

**Maine Virtual Academy Governing Board Business Meeting**

Tuesday, April 25<sup>th</sup>, 2023, 3:00 to 5:00 p.m.

Zoom Meeting

Email [mbrowne@mainevirtual.org](mailto:mbrowne@mainevirtual.org) for the Zoom link and password.

Upon request (via email), the public may access the meeting (virtually) at the MEVA Suite 230, 6 East Chestnut Street, Augusta (a staffed location). Please email [mbrowne@mainevirtual.org](mailto:mbrowne@mainevirtual.org) for more information and to request accommodations.

**AGENDA**

**I. Opening Items.**

- A. Call to Order: Roll Call.
- B. Approval of Minutes.
  - a. Motion to approve the minutes of the Maine Virtual Academy (MEVA) Governing Board Business Meetings of February 28<sup>th</sup>, and March 21<sup>st</sup>, 2023.

**II. Finance.**

- A. Finance Report.
- B. FY24 (Two-Year) Annual Budget/Three-Year Financial Plan Update.

**III. Administration.**

- A. Head of School Report – Dr. Melinda Browne.
  - a. SY 22/23 Progress.
  - b. ESEA Comprehensive Needs Assessment.
  - c. FY24 ESEA Grant Application – Seeking Input.
  - d. SY 23/24 New Enrollment.

**IV. Governance.**

- A. Maine Alliance of Public Charter Schools (MAPCS) Membership.
  - a. Motion for MEVA to join MAPCS.
- B. MEVA Board Policies Review.
  - a. Motion to approve the Expenditures Reimbursement Policy.
  - b. Motion to approve the Travel Reimbursement Administrative Procedures.
  - c. Motion to approve the Course Reimbursement Form/Administrative Procedure.
- C. Job Descriptions.
  - a. Motion to approve the SY23/24 School/Guidance Secretary Job Description.
  - b. Motion to approve the SY23/24 School/Special Education Job Description.
  - c. Motion to approve the SY23/24 Registrar Job Description.
  - d. Motion to approve the SY23/24 Attendance/Technology Coordinator Job Description.
  - e. Motion to approve the SY23/24 Family Academic Support Liaison (FASL) Job Description.

**V. Public Discussion.**

**VI. Adjournment.**

- A. Motion to adjourn.