

## **Maine Virtual Academy Governing Board Business Meeting**

Tuesday, March 21<sup>st</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 Meeting of February 28<sup>th</sup>, 2023.

#### **II. Finance.**

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

#### **III. Presentation – Shelly Reed, Maine Alliance of Public Charter Schools.**

#### **IV. Administration.**

- A. Head of School Report – Dr. Melinda Browne.
  - a. SY 22/23 Progress.
  - b. Summer 2023 Programming.
  - c. SY 22/23 New Enrollment and Re-Registration.

#### **V. Governance.**

- A. Maine Alliance of Public Charter Schools Membership.
- 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.

#### **VI. Public Discussion.**

#### **VII. Adjournment.**

- A. Motion to adjourn.