



Map Academy Charter School
Board of Trustees Meeting Minutes
February 8, 2021 - 4:00pm
Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:06 pm. Members Rachel Babcock, Josh Charpentier, Mary Burke, Paul Kitchen, and Liza Veto were in attendance. The Board was also joined by Nancy Dawson, who observed the meeting as a potential future Board member or volunteer..
2. Public Comment: There was no public comment.
3. Consent Agenda: Paul Kitchen made a motion to approve the consent agenda without amendments; this motion was seconded by Mary Burke. The motion was approved unanimously.
 - a. December 14, 2020 minutes
 - b. Finance Report
4. New Business
 - a. Discussion: Co-directors Report
- General Operating
 - The first of three vans paid for with funds from the Food Insecurity Infrastructure Grant has been delivered and is in use. Two more vans are forthcoming, to arrive in late March or early April. As long as the vans have arrived by the end of June, their cost will be covered by the grant funds.
 - T-Mobile Project 10 Million: Map Academy received close to 100 free hot spots from T-Mobile; the hot spots will be free for 5 years, providing about 20 gigabytes of data per device each month. The school has cancelled previous (fee-based) hot spots as a result.
 - Map Academy had a Snow Day on December 17, 2020; this means that the end of the year will be extended by one day. Potential future snow days would lead to additional extensions.
 - Facility issues
 - The countertop has been completed in the upstairs kitchen.
 - Aramark servicing: Coffee service has begun, which has been very popular with staff.
 - Two Zoom rooms have also been completed and are fully functioning with related screens and technology. The staff is currently learning how to make use of all of the functionality of the two rooms. Even following COVID, this functionality will be helpful for hybrid instruction.
- State Reviews & Requirements
 - ESSA Review: This review of entitlement funds was completed on February 5th. The review happens once every six years in the same year as SPED and ELE TFMs. Map Academy submitted about 75 pages worth of information to complete this review.
 - Map Academy's EPIMS/SCS has been certified with DESE.
 - [MCAS updates](#)
 - January testing has been cancelled by DESE.
 - Modified Competency Determination extended to 2021 graduates; this applies to about five or six Map students. This modification allows course credit to be counted toward the Competency Determination requirement in lieu of MCAS for those students who are otherwise eligible to graduate.

- Map Academy COVID-19 update: The school has navigated multiple instances of COVID quarantining, mostly among staff. Map Academy has managed to stay hybrid, despite potential need to shift to all-remote following the December break. The Co-directors, the school's nurse, and the social worker have taken the lead on contact tracing.
 - [Closely monitoring MA COVID-19 Response Reporting](#)
 - Plymouth - Week of December 17 - Present - Red
 - Plymouth - Week of December 10, 2020 - Red
 - Plymouth - Week of December 3, 2020 - Yellow
 - BinaxNow Testing Update: The BinaxNow Testing has been up and running since mid December. School leaders indicated that it has been both easy and helpful, and rarely a day goes by when this resource isn't used. Now, Map Academy has approval from DESE to use this testing resource for asymptomatic staff to accelerate staff return from quarantine from potential exposures. The Project Beacon portal supports notification of people regarding the results of their tests. The BinaxNow testing pilot is funded by the state through the end of the school year.
 - [Pooled Testing Update](#)
 - Map Academy has been accepted to participate in a new state pilot that provides pooled COVID testing. In this testing pilot, tests are batched (or "pooled") into groups of 5-10 tests which expedites determining results for more people. If a pool is found to have any positive tests, the individuals in the pool are retested using the BinaxNow individual tests. About 150 districts in the state are participating in the free six weeks of pooled testing.
 - [Concentric](#) is the provider for Map's pooled testing. Map keeps good records of who's in which pool, because Concentric will just notify that there's a positive in Pool 3, for example. Map plans to organize its pools using the way that students are currently organized in learning pods.
 - The pooled testing consent process is underway now and materials have been ordered. Map plans to scale up to testing 30 pools per week, which will yield results in 24-36 hours. Map plans to test on Thursdays and Fridays so results will be available before a new school week begins.
 - After the state-funded first six weeks, Map will continue to buy pool testing through the end of the school year. This should cost only about \$1000 per week when school pays for it directly.
 - Vaccination Schedule: Because they are running the COVID testing at the school, Rachel and the school nurse have received their first round of COVID vaccinations.
- Enrollment: Student and family interest in Map Academy continues to be really strong, with no end in sight to the demand for Map's offerings.
 - Current enrollment as of 2/4/21 = 199
 - 9 new students have started following the December lottery
 - 1 student graduated
 - 26 students are on the current waitlist.
 - Upcoming Lottery
 - The primary application window for the 2021-2022 school year is open, with a deadline of 2/16/21.
 - The lottery will be held on 2/23/21. Map is focusing recruitment on dropouts and older students.

- Academics/Student Engagement
 - Map has started extended hours, on Monday through Thursday evenings and some Saturdays by appointment. Also, Map will be open during February break 10-1 with the exception of Presidents Day. Both students and staff appreciate having access to the extended hours, and the school has plenty of entitlement funds to pay for the extended hours. Students can participate in evening hours in person or remotely.
 - Formalized Meeting Schedules/Teams meeting weekly: One positive side effect of COVID is that it prompted the Map team to further strengthen and systematize the regular team planning structures, which has led to stronger collaboration among staff.
 - Instructional Planning Team
 - Weekly meeting
 - New course development & course revisions
 - Academic programming
 - Monthly (at least) discipline based meetings
 - Postsecondary Planning Team
 - Weekly rundown of students approaching graduation
 - Graduate Seminar
 - Adult Supporter post secondary planning meetings
 - Student Support Team
 - Weekly full enrollment rundown
 - Daily log
 - Case management system for high risk students
 - Studio Teams
 - Weekly academic planning rundown
 - Coordination of academic and engagement outreach
 - Academic planning and case management
- Staffing/Professional Development: Another positive benefit of the pandemic has been that the team has focused on strengthening teaching and learning; professional development has contributed to the growth in this area.
 - [January 13 PD Day](#)
 - Academic Planning
 - Smartie Goals
 - Individual goals meetings
 - March 10 PD planning in progress
 - Postings are open for a wide range of positions. No new staff have been hired as of the time of this meeting, but the recruitment and hiring processes are underway. In addition to posted positions, the school leaders are hoping to hire people with administrative capacity in this next round of hiring.
 - In addition, the Co-directors are focused on developing internal leadership capacity. Some examples of staff leadership development include:
 - two staff working on PAL (alternative route to administrative licensure)
 - one enrolled in MA program in SEL/Wellness
 - one enrolled in MA program in Ed Leadership, Planning & Policy
- Institutional Advancement/Partnerships

- Rotary Club of Plymouth 12.14.20: This Rotary Club meeting was an opportunity to talk with local businesses about Map Academy. The Map team will follow up post COVID for internship possibilities for students.
 - Center for Reinventing Public Education Case Study (Christensen Institute): CRPE is developing a case study about Map Academy. To date, the developers have spoken with the school leaders, and will also interview some staff and students.
 - MA DESE Dropout Prevention Advisory Team: Map Academy leaders were invited to be on this team. DESE is seeing dropout data grow even worse during the pandemic, and has formed this group to provide advice on how this critical problem can be addressed.
 - Plymouth County Outreach (PCO) Hub: This group includes about 40 community organizations, mainly focused on mental health services, for students and adults. This important partnership is a great resource for Map.
 - Plymouth Family Resource Center: This is another community agency where Map is developing a new relationship.
 - South Bay Systems of Care
 - Nan Project: This organization has presented during Map professional development.
 - Break a Leg Theater Works: One of only a very few outside providers still coming to Map Academy to work with students. This organization has been doing programs out in the community as well, in a COVID-safe way.
- b. Discussion & Vote: Student Opportunity Act (SOA) Plan: Usually, when schools and districts submit grant applications to the state, DESE provides a dollar amount for which they are applying; however, this was not the case for the SOA plan. The SOA was not funded as of when submission was required of the Map Academy plan. Given the lack of funding parameters, school leadership decided to ask for a large amount of funds (\$300,000) so as not to shortchange the school in terms of potential funds that could be received. In general, Paul understood that the original intent of the SOA was to provide \$50 per student (tied to Chapter 70 funding), with priority to low-income and high-need students. Following plan submission, schools like Map were instructed to notify their boards that plans had been submitted as required. Liza Veto offered a motion that the board acknowledges receipt of the SOA plan submitted by Map Academy to DESE by the statutory deadline, and that the board knows that this plan has not yet been approved by DESE at the time of the board vote. The motion was seconded by Mary Burke, and approved unanimously by the board.
- c. Discussion: ESSER II & Preliminary FY22 Tuition: Map received \$200,058 in its ESSER II allocation for FY 22. FY 22 preliminary tuition figure is \$4,234,417, which is approximately \$100,000 more than what Map planned for in the five year budget. Map Academy's revenue is running significantly over what was expected due to additional funding received plus continued vigilance on staffing.
- d. Plymouth County CARES Act: the timeline for spending these funds has been extended through December 2021. At the Plymouth County Outreach Hub meeting, the Co-directors learned that a portion of these funds have gone toward housing assistance; they noted that some Map families receive this assistance. Map did receive a second round of funding from Plymouth County CARES in the amount of \$42,750
- e. As a board, next fiscal year, we may need to begin looking into creating some kind of capital fund, which would help the school to meet the state requirements for allowable carryover of funds. Josh noted that Map Academy was close to approaching the carryover limit this year, and the capital fund strategy would prevent this from becoming an issue in the future and be a good strategic financial decision as the organization grows.

- f. Last Friday, the state released its annual assessment of charter schools on a variety of financial metrics. Map scored very well on this fiscal assessment.
 - g. Discussion: Facility Update: Over the holiday break, Map Academy was scheduled to have the permanent railings installed in the facility. Unfortunately, due to contractor error, the railings were fabricated in the wrong size, which would have caused staircase access and other concerns. The school has received an extension from Inspectional Services for its temporary occupancy permit. The new, correct permanent railings will be installed over February vacation (February 16-18). There will be no additional cost to Map Academy as the problems resulted from fabricator error.
5. Old Business: As part of the school's strategic efforts at board expansion, Nancy Dawson was invited to join today's meeting as an observer, so she and the board would have the opportunity to meet each other and Nancy could learn more about the board's work.
- a. Nancy could bring experience with curriculum and instruction, online instruction, and working with at-risk students. Liza Veto will follow up with Nancy Dawson following the meeting for further discussion and next steps.
 - b. Discussion: Board Development: Rachel and Josh will reach out to a couple of additional potential board members and if they express interest, will connect them with Liza Veto for additional follow-up.
 - c. At the April board meeting, the board will discuss how and when to add ex-officio roles on the board (e.g. parent, student, staff), and who might serve in those roles.
6. Executive Session: At 4:56 pm, Mary Burke made a motion (seconded by Paul Kitchen) to enter an executive session and not to return to the regular session. A roll call vote was conducted, and all board members approved this motion.
7. Discussion: Comments & Announcements: No additional comments or announcements were offered by the board.
8. Upcoming meeting dates
- a. Monday, April 12, 2021
 - b. Monday, June 14, 2021

At the April meeting, we will set the calendar for meetings August and beyond.

9. Adjournment: The meeting was adjourned at 5:23 pm, following a motion by Liza Veto that was seconded by Mary Burke.

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- a. Discussion: Evaluation of Co-directors: The school leaders have been working with Mary Burke on their evaluations, which need to be on file by the end of the school year. Drafts have been completed using a template from Ed Board Partners, a contracted provider that ESE recommended Map Academy use. The evaluation drafts are mostly completed; portions remaining include a) the school leaders will complete a section about how the board can support them best in their roles; b) the board will provide ratings in each of the criteria. Because they're co-directors, the goals are the same for Josh and Rachel; however their individual competencies are different because each leader is doing different activities.
 - i. It was noted that completion of the school leader evaluations will address an issue that DESE had mentioned in the past, so this will be one of the few things that Map was missing on the state compliance end.
 - ii. Discussion of the school leaders' evaluations will be discussed during the April board meeting.
- b. Discussion: Co-directors' Intent to Extend Contract: Rachel and Josh are intending to extend their Map Academy contracts. At the April meeting, the school leaders will present the draft extended contract, for an additional five years, for the board's vote.