**Maine Virtual Academy Governing Board Business Meeting**

Tuesday, April 25th, 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**.

1. Call to Order: Roll Call.
2. Approval of Minutes.
   1. Motion to approve the minutes of the Maine Virtual Academy (MEVA) Governing Board Business Meetings of February 28th, and March 21st, 2023.

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

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

**III. Administration.**

1. Head of School Report – Dr. Melinda Browne.
   1. SY 22/23 Progress.
   2. ESEA Comprehensive Needs Assessment.
   3. FY24 ESEA Grant Application – Seeking Input.
   4. SY 23/24 New Enrollment.

**IV.** **Governance**.

1. Maine Alliance of Public Charter Schools (MAPCS) Membership.
   1. Motion for MEVA to join MAPCS.
2. MEVA Board Policies Review.
   1. Motion to approve the Expenditures Reimbursement Policy.
   2. Motion to approve the Travel Reimbursement Administrative Procedures.
   3. Motion to approve the Course Reimbursement Form/Administrative Procedure.
3. Job Descriptions.
   1. Motion to approve the SY23/24 School/Guidance Secretary Job Description.
   2. Motion to approve the SY23/24 School/Special Education Job Description.
   3. Motion to approve the SY23/24 Registrar Job Description.
   4. Motion to approve the SY23/24 Attendance/Technology Coordinator Job Description.
   5. Motion to approve the SY23/24 Family Academic Support Liaison (FASL) Job Description.

**V. Public Discussion.**

**VI.** **Adjournment.**

1. Motion to adjourn.