

## MAP ACADEMY CHARTER SCHOOL

### Board Meeting Minutes

June 25, 2018

The meeting of the Map Academy Charter School Board of Trustees convened at 4:42 PM on June 25, 2018, in the Map Academy Office at 5 Main Street, Suite 304, Plymouth, MA and was held in compliance with the open meeting laws. A quorum of members was present. The members present were: Rachel Babcock, Mary Burke, Josh Charpentier, Ed Jacobs, Paul Kitchen, Linda McCann and David Peck.

Ed Jacobs, Board Chairperson, called the meeting to order at 4:42 PM and presided throughout the meeting. Ed Jacobs, Board Chairperson, ascertained that sufficient members were present at the meeting, and that, accordingly, a quorum existed. Linda McCann, Clerk, kept minutes of the meeting.

#### CONSENT AGENDA:

Ed Jacobs, Board Chairperson, directed attention to the May, 21, 2018, minutes and Financial Report for May 2018 and asked for any discussion. With no further discussion, a motion was made to approve May 21, 2018, minutes and May 2018 Financial Report by **UNANIMOUS** vote.

GENERAL OPERATING: All Map Academy board portal information has been moved to Airtable. Airtable is a secure online portal to store and organize documents so that all Board members can easily access them.

#### CO-DIRECTORS REPORT:

#### STUDENT RECRUITMENT:

- Continue to work on collecting student registration paperwork. Record requests for the 130 students have been sent to sending districts.
- Intake meetings will be scheduled for July and August regarding IEPs, 504 and other pertinent student information. Continue to meet with students/parents/families to answer any questions and discuss individual situations
- Conducting personal outreach calls to families who have not submitted registration paperwork to answer any questions and confirm whether students plan to accept a spot. It is important to have an accurate sense of enrollment. This is imperative for those students who are on the waiting list.
- We continue to receive applications, and there has been an uptick of interest as the end of the school year has arrived.

#### STAFF RECRUITMENT AND ONBOARDING:

- Staffing is almost complete. Josh and Rachel reported that they have recently hired three Science teachers for the 18-19 school year. Presently, there is one open FTE remaining, along with the .5 FTE nurse position.
- A fellowship program has been introduced to support anchor model and develop a pipeline for future hires. There will be two fellows for the 18-19 school year.

#### GRANTS:

- Partnerships Coordinator is looking into grant opportunities.
- A 3D printer has been donated to Map Academy.

#### TRANSPORTATION:

- Josh and Rachel continue to work with the Plymouth Area Transportation Pilot Program with a consortium of other local agencies to utilize a matching grant to provide Uber and Lyft rides as supplemental transportation.
- Conversations are continuing with Plymouth Public Schools and DESE on ways to collaborate with transportation.
- Waiting to hear from Frank Gay, administrator of GATRA, on a route connecting Wareham and Carver to Map Academy.
- David Peck asked about the breakdown of 130 incoming students and the towns they represent. Josh said he would add this information to the board portal.

#### OLD BUSINESS:

- Facility renovations for Map Academy at 11 Resnik Road are moving along with many moving parts. The renovations are slated to be substantially complete by August 1, 2018, and a certificate of occupancy is scheduled for August 15, 2018.
- David Peck reminded everyone of the “loose pieces” that need to be completed on the deadline checklist that was created earlier for the Map Academy building. Josh informed us that the check off list is included in the Opening Procedures process required by DESE which must be completed prior to the start of the school year.
- The FY 2019-2023 budget tool has been updated. The FY 2019 budget will continue to be updated as it is which employees will enroll in health insurance and what the final cost of insurance will be.
- A reminder for all Trustees to complete the DESE Board Member Financial Disclosure Form before September 1, 2018.
- Furniture has been ordered through Red Thread. Red Thread has guaranteed the furniture will be installed no later than August 17.

#### NEW BUSINESS:

- A discussion was held regarding the use of CDW-G AV/Tech Purchases under the state contract. A motion was made by Paul Kitchen and seconded by Ed Jacobs to use CDW-G as the vendor for Map Academy. The members by **UNANIMOUS** vote, accepted CDW-G as vendor.
- An overview of benefits through HRK has been finalized. HR Knowledge will take care of the overboarding for all Map Academy employees. Paul Kitchen requested that Co-Directors reach out to HRK to clarify short-term and long-term disability options and employer/employee contributions.
- The Special Education Program Plan is due DESE by July 31, 2018. The SPED program plan must be signed by the Co-Directors, the SPED Coordinator and the Board Chairperson, Ed Jacobs.
- National School Lunch Program & Food Services. The Co-Directors are investigating options for the Map Academy school lunch program. One proposal has been received from Plymouth Public Schools and another has been requested from Revolution Foods.

#### EXECUTIVE SESSION:

A motion was made by Paul Kitchen and seconded by Ed Jacobs to go into executive session to discuss the Co-directors work year the members by **UNANIMOUS** vote, accepted.

The executive session meeting adjourned at 6:30 PM with a motion by Linda McCann and seconded by Ed Jacobs. A roll call was held to return to open session: Rachel Babcock yes, Mary Burke yes, Josh Charpentier, yes, Ed Jacobs, yes, Paul Kitchen, yes and Linda McCann, yes.

COMMENTS/ANNOUNCEMENTS:

David Peck asked about the ribbon cutting ceremony for Map Academy. More discussion needs to be had regarding the ribbon cutting and open houses. The Co-Directors want to schedule these events after the opening of Map Academy. The Board will discuss these items at its next meeting.

**Future meeting dates:** July 23, 2018, August 13, 2018, September 17, 2018. All meetings will begin at 4:30 PM.

**\*Please note change of July meeting from July 16 to July 23, 2018.**

The meeting adjourned at 6:36 PM.

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Linda McCann, Secretary/Clerk