Brightspace Exploration Day! (Required attendance for all new Students) Session is open until 12pm. Students will not need to stay the whole time. Zoom link: <https://mainevirtual-org.zoom.us/j/81114241629> Meeting ID: 811 1424 1629
- Students will be encouraged to attend their advisories at the designated times for MS/HS on this day. They will need clear direction on how to access their NWEA testing on the 9<sup>th</sup>.

## **Tuesday, Jan 9<sup>th</sup> @ 8:10am**

- New Students will be asked to attend Morning Assembly.
- NWEA begins on this day! New students *will be taking* the Winter NWEA.
- They will also be encouraged to reach out to their Guidance Counselors to review their schedules throughout the week to confirm placements/schedules align with need.

## **Jan 9<sup>th</sup>-11<sup>th</sup>**

- Remember, new Students will *not be in Sem 1 courses*. A plan is in the works, to ensure new Students have things they can participate in during SET week.

# NWEA Assessment Plan (Winter)

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# Roles & Responsibilities

**NWEA Administrator:** Christina O'Grady is responsible for importing the NWEA roster, updating the NWEA roster with new students, creating the NWEA tracker, and data analysis of the participation numbers.

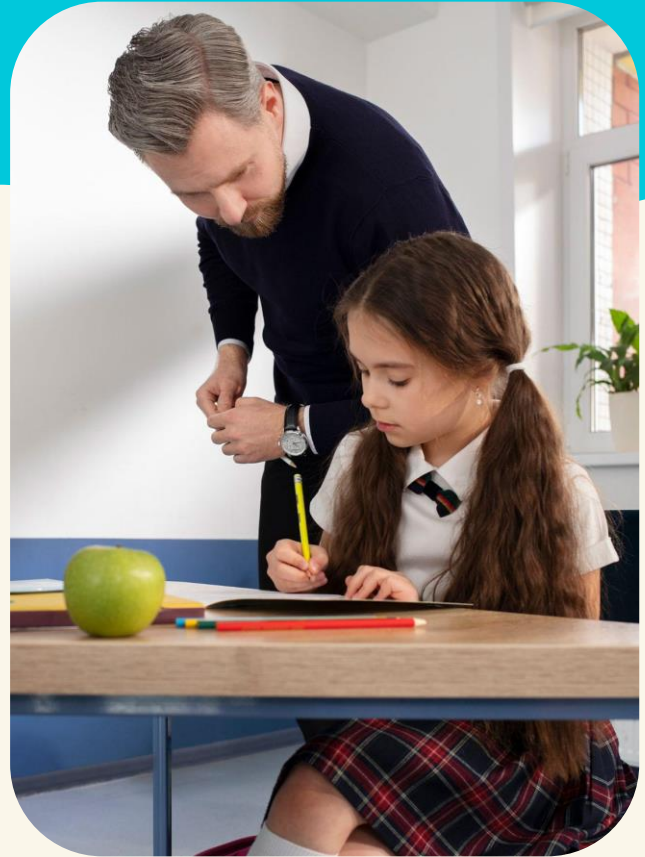
**Lead Proctor:** Varying by grade level groupings, is responsible for initiating communication with the grade level grouping

**Support Proctor:** Varying by grade level groupings, is responsible for marking attendance and outreach to absent students.

**Special Education Case Manager:** Varying by grade level, is responsible for creating a testing schedule for students on their caseload, testing the students on their caseload, and running any needed makeup sessions.

# Processes

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# General Education Process

1. The NWEA Administrator will update the NWEA tracker to reflect the current roster of students by grade level. The advisor groups will be assigned to each group of students. The NWEA Administrator will assign the primary teachers to run the afternoon makeup sessions, allowing the support teachers to help administer the testing for Special Education students. **\*Note:** groupings for Special Education students will reflect the accommodations specified on their IEPs.
2. The Lead proctor and Support proctor for each grade level grouping will coordinate amongst themselves, (including the NWEA Administrator), who will set up the NWEA test session in Zoom, create the Brightspace calendar invite, and the Brightspace announcement. **\*Note:** all testing must be completed within Zoom to allow adequate breakout rooms.
3. All General Education students' main testing sessions will occur in the morning. Exceptions are made for students who request to test in the afternoon and will be included in the afternoon makeup session. **\*Note:** makeup sessions in the afternoon will run as a whole grade level makeup session run by primary/lead teachers so that support teachers can assist with the Special Education testing.
4. After the initial three testing days, all General Education makeup sessions will be scheduled and completed by the NWEA Administrator.

# Special Education Process

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1. The NWEA Administrator will update the NWEA tracker to reflect the current roster of students by grade level. The Special Education students will be grouped on the grade-level tabs and within the grade-level advisory shells by the case manager.
2. Special Education case managers will determine the groupings for the students on their caseloads and which support teachers will assist in testing their students. If small group accommodations are indicated on their IEP, students will be tested in groups of no more than eight students per proctor. If a student's IEP indicates 1:1 testing accommodation, the Special Education case manager will schedule this testing session for the morning session of the main testing days (i.e., while General Education students are testing).
3. Special Education case managers can determine if they will schedule the testing sessions through the advisory course shells or their individual SDI shells, whichever they prefer. It is recommended that Zoom be used for all testing sessions as it allows for more than 8 breakout rooms, so each student has a breakout room where they can share a screen.
4. All Special Education students' main testing sessions will occur in the afternoon. SE Case Managers will be able to test students in the morning sessions.
5. After three initial testing days, the Special Education case managers will schedule and complete all Special Education makeup sessions.

# What this looks like in practice

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## **7<sup>th</sup> Grade:**

### **Morning Sessions Grouping**

**GE Lead Proctor:** Nicole Taylor

**GE Support Proctors:** Bobbie Polland & Lauren Sroka (Kristen Schmidt, & Kim Pasternack are also 7<sup>th</sup> Grade advisors but will be utilized by RISE and 8<sup>th</sup> Grade for testing as that is where the need is)


### **Afternoon Makeup Session**

Run by Nicole Taylor & Lauren Sroka

### **Afternoon Special Education Proctors**

Special Education Case Managers: Jenn McNally, Kim Clark, & Julie King

Support Teachers: Denise Harlow, Janifer White, Lisa Bernardini, Kristen Schmidt, & Bobbie Polland (All MS Support Teachers)



# What this looks like in practice

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## **8<sup>th</sup> Grade**

### **Morning Sessions Grouping**

Group 1: **Lead:** Stephanie Martitz & **Support:** Chelsea Osgood

Group 2: **Lead:** Janifer White & **Support:** Denise Harlow

Group 3: **Lead:** Kim Pasternack & **Support:** Kristen Schmidt (from 7<sup>th</sup> Grade)

### **Afternoon Makeup Session**

Run by Stephanie Martitz, Chelsea Osgood & Kim Pasternack

### **Afternoon Special Education Proctors**

Special Education Case Managers: Jenn McNally, Kim Clark, & Julie King

Support Teachers: Denise Harlow, Janifer White, Lisa Bernardini, Kristen Schmidt, & Bobbie Polland (All MS Support Teachers)





# What this looks like in practice

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## **9<sup>th</sup> Grade**

### **Morning Sessions Grouping**

Group 1: **Lead:** Heather Larchar, **Supports:** Clarissa Bernardini, & Beth Reed

Group 2: **Lead:** Gayle Langis & **Support:** Louise McMillan

Group 3: **Lead:** Colleen Ford & **Support:** Holly Russell

### **Afternoon Makeup Session**

Run by Clarissa Bernardini, Heather Larchar, Colleen Ford, & Louise McMillan

### **Afternoon Special Education Proctors**

Special Education Case Managers: Caroline Peinado, Kim Clark, & Julie King

Support Teachers: Holly Russell, Lisa Bernardini, Beth Reed, & Gayle Langis



# What this looks like in practice

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## **10<sup>th</sup> Grade**

### **Morning Sessions Grouping**

Group 1: **Lead:** Carlotta Thompson & **Support:** Matt Corbett

Group 2: **Lead:** Anthony Barletta & **Support:** Jenn Conrad

Group 3: **Lead:** Mary Violette, **Supports:** Melissa Dubovik, & Nicole Hart


### **Afternoon Makeup Session**

Run by Carlotta Thompson, Anthony Barletta, Melissa Dubovik, Mary Violette, & Nicole Hart

### **Afternoon Special Education Proctors**

Special Education Case Managers: Meagan Coelho, Kim Clark, & Julie King

Support Teachers: Lisa Bernardini, Matt Corbett, & Jenn Conrad



# What this looks like in practice

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## **11<sup>th</sup> Grade**

### **Morning Sessions Grouping**

Group 1: **Lead:** Alex Campbell & **Support:** Lauren Lugdon

Group 2: **Lead:** Lacey Campbell & **Support:** Tony Pranses

Group 3: **Support:** Nelson Peters & **Lead:** Jason Iannone

Group 4: **Lead:** Alicia Uth & **Support:** Nicholas Sherwood


### **Afternoon Makeup Session**

Run by Alex Campbell, Tony Pranses, & Alicia Uth

### **Afternoon Special Education Proctors**

Special Education Case Managers: Meagan Coelho, Dan Bernardini, Kelli Boucher, Kim Clark, & Julie King

Support Teachers: Lisa Bernardini, Lauren Lugdon, Lacey Campbell, Nelson Peters, & Nicholas Sherwood



# NWEA: Week-At-A-Glance


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**Monday:** Regular Class Day

**Tuesday:** Math NWEA from 8:30-11:30a, Makeups in the afternoon

**Wednesday:** Reading NWEA from 8:30-11:30a, Makeups in the afternoon

**Thursday:** Language Usage NWEA from 8:30-11:30a, Makeups in the afternoon




# NWEA: Tracker

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This is in the process of being updated. I will share it out once it's been updated.


# Next Steps

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- Advisors - talk to your partner advisor(s) and make a plan.
  - Email advisory students and LCs from your group with the NWEA test dates and the Zoom link, include Don and Christina on these emails by **Wednesday, January 3<sup>rd</sup>**.
  - Create an announcement in the advisory course with restrictions for your group announcing the NWEA test dates and the Zoom link by **Wednesday, January 3<sup>rd</sup>**.
  - Create a calendar event in the advisory course with restrictions for your group announcing the NWEA test dates and the Zoom link by **Wednesday, January 3<sup>rd</sup>**.
  - During the **January 8<sup>th</sup>** advisory meeting go through the Advisory slides.
  - Verify the tracker against Brightspace, students are added and removed from Brightspace during this month.
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# NWEA: General Education Makeups

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- Makeup sessions are for those who missed a testing day. Our Goal is for **95%** of our students to test. Please make every effort to get the students to take their tests on their designated day. If they don't make it into your morning sessions you **NEED** to schedule them for the afternoon sessions starting at 12:30pm. The afternoon sessions should be used for makeups.
  - Makeup days beyond Tuesday, Wednesday, and Thursday afternoons will be scheduled as needed. The goal should be to have all students tested during the 3 NWEA testing days.
  - NWEA Makeup Days for General Education students are already scheduled for **Friday, January 12<sup>th</sup>**, **Wednesday, January 17<sup>th</sup>**, and **Friday, January 19<sup>th</sup>**.
  - Christina will make sure the general education students who need to attend the makeup sessions are in the makeup session groups.
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# NWEA: Special Education Makeups

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- Special Education case managers are responsible for setting up the makeup sessions for their students who do not test during the testing week.
- If you need help with this please reach out to Christina and she can assist in setting up sessions and testing students.



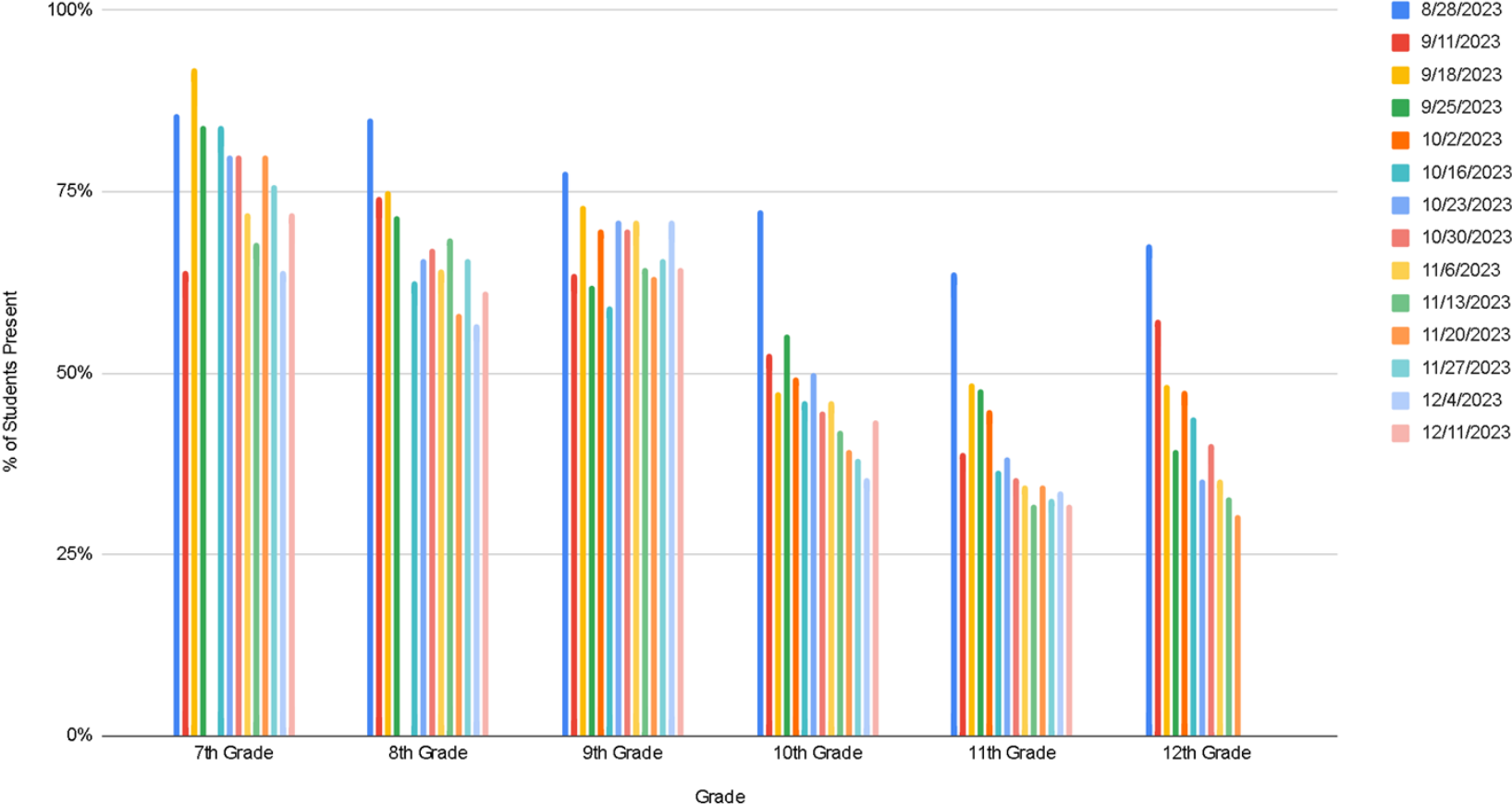


# Resources

[NWEA Cheat Sheet](#)

# Advisory Attendance

8/28/23 - 12/11/23



# Attendance To Date

Includes Data from 8/28-12/11

	8/28	9/11	9/18	9/25	10/2	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11
7th Grade	86%	64%	92%	84%	0%	84%	80%	80%	72%	68%	80%	76%	64%	72%
8th Grade	85%	74%	75%	72%	0%	63%	66%	67%	64%	69%	58%	66%	57%	61%
9th Grade	78%	64%	73%	62%	70%	59%	71%	70%	71%	64%	63%	66%	71%	64%
10th Grade	72%	53%	47%	55%	49%	46%	50%	45%	46%	42%	39%	38%	36%	43%
11th Grade	64%	39%	49%	48%	45%	36%	38%	36%	35%	32%	35%	33%	34%	32%
12th Grade	68%	57%	48%	39%	48%	44%	35%	40%	35%	33%	30%	0%	0%	0%

# Advisory Feedback

Please provide feedback on the advisory process. I want to collect data at different points throughout the year as we evaluate the progress toward achieving our goals



Feedback Form

# ILP!

	<b>n Value</b>	<b>Total # Completed</b>	<b>% Completed</b>
<b>7th Grade</b>	25	20	80%
<b>8th Grade</b>	67	57	85%
<b>9th Grade</b>	76	64	84%
<b>10th Grade</b>	76	61	80%
<b>11th Grade</b>	107	94	88%
<b>12th Grade</b>	76	67	88%
<b>Schoolwide</b>	427	363	85%

ILP Data

# SEL

	Total	TRUE	% Completed	FALSE
7th Grade	25	18	72%	7
8th Grade	67	42	63%	25
9th Grade	77	53	69%	24
10th Grade	75	36	48%	38
11th Grade	107	49	46%	57
12th Grade	77	43	56%	33
Total	428	241	56%	184

# SEL

Topic	7th Grade (n = 18)	8th Grade (n = 42)	9th Grade (n = 53)	10th Grade (n = 36)	11th Grade (n = 49)	12th Grade (n = 43)	School Wide (n = 240)
Self-Management	62%	74%	65%	74%	75%	73%	71%
Grit	35%	48%	41%	55%	51%	43%	47%
Growth Mindset	40%	44%	39%	40%	48%	52%	44%
Self-Efficacy	23%	44%	32%	48%	43%	42%	40%

# Guidance Update 12/18/2023

## **FAFSA SUPPORT FOR MEVA FAMILIES:**

FAME will be available via Zoom on January 9th at 5:00pm for a FAFSA Help Session for MEVA seniors/early graduates and their parents/guardians.

## **SEMESTER 2 SCHEDULES:**

We are working on semester 2 placements currently.

## **REMINDER:**

Please reach out to Dan and Heather if you have any concerns about students. We are heading into a difficult time of year for many students. We appreciate how teachers have been handling things by reaching out to us so quickly.



# Other

- Other topics and/or questions?
- Enter your daily schedule on your Google calendars and don't forget to add 'lunch'!
- MEVA virtual high school graduation on Friday, June 7<sup>th</sup>, 2:00 pm, and virtual eighth grade recognition ceremony on Friday, June 14<sup>th</sup>, 11:00 am.
- Next Process Improvement Meeting on Monday, January 8<sup>th</sup>, 3:00 pm.
- Winter Break is **December 21<sup>st</sup> – January 1<sup>st</sup>**. Please cancel your live sessions.

# 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