

MAP ACADEMY CHARTER SCHOOL

Board Meeting Minutes

July 23, 2018

The meeting of the Map Academy Charter School Board of Trustees convened at 4 PM on July 23, 2018, at Map Academy at 11 Resnik Road, 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 Jacoubs, Paul Kitchen, Linda McCann and David Peck. Leslie MacDonald, Administrative Secretary, was also present.

Rachel Babcock, Co Director, called the meeting to order at 4 PM and presided until Ed Jacoubs, Board Chairperson arrived and presided throughout the remainder of the meeting. Ed Jacoubs, 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 Jacoubs, Board Chairperson, directed attention to the June 23, 2018, minutes and Financial Report for June 2018 and asked for any discussion. With no further discussion, a motion was made to approve June 23, 2018, minutes and June 2018 Financial Report by **UNANIMOUS** vote.

The following policy documents have been sent to the DESE for approval. Linda McCann made the motion and David Peck, seconded the motion to approve the documents. The motion passed by **UNANIMOUS** vote.

- Medical Emergency Response Plan
- School Health Plan and Medications Administration Plan
- SPED Policies and Procedures
- ELL Policies and Procedures
- District Curriculum Accommodation Plan
- Bullying Prevention and Intervention Plan
- Expulsion Policy
- School Wellness Policy

CO-DIRECTORS REPORT:

STUDENT RECRUITMENT:

- Intake meetings are being 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 so that any spots that open up can be filled.

STAFF RECRUITMENT AND ONBOARDING

- Josh and Rachel reported there is only one remaining position open at Map Academy. Staff begin on Monday, August 20th.

TRANSPORTATION:

- Josh and Rachel continue to work on student transportation for Map Academy. The goal is to provide a range of options so that students can access the opportunity Map Academy provides.

OLD BUSINESS:

- The five-year budget 2018- 2023 has been reviewed by Paul Kitchen and Josh Charpentier. The FY19 budget has been posted. The budget has been updated with salaries and health insurance information. Paul Kitchen made a motion to accept the five-year Map Academy budget plan and David Peck seconded the motion. The members by **UNANIMOUS** vote, accepted the five-year budget.
- CDW-G hardware/software proposals have been updated. The scope of the work agreed upon is the set up, etc. of all computers before the opening of the school year.
- DESE Financial Disclosure Form must be completed by all board members by September 1, 2018.
- An update regarding the furniture order by Red Thread. All furniture will be delivered on August 13, 2018 with setup completed by August 17, 2018. All furniture will be set up when faculty/staff report on August 20, 2018.

NEW BUSINESS:

- HR Knowledge will meet with employees for benefit enrollments on August 9, 2018. As an organization Map Academy will cover STD/LTD insurance for any employee selecting this insurance.
- National School Lunch Program & Food Services. The Co-Directors have received competitive prices from Revolution Foods and Plymouth Public Schools. A decision on food service will be made shortly. Before food service can be up and running a permit will be received from Plymouth Board of Health.
- A ribbon cutting ceremony for Map Academy is tentatively scheduled for Wednesday, September 26, 2018, in the late afternoon. An invitation list will be compiled and shared with the Board.
- The Board's attention was called to another article by Rich Harbert in the Old Colony Memorial newspaper, about Map Academy's journey to its opening in the Fall of 2018.

EXECUTIVE SESSION:

A motion was made by Paul Kitchen and seconded by David Peck to go into executive session to approve the amended work year schedule (Appendix B) for the Co-directors. A motion was made by David Peck and seconded by Ed Jacobs to approve the amended work school year. The motion passed: Mary Burke, yes; Ed Jacobs, yes; Paul Kitchen, yes; Linda McCann, yes; Rachel Babcock, abstain; and Josh Charpentier, abstain.

The executive session meeting adjourned at 4:34 PM with a motion by David Peck and seconded by Paul Kitchen. 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.

Following adjournment, the members will go on a tour of the renovations underway at 11 Resnik Road.

COMMENTS/ANNOUNCEMENTS:

Board members were happy to see the signage announcing Map Academy presence at 11 Resnik Road, Plymouth.

David Peck reminded everyone of the “checklist” that must be completed before Map Academy can open. Josh Charpentier and Rachel Babcock are in constant contact with the landlord and the Charter Office to assure the smooth opening of Map Academy.

Future meeting dates: August 13, 2018, September 17, 2018. All meetings will begin at 4 PM instead of the previous time of 4:30 PM.

The meeting adjourned at 4:35 PM. Members proceeded to a tour of 11 Resnik Road.

Linda McCann, Secretary/Clerk