

MAP ACADEMY CHARTER SCHOOL

Board Meeting Minutes

October 19, 2020

via Zoom due to COVID-19

The meeting of the Map Academy Charter School Board of Trustees convened at 4:00 PM on October 19, 2020, via Zoom due to COVID-19. The members present were: Rachel Babcock, Josh Charpentier, Mary Burke, and Paul Kitchen. Liza Veto, a prospective member, was also present. In addition to the above named members also present was: Lauren Turner, AAFCPA Managed Accounting Services Accountant for Map Academy, and Deb Christensen, Auditor. Josh Charpentier called the meeting to order at 4:05 and ascertained that sufficient members were present at the meeting, and that, accordingly, a quorum existed.

PUBLIC COMMENT: none.

LIVINGSTON AND HAYNES AUDIT:

- Deb Christensen from Livingston and Haynes reviewed the letter to the Board and acknowledged that all transactions have been posted.
- Deb reviewed the AUP for the Federal CSP grant and described the prescribed procedures.
 - Funds are supposed to be spent within the timeline of 30 days after draw down. There were four incidents when this did not happen.
 - The grant was spent in accordance with the budget for the year.
 - Credit card policies were followed well.
- Paul Kitchen noted that anticipated revenues and expenses were higher than expected according to budget to actual and noted that the school is in good financial health.
- **Josh Charpentier made a motion to have board approval to sign the acceptance of the audit and accompanying AUP and to submit to DESE by the November 1, 2020 deadline. Mary Burke seconded. The motion was approved by a UNANIMOUS vote.**

CONSENT AGENDA:

The Consent Agenda included the August 10, 2020 Minutes and August Draft Financial Report (prepared by AAFCPA). The Financial Reports were reviewed. With no further discussion, **Mary Burke made a motion that was seconded by Paul Kitchen to approve the Consent Agenda by UNANIMOUS vote.**

CO-DIRECTORS REPORT:

- General Operating
 - Co-directors gave an update regarding the progress of furniture installation for phase two which has some pieces still on backorder.
 - Air ducts were cleaned and sanitized after construction to ensure good air quality for staff and students. Report indicated that Map Academy meets all air quality standards.
 - Recent improvements include purchase of outdoor furniture, mobile hotspots, and outdoor wifi as a means to having outdoor classroom space due to COVID-19 protocols.
- Map Academy COVID-19 updates

- Co-directors gave an update on the close monitoring of the MA Covid-19 response reporting. Protocols for handling all issues pertaining to COVID-10 were reviewed. All staff and students are cooperating with protocols and procedures.
- Enrollment
 - Co-directors gave an update on FY21 enrollment numbers. Map is fully enrolled and continues to receive a steady stream of applications. Small lottery to be held at the end of October to establish a waitlist.
 - Co-directors shared a video on the COVID-19 friendly graduation ceremony.
- Academics/Student Engagement
 - Co-directors gave an update on the following items:
 - DESE Assessment Updates
 - MCAS schedule
 - Competency Determination expectations
 - Academic Planning Dashboard - updated based on learning from remote instruction in the spring. Helps staff see high level snapshot of student progress
 - Data-driven instructional planning
 - NWEA Growth Testing
 - Course programming protocol - Pilot of new plan to ensure students are enrolled in courses at the appropriate level of challenge and support
 - Student Success Plans - Rollout is in progress. All students are meeting with case managers to create vision statements and begin populating their success plans
 - Academic Case Management - Each student has a point person overseeing academic progress.
 - Curriculum & Instruction
 - Instructional Coaching
 - Gateway Courses -- Rollout of a full suite of new courses designed to help students adjust to Map Academy's blended, competency based asynchronous model and to help teachers assess student academic needs and opportunities.
 - TLE/Seminars - Project based courses being offered synchronously via Zoom.
 - Math Curriculum Development
 - Foundational courses for skill development based on student needs. Use NWEA data to inform instructional planning.
 - Upper level math courses
 - Flexible wellness opportunities
 - Pathways
 - Post secondary planning protocol
 - Interest interviews
 - Adult Supporter meetings
 - Customized support
 - MEFA Pathways
 - Success Plans
 - Special Education

- Compliance Review update
 - Case management
 - Staff development
- Staffing
 - Co-directors gave an update on the Cabinet structure being utilized for the leadership team at Map Academy. The Cabinet team meets daily via Zoom to debrief, problem solve and ensure effective communication.
 - Co-directors gave an update on the weekly meeting schedule which consists of studio planning time, individual planning time, mentoring/instructional staff support, and instructional coaching.
 - Co-directors shared a video introducing the new staff as well as the professional development slides from the 8/24/20-9/14/20 PD sessions.
- Institutional Advancement
 - Entitlement grant
 - Mass Grad Dropout Prevention Zoom Convenings
 - Grant Awards
 - FC118 - Remote Learning Technology Essentials
 - Barr Foundation Virtual Convenings
 - Website revamp and Knowledge Center addition
 - Building video tour
 - Map Academy Overview animated video
 - Open House sign up

NEW BUSINESS:

- Discussion: Catalyst Ed Data Project
 - Co-directors gave an update on the Catalyst Ed Data project which is funded through the Barr Foundation directly to the vendor supporting the project. Update included vendor selection as well as preliminary scope to identify the feasibility of finding a third party product to create a data dashboard aligning to Map Academy's learning model or determine whether there is a need to create our own. This initial scope with Catalyst Ed is for research and will inform which direction to go and not the actual creation of the dashboard.
- Discussion: COVID-19 Modeling Decision Points
 - This was covered during the Co-directors report.

OLD BUSINESS:

- Discussion and Vote: Updated 2020-2021 Handbook
 - Co-directors presented an updated student handbook that included changes recommended by the school attorney. **Paul Kitchen made a motion, seconded by Rachel Babcock, to the updated student handbook as presented. The motion passed by unanimous vote.**
- Discussion and Vote: Updated staff guideline language regarding remote/hybrid schedule.
 - Map Academy explored additional language for the staff handbook with HR Knowledge and reported back the findings. It was decided to keep the staff

guidelines as is after discussion. **No vote needed as the staff handbook was previously approved.**

- Discussion: Evaluation of Co-directors
 - Mary Burke updated the board on the progress of the evaluation of the school leaders. Mary has met with the Co-Directors to discuss the process and will use templates provided by Education Board Partners to support the reviews.
 - It was noted that the Co-directors contracts both end June 30, 2021
- Discussion: Facility Update
 - Co-directors updated the board that Map Academy has a temporary certificate of occupancy pending the installation of additional permanent railings on the stadium staircase.
- Discussion: Board Development
 - Two prospective board members were discussed as part of the ongoing focus on expanding the Board.
 - Liza Veto's paperwork has been submitted to the Commissioner for approval and her appointment will be final pending approval.
 - Additional conversation regarding board training for the April meeting was discussed. It was decided that during the February meeting we would decide what type of training and vote at that point.

COMMENTS/ANNOUNCEMENTS:

- None

DOCUMENT LIST:

- Agenda
- August 10, 2020 Minutes
- October 19, 2020 Co-directors report
- Map Academy Period Ending August Financial Statements Draft
- Updated 2020-2021 Student Handbook
- AUP Independent Accountants Report
- Updated Fall 2020 schedule
- HRK Response to staff guidelines question
- Letter to Board at conclusion of audit
- Map Academy Charter School and Map Education, Inc. Audit draft

Upcoming meeting dates

All meetings at 4 pm via Zoom until further notice

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

Paul Kitchen 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