

MAP ACADEMY CHARTER SCHOOL

Board Meeting Minutes

June 10, 2019

The meeting of the Map Academy Charter School Board of Trustees convened at 4 PM on June 10, 2019, at Map Academy at 11 Resnik Road, Plymouth, MA and was held in compliance with Open Meeting Laws. A quorum of members was present. The members present were: Josh Charpentier, Rachel Babcock, Mary Burke, Linda McCann, and Paul Kitchen on the phone due to geographic reason. In the absence of the Board Chairperson, Josh Charpentier called the meeting to order at 4:36 PM and presided throughout the meeting. Josh Charpentier ascertained that sufficient members were present at the meeting, and that, accordingly, a quorum existed. Stephanie King kept minutes of the meeting.

PUBLIC COMMENT: none

CONSENT AGENDA:

Josh Charpentier directed attention to the Consent Agenda, which included the April 30, 2019 Minutes and May Finance Report, and asked for any discussion. With no further discussion, Rachel Babcock made a motion that was seconded by Linda McCann to approve the Consent Agenda by **UNANIMOUS** vote.

CO-DIRECTORS REPORT:

- Facility Update– Have had preliminary discussions about ways to address need for bathroom renovations preferably without waiting for Phase 2 renovation of the lower level
- Academics -- All MCAS exams are complete. New Next-Gen MCAS computer-based tests were administered in ELA and Math, and Legacy, paper based tests were administered in Science.
- End of the School Year – First Map Academy school field trip aboard the Captain John’s boat for a Whale Watch occurred on 6/7 with positive feedback from staff and students. Spirit Week has started for the week of 6/10- 6/14. We are planning our first ever Map Academy Block Party 6/12.
- Graduation – Graduation will be held on Wednesday June 19, 2019 at Alden Park in Plymouth with a 4:00 PM reception and a 5:00 PM ceremony. Invitations to follow.
- Summer Planning
 - Several Map students have been selected to participate in a YouthWorks summer program coordinated by Judi Vigna, of Specialized Career Guidance. Map staff have been facilitating this exciting opportunity and will continue to do so throughout the summer.
 - Summer Studio will run on Tuesday, Wednesday, Thursday from 9-2 from July 9th through August 9th

- Drivers Ed – Partnered with Safety First Driving School to offer Drivers Ed during the summer of 2019
- Staffing Update – Continuing to recruit with the assistance of a referral program, recognition of two non-renewals in staffing as new hire letters were delivered, and beginning to identify leadership within the staff. Co-leads have been identified for student support and special education, and one half of a co-lead team has been identified for academics.
- Hiring – Currently planning for 7 total hires for the fall with a priority on increasing instructional staff in math, arts, humanities, special education, and science.
- Institutional Advancement – Presenting at Trauma Informed Educators Network conference in Nashville in July. Invited to present at Massachusetts PTA Health Summit in September. Taking team of staff to visit Bronx Arena this month for a Curriculum Summit and PD with blended, asynchronous learning.

NEW BUSINESS:

- Discussion: Finance Report & Five year budget update
 - The state has forecast an estimated increase in per student tuition and facilities funding based on the current budget process. This projected increase would result in an increase in Map Academy's FY20 budget surplus and rollover.
 - Josh Charpentier will incorporate these projections into the five year budget
- Discussion & Vote: Updated Employee Guidelines
 - HR Knowledge updated the Employee Guidelines to incorporate all current regulations/statutes.
 - Worked with HR Knowledge to add a staff incentive for attendance to pg. 16 of the employee handbook. Bonus paying out 40% of unused sick time will replace the previous sick time carryover.
 - As a one year transition, this current year only, staff will be able to carryover unused time but moving forward there will be no carryover.
 - The bonus will be paid out in the last pay period of the fiscal year.
 - Mary Burke made a motion to approve the Updated Employee Guidelines; Josh Charpentier seconded the motion. The motion passed by **UNANIMOUS** vote.
- Discussion & Vote: AAFCPA Managed Services Agreement
 - Discussed need for contracted accounting services which is increasing as Map Academy grows. Goal is to contract with support similar to that HR Knowledge provides for HR. The Managed Services agreement offers tiers of support on an as needed basis. As a small school, this option provides cost-effective access to a range of services which we do not have the need or ability to have in house.
 - Under the Managed Services Agreement, AAFCPA will no longer provide audit services, but will help prepare for audit.
 - Paul Kitchen made a motion to approve the AAF CPA Managed Services Agreement; Mary Burke seconded the motion. The motion passed by **UNANIMOUS** vote.
- Discussion & Vote: Auditor Agreement

- Livingston and Haynes has been proposed to complete the FY 20 audit and AUP for November 2019 submission
- Linda McCann made a motion to approve the new auditor of Livingston and Haynes; Rachel Babcock seconded the motion. The motion passed by **UNANIMOUS** vote.
- Discussion: NSLP review 5/7/2019 & corrective actions
 - Corrective actions
 - Meal counting and claiming
 - Create better mechanism for meal manual meal counting and tracking.
 - Meal components and quantities
 - Create system to ensure that vendor provides compliant meals
 - Revolution Foods is not compliant; remove this from FY20 agreement
- Discussion & Vote: Revolution Foods contract
 - Discussion of using Revolution Foods for the FY19-20 school year. Cost for quantity of food remains the same--breakfast (\$1.80) and lunch (\$3.10), but as per DESE guidance, there are no minimums required. Food will continue to be delivered and nutritionally compliant.
 - Josh Charpentier made a motion to approve the FY 20 Revolution Foods contract; Mary Burke seconded the motion. The motion passed by **UNANIMOUS** vote.

OLD BUSINESS:

- Discussion: Accountability Plan update
 - Working with Jody Ernst of Momentum Strategy and Research, an expert in alternative school accountability to display develop an internal framework to track and measure progress and demonstrate success with both traditional and uncommon measures.
 - Draft due to DESE June 24, 2019. They will review and send feedback. Once draft is final it will be brought to the Board for approval.
 - Once finalized, the Accountability Plan will be in effect for the remainder of the Charter term, which is through June 2023.
- Discussion: March 12 DESE Site Visit Report
 - No questions from the Board but discussed feedback about growing Map Academy's EL learner population and also the need to increase Board member participation.
 - The Board is pleased with the report and believes it accurately and thoughtfully characterizes the visit.
 - Focus areas for the upcoming year will be a Board self-evaluation and the evaluation of the Co-Directors
- Discussion: Board development

- Discussion of potentially contracting for support with Board Development. Co-Directors will look into this.
- Goal to potentially recruit a parent representative for the upcoming school year, potentially someone from the Special Education Advisory Council.
- Also potential to add student and faculty non voting seats on the Board of Trustees.
- Goal remains to recruit and onboard additional Trustees.

COMMENTS/ANNOUNCEMENTS

Additional Discussion: Board Meeting Schedule

- Suggestion is to schedule quarterly Board of Trustee meetings, consistent with Board Bylaws, with additional meetings to be scheduled as needed. Discussed motion to change schedule for FY20 to assist with recruitment of additional Trustees, as monthly meetings are very challenging for scheduling and are a deterrent to participation. Goal is to include a retreat, evaluation of goals, and yearly planning. April Board meetings would include discussion of the draft budget and June Board meetings would include the budget vote.

Mary Burke made a motion to approve the updated Board of Trustee quarterly meeting schedule; Linda McCann seconded the motion. The motion passed by **UNANIMOUS** vote.

Linda McCann and Mary Burke offered assistance for the first Map Academy Graduation on Wednesday June 19, 2019 with seven graduates identified. The ceremony will have a traditional flow but will be personalized to capture on student voices. Board members were invited to join the Co-Directors at the Graduate Breakfast on 6/17 at 9:30am at the Water Street Cafe.

DOCUMENT LIST:

- Agenda
- April 30, 2019 Minutes
- May Finance Report

Upcoming meeting dates

Monday, August 19 - Retreat, 9:00am- 12:00pm

Monday, October 21 @ 4pm

Monday, January 13 @ 4pm

Monday, April 13 @ 4pm

Monday, June 8 @ 4pm

Josh Charpentier made a motion to adjourn the meeting. Paul Kitchen seconded the motion. The meeting adjourned at 5:25 PM.

Rachel Babcock, Board Member

Minutes taken by Stephanie King, reviewed by