Maine Virtual Academy
Pre-opening Review
August 11, 2015

September 1, 2015

As of the pre-opening meeting of August 11, 2015, Maine Virtual Academy (MeVA) had not yet met all of the pre-opening requirements, most notably the minimum enrollment requirement and the completion of the school facility.

Enrollment
It was reported at the meeting that the school had 126 confirmed enrollments, approximately half of the required number. It was therefore requested that the school provide the commission with any new enrollment data as it came available. As of the writing of this report, the school has met its enrollment cap with a total of 290 students.

Facility
As of August 11, MeVA's leased space was still under construction. The school had been provided two conference rooms in the same building in wait of the finished space. It anticipated moving to its permanent location by September 15. Since the school occupied a viable, but limited space, the Maine Charter School Commission review team allowed that the school was able to open on schedule provided it could present a certification of occupancy for the temporary one.

Staff Recruitment, hiring and development
The team met the school staff and administration at the meeting. Administrative and teaching staff had been hired, with the exception of a guidance counselor and Special Education Director. It was noted that the CEO is a certified Special Education director and could temporarily serve in that capacity. It had also been determined, contrary to the contract provision, that the school would seek a 30 day per year director on a contractual basis. It was also noted that a teacher had a transitional counselor certification and could serve for a limited time in that capacity. K12 has also provided the school with a Family Support Liaison to help orient students and their families to the virtual school environment, a position the Board had not expected.

Budget
The MeVA Board was confident, that if enrollments reached the minimum required, the school could operate within its budget. MeVA was urged to look closely at its costs as billed by K12 and to seek savings where possible, including outside of the contract with the provider in order to ensure financial viability. It was noted that the Board had negotiated a very reasonable lease agreement. As of the meeting, the Board was still finalizing the operating budget and cash flow projections, to be presented at its Board meeting that evening.

Program
Curriculum and program were not at issue, as both will be provided by K12. The school was looking at whether to provide elective classes via K12 national teachers or by hiring its own. MeVA provided assurances that the technology required for school opening would be available for the start of school.

Conclusion
At the meeting's end, the team summarized that while MeVA had met most of its pre-opening expectations, it needed to provide the commission with an enrollment that met the minimum requirements, with a certification of occupancy for its temporary location and update on the progress of renovations, and with documents that were not available for the meeting, but anticipated.

Items Pending after Pre-opening Meeting on 8-12-15	**Date Received**
Updated Organizational Chart	8/21/15
Staff Handbook	8/21/15
Updated Enrollment Policy and Enrollment Plan	8/21/15
Application process for admission	8/21/15
Admissions and Lottery Procedure	8/21/15
Admissions Notification and/or Lottery deadline	8/21/15
Background Checks	
Signed Lease	
Certificate of Occupancy	8/18/15*
(*email from City saying conf. rm. ok for temp use)	
Fire and Asbestos Inspections, Lead Paint Assessment	
Insurance policies in place	
Utilities	
Emergency contact sheet and Safety Plan	8/21/15
School Calendar and Student Schedule	8/21/15
Certification of School Personnel	8/21/15
Cash-flow projections	8/21/15
Fiscal Policies and Procedures Manual	8/21/15
Student/Staff IT policy and procedures in place	8/21/15
Curriculum plan	8/21/15
Transportation Plan	8/21/15
Special Education Director Hire	