

MAP ACADEMY CHARTER SCHOOL

Board Meeting Minutes

August 10, 2020

via Zoom due to COVID-19

The meeting of the Map Academy Charter School Board of Trustees convened at 4:00 PM on August 10, 2020, via Zoom due to COVID-19. The members present were: Rachel Babcock, Josh Charpentier, Edward Jacobs, David Peck. Liza Veto, a prospective member, was also present. Josh Charpentier called the meeting to order at 4:06 and ascertained that sufficient members were present at the meeting, and that, accordingly, a quorum existed.

PUBLIC COMMENT: none.

CONSENT AGENDA:

The Consent Agenda included the June 8, 2020 and August 6, 2020 Minutes; FY20 May and June EOY Financial Reports (prepared by AAFCPA). The Financial Reports were reviewed. With no further discussion, **David Peck made a motion that was seconded by Ed Jacobs to approve the Consent Agenda by UNANIMOUS vote.**

CO-DIRECTORS REPORT:

- General Operating
 - Co-directors gave an update regarding the hiring of Stephco Cleaning, a new cleaning company for the 2020-2021 school year, as well as an update on PPE inventory.
- Map Academy COVID-19 updates
 - Co-directors gave an update on the survey results that were gathered from staff, students, and parents regarding the return to school. Codirectors shared that all staff unanimously want to return to school onsite and that more parents/students are opting for three days in person vs two days in person.
- Enrollment
 - Co-directors gave an update on the establishment of a new process for student paperwork collection and updates using Linq Rapid Registration. This new, secure process will replace paper forms and help ensure the accuracy of student and family contact information.
 - Co-directors gave an update on an updated enrollment and intake template that the student support team is utilizing which is aligned to the recently approved accountability plan. This process ensures that we are gathering a full baseline profile of students at the beginning of their enrollment at Map Academy so that we can more accurately track student progress.
- Academics/Student Engagement
 - Summer studio update - appointment only program which will wrap up this week. It has been great to have students back on site and the appointment based model has worked very well.
 - Graduation update - Rescheduled in person "walk through" graduation for September 8, 2020 at 4pm at Map
 - Co-directors gave an update on new processes that are directly tied to the implementation of Accountability Plan metrics
 - Student Success Plans
 - Course Programming Protocol
 - Gateway Course Development.

- Staffing
 - Co-directors gave a general overview of current staffing including open FTEs.
 - Staff Professional Development
 - Staff 1st day is August 24th. Due to ongoing construction, PD will be remote to start and move to hybrid and eventually fully in person as spaces are finished.
 - Positive Youth Development Tracker Course -- This new module will allow teachers to not only learn about positive youth development but also experience first hand learning in a blended asynchronous model. This asynchronous staff development course will be available for all new staff moving forward and can be completed independently.
- Institutional Advancement
 - Recent grant awards:
 - FC 114/333 Summer and Weekend Learning
 - FSIG Food Insecurity
 - FC 113 ESSER
 - FC 575 Voter Registration
 - FC 117/118 Remote Learning
 - FC 102 CvRF
 - Plymouth County Cares Funding
 - Co-directors gave an update on a website update currently underway that will include the addition of a Knowledge Center to house all of the dissemination materials we are frequently asked for and more fully reflect the transition to a fully operational school.
 - Education Disruption Podcast -- this project is ongoing. The most recent episodes in the series have featured graduate stories in which students reflect on their experiences at Map Academy and their plans for the future beyond graduation. These podcast episodes have been incorporated into the Staff PD module and also into the Map Academy Intro course taken by all new students as part of the orientation process.

NEW BUSINESS:

- Discussion: Board Development & Transition Planning
 - The Board accepted David Peck's letter of resignation effective September 1, 2020. Ed Jacoubs thanked David for his service to the Map Academy as a Founding Board member. David's expertise in facility design has been essential in the Map Academy's first years of operation.
 - Ed Jacoubs announced his plan to step down as board Chair but remain on as a board member. **David Peck made a motion, seconded by Ed Jacoubs, to appoint Mary Burke as the interim Board Chair. The motion passed by unanimous vote.**
 - Ed Jacoubs welcomed Liza Veto, Program Officer for Mass IDEAs, and after a discussion of Liza's qualifications, **David Peck made a motion, seconded by Ed Jacoubs, to approve Liza Veto as a member of the Board of Trustees. The motion passed by unanimous vote.**
- Discussion and Vote: Food Security Infrastructure Grant
 - Map Academy received a grant award of \$122,664 for the Food Security Infrastructure program for the purchase of three vans as outlined in the grant proposal. **David Peck made a motion, seconded by Josh Charpentier, to approve the purchase of three vans as outlined in the Food Security Infrastructure Grant. The motion passed by unanimous vote.**

- Discussion and Vote: FY 21 Revised Budget
 - Co-directors presented an amended version of the FY21 budget to replace the previously approved FY21 budget. This updated budget includes updated salary/benefits figures, and also removes the 5% reduction which had been added due to the uncertainty surrounding the impact of COVID-19 on tuition forecasts. The budget will be an ongoing topic in the coming months as there is more clarity about the budget. **David Peck made a motion, seconded by Ed Jacobs, to approve the amended FY21 budget as presented. The motion passed by unanimous vote.**
- Discussion and Vote: Student Handbook Revisions
 - The 2019-2020 Student Handbook has been reviewed by Map Academy's school attorney, and she is in the process of making recommended changes for the 2020-2021 version of the Handbook. **Ed Jacobs made a motion, seconded by Josh Charpentier, to take counsel's recommendations on the student handbook changes. The revised handbook will be revisited by the Board at the next meeting once the changes are finalized. The motion passed by unanimous vote.**
- Discussion and Vote: Staff Guidelines for 2020-2021
 - Co-directors presented the updated 2020-2021 Staff Guidelines prepared in collaboration with HR Knowledge. Liza Veto asked whether or not we should include something in sections 1.1, 1.3, 2.5, and/or 2.7 in regards to additions for COVID-19. Josh Charpentier agreed to follow up with HR Knowledge and report back at the next board meeting with any potential recommended updates. **Josh Charpentier made a motion, seconded by Ed Jacobs, to take HR Knowledge's recommendations regarding the aforementioned sections and approve the handbook as written pending further review. The motion passed by unanimous vote.**
- Discussion: Annual Report
 - Co-directors presented the Map Academy 2020-2021 Annual Report that was submitted to MA DESE on July 31, 2020 for review. As per DESE guidance, Co-directors will wait until Map Academy has received approval from an accountability liaison at the Department prior to submitting a copy of the annual report to the local school committee, posting it on the school's website, and sharing it with the school community. Ed Jacobs highlighted Map Academy's ongoing focus on a safe and supportive school model especially during this unprecedented time when due to COVID-19 there is a tremendous risk of vulnerable students falling off the radar due to lapses in systems of support as a result of the pandemic.
- Discussion: FY20 Audit
 - The annual audit is in progress, conducted by Livingston and Haynes. Map is being supported by AAF CPA's. The final report is due back prior to the October meeting for submission before the November 1st deadline.

OLD BUSINESS

- Discussion: Evaluation of Co-directors
 - The process of a formal evaluation of the Co-directors has begun and is being conducted by Mary Burke utilizing the tools provided by Education Board Partners.
- Discussion: Facilities Update

- The Co-directors updated the status of the Landlord's ongoing renovation/expansion and the ensuing occupancy permit. Due to manufacturing delays, the railings for the new staircase have been pushed back to an installation date of August 18, 2020. The building department has brought up concern about whether additional railings will be needed. The Co-directors are working with the landlord to determine what changes may be needed to ensure approval for occupancy.
- David Peck asked about the availability of parking onsite given Map Academy's expansion. The Co-directors indicated that there is still plenty of parking available.
- Discussion: Reopening plan update
 - The Co-directors updated the board on the plans for a hybrid reopening. As previously reviewed and discussed by the Board, final reopening plans will be submitted to DESE by August 14th as required. Map Academy will utilize the availability of newly expanded space to accommodate three separate Learning Studios with separate teams of staff and students to facilitate compliance with all recommended COVID-19 safety protocols.

COMMENTS/ANNOUNCEMENTS:

- Liza Veto inquired about the potential of having an onsite flu shot clinic at Map Academy. The Co-directors agreed to look into this possibility in collaboration with the school's nurse.

DOCUMENT LIST:

- Agenda
- June 8, 2020 Minutes
- August 6, 2020 Minutes (Special Meeting)
- August 10, 2020 Co-directors report
- David Peck Resignation Letter
- Map Academy Annual Report 2019-2020
- Food Security Infrastructure Grant Notification
- Map Academy COVID-19 Orientation Presentation
- Map Academy Employee Guidelines 2020-2021
- Revised 2020-2021 School Calendar
- Plymouth County Cares Agreement
- Protocols for responding to COVID-19 scenarios
- Recommended student handbook revisions
- Amended FY21 Budget
- May 2020 Finance Report
- Preliminary EOY Finance Report

Upcoming meeting dates

All meetings at 4 pm via Zoom until further notice

- Monday, October 19, 2020

- Monday, December 14, 2020
- Monday, February 8, 2021
- Monday, April 12, 2021
- Monday, June 14, 2021

Rachel Babcock made a motion to adjourn the meeting. Josh Charpentier seconded the motion. The meeting adjourned at 5:30 PM.

_____ Minutes taken by Rachel Babcock, Board Member