



Map Academy Charter School
Board of Trustees Meeting Agenda
April 12, 2021 - 4:00pm
Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:00 pm, with Mary Burke, Paul Kitchen, Josh Charpentier, Rachel Babcock, and Liza Veto in attendance.

2. Public Comment: There was no public comment offered.

3. Consent Agenda: Mary offered a motion and Liza seconded the motion to approve the consent agenda.

- a. February 8, 2021 minutes
- b. Finance Reports

The board agreed to address Executive Session items next, out of order from the original agenda.

Josh offered a motion to address the old business portion of the agenda next; Rachel seconded this motion and the board approved it unanimously.

5. Old Business

a. Discussion: Board Development

- i. Timeline for additional Ex-Officio roles: See below information related to this topic contained in notes about discussion between Rachel Babcock and the DESE charter office.
- ii. Recruitment of new members: Nancy Dawson appreciated learning more about the Map Academy board. She jointly decided with Josh that she would be more interested in contributing by volunteering instead of serving in a governance role, so will not join the Map Academy board.

Rachel spoke with the DESE Charter Office about some questions regarding board member recruitment. For purposes of member recruitment, the board does not need to eliminate anyone who has ever contracted with or may contract with Map Academy to provide a service. As long as that person speaks to the state Attorney General's office and is able to understand and meet relevant conflict of interest regulations, it is not necessary to automatically exclude them from serving with the board. Rachel provided an example: If an attorney contracted with Map on a small scope of cases, and spoke with the Attorney General's office about whether or not they could abstain from those types of issues on the board, they could potentially serve as a board member. Rachel reported that in a commendable effort to ensure the board was handling board membership correctly, Map may have been too strict, and there may be more flexibility available which could support member recruitment efforts. The Map Academy board minimum is five members, with a maximum of 15 members including ex officio (voting & non-voting members).

As Map approaches charter renewal, the Charter Office will reach out to Rachel this summer to talk about reviewing and potentially updating the board bylaws during SY 21-22, considering issues like term limits, ex officio members, and potentially adding staff/student/parent members to the board, to address the current board needs which may be different than those at the time of Map's founding. As such, it is recommended that Map recruit more voting members and table adding ex officio members until the voting members are secured.

Mary asked if Ed Jacobs is still on the board. Rachel noted that Ed has not participated but also has not resigned from the board as of today. Mary will follow up with Ed to determine his future plans. Mary stated that she sits on the Health Imperatives board, and she wondered if they might have anyone on the staff who might be a good fit for Map board service. Mary will follow up with Rachel to discuss this idea further.

Paul asked if Josh and Rachel have considered asking one of the Map graduates to serve on the board. Rachel indicated that they have considered it. However, they want to make sure they can find someone who wants to make the commitment to the governance role, especially in the context of school, work, and other commitments. It would also be helpful to bring on a couple of different non-educator members at the same time to be more inclusive.

6. New Business

a. Discussion: Co-directors Report: Board members reviewed the report and did not have any additional questions or follow-up for the co-directors.

b. Discussion & Vote: 2021-2022 School Calendar: Josh reported that the SY 2021-2022 calendar meets the state 180 day requirement, and that one major difference for next year is that it includes three graduation days, in August, January, and June. These will be professional development days to allow staff to prepare and make holding the graduations in the building sustainable operationally. The calendar also includes dual labeling of Columbus Day/Indigenous People's Day and the new statutory requirement around Juneteenth. Liza offered a motion to approve the SY 2021-2022 calendar, which was seconded by Josh. The board approved the calendar unanimously.

c. Discussion & Vote: 2021-2022 Employee Guidelines: Josh reviewed the proposed changes to the employee guidelines. These changes will take effect for SY 21-22 even though the board is approving them today. When new employees start and returning employees come back, they need to sign documentation acknowledging that they've read it. Liza offered a motion to approve the SY 2021-2022 employee guidelines, which was seconded by Paul. The board approved the employee guidelines unanimously.

d. Discussion & Vote: Amended FY21 & Preliminary FY22 Budget: Josh reviewed the FY 21 budget, including contracted and outsourced services. For example, Josh noted the additional accounting services being utilized to ensure accurate documentation and accounting of COVID-related grant funds. Josh also noted where the COVID PPE-related costs show up in the budget. Currently, only about \$16,000 over the expenses projected. Mostly, this is because Map has had lower staffing costs. The budget does not include any funds that have not yet been allocated. One of the biggest FY 21 lines is the increase in COVID expenses.

Paul asked if Map would be contracting for any additional social emotional services for students. Josh indicated that this would not happen in FY 21 but would happen in FY 22, due to the COVID relief funds. Rachel noted that a new social worker would be coming on board

toward the end of April, and that they're also looking actively to hire another outreach person. Rachel also stated that Map will be running its summer program five days a week. The school has already been running the evening program, which has been increased to four days per week from three. Paul noted that the state is stressing this type of support; noted that DESE will be following up on this topic and that it's an integral part of the state reporting process, beyond just PPE.

School leadership is also in the process of figuring out how to contract for or establish a high school equivalency services for students who cannot persist to graduate. Mary asked if students would be referred to outside providers, and Rachel indicated that Map was going to start trying to provide those services in-house at the school. Rachel stated that existing local programs are really dedicated to truly adult learners who don't need any wraparound services, which doesn't seem like a match for most Map students. Josh and Rachel have been learning from Holyoke Opportunity Academy, which provides similar services, and have consulted with the relevant DESE contact who believe that Map would qualify to offer these services at the school. DESE will launch a new RFP in FY 22 or FY 23 to provide support in this area, and Map will plan to apply. In the meantime, this summer, the school will use existing staff to pilot supporting students for the high school equivalency exam, which can be done remotely now. This pilot will include students with strong skills who don't plan to persist to earn all of the credits needed for a diploma. If in the future, Map were to become an actual adult ed site, that would require hiring new staff.

For FY 22: School leadership is estimating approximately \$693,000 greater revenue than in FY 21. The only number that is not fully confirmed is the ESSER III number; however, the number has been provided by the state as a reliable estimate. If every open position were to be filled, the school would spend approximately \$922,000 more in salaries and benefits; however, the school has never filled every position. Josh noted that budgeted building expenses will drop in FY 22 due to the larger expenses in this line in FY 21 for costs associated with occupying increased space due to the building renovation. Estimated total FY 22 expenses are approximately \$750,000 more than in FY 21.

Josh also reviewed the five year budget, which includes a surplus each year, with contingencies built in each year. Josh noted that a surplus will be built over the next five years; he would like to explore further with Paul the development of a capital fund. Paul suggested that Josh reach out to the DESE charter office to learn more about this, and also the option of allocating to an employee benefits fund. Josh will check if this is something charters need to do, similar to districts, and will report back on this at the June board meeting.

Liza offered a motion to approve the FY 21 budget, which was seconded by Mary. The board approved this motion unanimously.

Rachel offered a motion to approve the preliminary FY 22 budget, which was seconded by Josh. The board approved this unanimously. The board will revisit the FY 22 budget after the school receives final ESSER III numbers.

Mary left the board meeting at 5:19pm.

e. Discussion & Vote: Hairpin Contract: School leaders offered a new contract to continue the team's communication work with Hairpin Communications, LLC. Rachel noted that they have heard lots of positive feedback about Hairpin's previous Map Academy deliverables, and that she and Josh have noticed an improvement in the quality of employment applications since they began their work with Hairpin. The company has and would continue to provide communications support around student recruitment, staff recruitment, institutional advancement, website, and social media. The board asked that the contract be revised slightly to include more detail about deliverables and intended timeline. Paul offered a motion to engage the services of Hairpin Communications, LLC for \$20,000 for services provided in May and June 2021; Liza seconded this motion. The board approved the motion unanimously. Paul also noted the board's intent to extend work with Hairpin beyond the June date, based on a revised contract that will be brought to the board for review during the June meeting.

f. Discussion & Vote: City Fresh Foods Contract: School leadership explored alternate food service to better meet the school's needs. City Fresh Foods, the proposed vendor, has piloted food with students and staff, and is a locally-owned business excited to partner with Map Academy. The quality of the proposed vendor's food is a significant improvement over the existing vendor. Rachel noted she thinks the quality of this food will help make students want to come to school. Liza noted the potential for partnership with City Fresh Foods in support of students interested in food service and nutrition; Josh indicated that a student will be interning with the organization post COVID. Liza offered a motion to approve the City Fresh Foods contract, which was seconded by Paul. The board approved the motion unanimously.

g. Discussion: Facility Update: Josh was happy to report that the final, correctly-sized railing has been installed. Josh stated that Inspectional Services will be coming to inspect the building over the summer after school gets out, and that this inspection will include the railing. Josh reminded the board that the railing was replaced at no cost to Map Academy as a result of the error being made by the contractor.

7. Discussion: Comments & Announcements: There were no additional comments or announcements.

8. Upcoming meeting dates

a. Monday, June 14, 2021

b. Establish Board meeting schedule for FY22: Rachel proposes that the board set an August meeting date, and then at the June meeting, vote on the calendar for the rest of SY 21-22.

Monday, August 16, 2021 is confirmed for the date of the August meeting.

9. Adjournment: Paul offered a motion to adjourn the meeting, which was seconded by Liza. The board approved this motion unanimously. The meeting was adjourned at 5:40pm.