



Map Academy Charter School
Board of Trustees Meeting Agenda
August 16, 2021 - 4:00pm
Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:06pm, with Paul Kitchen, Josh Charpentier, Rachel Babcock, and Liza Veto in attendance.
2. Public Comment: There was no public comment offered.
3. Consent Agenda: Josh made a motion and Liza seconded the motion to approve the consent agenda. This motion was approved unanimously by the board.
 - a. June 7, 2021 minutes
 - b. Finance Reports
4. New Business
 - a. Discussion: [Co-directors Report](#) (See end of document for the complete report content.)
 - b. Discussion: Annual Report: The report providing an overview of SY 20-21 was due to DESE by July 30th, and was submitted on time. Josh noted that there are a lot of parallels between the annual report and the charter renewal process; there are some elements of the annual report that can be repurposed, in whole or in part, for the charter renewal application. The report is considered a draft until it has been approved by DESE; that approval should happen between now and October. The Co-Directors will share approval information at the October board meeting. The annual report will become a public document once it's reviewed, and will be posted to the Map site.
 - i. Rachel and Josh noted the interrupted data collection/availability for multiple metrics contained in the report, due to COVID. Josh noted that the Filemaker Data Dashboard will help collect data that will be used in the SY 21-22 report; Rachel also noted that DESE indicated that they're planning to go back to the regular MCAS schedule in SY 21-22.
 - c. Discussion: COVID-19 Update/Return to School: Map has been approved to offer all three forms of COVID testing for SY 21-22; DESE has chosen CIC Health as the testing partner. The three forms are:
 1. Symptomatic/rapid testing (same test that Map used last year)
 2. Test and stay, which is the new state protocol for asymptomatic close contact testing. There is no need to quarantine staff or students anymore (whether vaccinated or not) if they consent to a rapid test each day for five days and remain symptom free.
 3. Routine pooled testing is now being called Routine COVID Safety Check. The state changed the name after focus groups with families and

students, in order to help people understand better what this type of testing is about and encourage them to participate.

- ii. [Mobile Vaccine Clinic](#): Starting next week, Map Academy will host a mobile vaccine clinic weekly on Thursdays through September; there may be a second round in October depending on whether a two-dose vaccine is provided. Two nurses provided by the state will staff the clinic. The clinic will be open to staff, students, and families, though Rachel noted that all staff are already vaccinated.
- iii. DESE, as of now, doesn't plan to mandate masks; fully vaccinated people have a choice of whether they wear masks or not. Map is well supplied with masks if local authorities decide to implement a mask mandate. Map doesn't plan to issue its own mandate on masks, but will follow any mandates and requirements set forth by the State.

5. Old Business

- a. Discussion: Speedbumps: Installation of the speedbumps has been delayed because the company couldn't complete the work before school started. Josh is working with the company to determine a day when school is not in session that they can be installed with minimal disruption.
- b. Discussion & Vote: Co-directors Evaluation for 2021-2022
 - i. Process: Liza shared the proposed evaluation process for the Co-Directors for SY 21-22, including information about responsibilities for the Co-Directors and the board. The Co-Directors will provide a mid-year report on their progress at the December 2021 meeting, and an end-of-year report at the June 2022 meeting. Liza will serve as the board's evaluation point person for this process.
 - ii. Rubric: Will need to do some work in the descriptors, because those are written for school and district leaders and not always applicable for Map Academy's model, and/or not applicable for the dual school/district leader roles that the Co-directors have. Will try this process and rubric for SY 21-22 and assess next summer whether any revisions are needed for SY 22-23.
 - iii. Co-Directors' Report will be a template organized by this rubric. The Co-Directors will use a tagging system to categorize reported items in alignment with the rubric.
 - iv. Paul made a motion for the board to approve the evaluation process and evaluation rubric for SY 21-22. Josh seconded the motion. The board voted unanimously to approve the motion.
- c. Discussion: Board Development
 - i. The board has received a letter of resignation from member Ed Jacoubs. Josh moved to accept the resignation; Paul seconded the motion. The board voted unanimously to accept the resignation, with the board's considerable thanks for Ed's steadfast commitment to Map Academy and its students and for serving as a founding board member.
 - ii. Josh and Rachel have a meeting with the Plymouth Y Executive Director to discuss potential board membership for him or his associate director. They will visit the school later this week.

- iii. The Co-Directors have reached out to another local businessperson to determine interest in serving on the board. They will have a new potential board member to bring to the October board meeting, and another to the December board meeting.
 - iv. We will revisit board roles once we know about new people joining the board.
6. Discussion: Comments & Announcements: No comments or announcements were offered.
7. Upcoming meeting dates
 - a. Monday, October 18, 2021: Unless public conditions do not allow, Rachel and Josh will meet in person at the school; board members are welcome in person or by Zoom, in a hybrid model for the meeting.
 - b. Monday, December 13, 2021
 - c. Monday, February 14, 2022
 - d. Monday, April 11, 2022
 - e. Monday, June 13, 2022
8. Adjournment: Josh moved to adjourn the meeting; this motion was seconded by Liza. The board approved the motion unanimously, and the meeting was adjourned at 5:01 pm.

Co-Directors' Report

- General Operating
 - SY20-21 Data Collections: All of the Map Academy data collections (listed below) were submitted to DESE in advance of the deadline and all have been certified by DESE deadline.
 - SIMS
 - EPIMS
 - SCS
 - SSSDR
 - FY21 Audit: Josh reported that the audit work is well underway; they are collecting documents and sending them to the auditor. The goal is to have the audit completed by the October 16, 2021 meeting so the board can vote on it and the Co-Directors can submit it in advance of the November 1, 2021 DESE deadline.
 - Filemaker Dashboard Rollout: The Filemaker Dashboard is ready to roll out to staff. The Co-Directors will provide an update about the rollout at the October meeting.
 - Medical and Dental Insurance Rates: Josh reported that in positive news, the rates for staff medical and dental insurance came in 1.5% less than last year.
 - The additional two vans were delivered in mid July. The vans were funded with competitive grant funds.
 - New internal doors were installed about two weeks ago for the office spaces that weren't changed in the renovations, replacing damaged doors.
- Map Academy COVID-19 update: These updates are captured in item 4c, above.
 - *Agenda item*
 - Onsite Vaccine Clinic
 - Updated COVID testing systems

- Academics/Student Engagement
 - June Graduation - Twenty-nine students graduated during the June 24th ceremony.
 - August Graduation - The August 25th ceremony will be held at the school at 4pm; board members are welcome. There will be an estimated six graduates at this time.
 - Enrollment update - Map Academy is fully enrolled as per the school's growth plan. The school will hold a lottery on August 23rd to establish a waitlist for spots that open during the school year. The Co-Directors estimate the school will have about 225 students for the school year; this means the school will be a bit overenrolled, which is a positive.
 - New Student Orientation will be held on August 26th, with about 71 new students joining Map Academy this year.
 - Summer updates:
 - Summer Studio: Following July 4th through last week, Map Academy has been open to students Monday through Friday, 10am-3pm. At least 50% of students came to school in-person for at least some of the summer.
 - Curriculum development & revision: Teachers used the Summer Studio time when not working with students to work on curriculum development and revision. Rachel noted that it has been a very productive summer for staff.

- Staffing/Professional Development
 - PD Calendar for 2021-22 school year: Staff professional development will start on August 23rd, a week from today. Map will hold a full week of PD, returning to its summer PD schedule from 2019 after additional COVID-related PD was provided in summer 2020.
 - Priorities: Anchor training (small group relationships and academic advising), Cultural Responsiveness, Trauma-Informed Best Practices.
 - To date: Eleven new hires for next year, potentially 12. These include backfills for the three resignations noted below.
 - Math Teacher
 - Science Teacher Leader
 - History Teacher
 - Community Support Partner
 - Wayfinding Coordinator
 - ELA/Computer Science
 - Science Teacher
 - Humanities teacher
 - Science Teacher
 - Map Academy Alumni Fellow
 - Licensed Clinical Psychologist (.4): Previously this support had been contracted out; Map's special education consultant recommended this candidate.
 - Three resignations

- Dissemination/Institutional Advancement/Partnerships/Grants
 - Springfield Public Schools: SPS has had a few conversations with Map Academy to learn from the school's expertise about how to best serve students at high risk of dropping out.
 - Lighthouse - Holyoke: A group in Holyoke is thinking about starting a school, and wanted to learn from the Co-directors experiences as school founders.
 - *Education Week* interview: Co-directors were interviewed for an *Education Week* research report. They will share the publication with the board when it becomes available.
 - Plymouth Family Resource Center: Map Academy staff attended Plymouth Family Resource Center's one year anniversary fair, to bolster the school's relationship with this important local organization.
 - Barr Foundation: The Co-Directors are in discussion with the Barr Foundation about a potential future grant, separate/different from previous ENE grant.
 - Mentoring: LMACS Charter Leader: The Co-Directors have been partnered with Lowell Middlesex Academy Charter School, which has a new Executive Director. They will provide informal mentoring, touching base as the new leader needs.
 - SXSW EDU proposal: Map Academy has submitted a proposal to lead a session at SXSW EDU. The proposed session will be a facilitated conversation with two alumni, as a live episode of the Education Disruption podcast. Public voting for session selection runs through August 26th; Map will find out in September if the proposal was selected.
 - Father Bill's/Mainspring: The Co-Directors are participating in an advisory committee determining whether to respond to a HUD-funded RFP for youth housing funding for the region. If that goes through, Map could potentially tap into some of that funding for Map students. Rachel noted that this funding source would be in addition to the various funding streams the school already receives from DESE.
 - Algonquin Heights Health & Information Fair: Map Academy participated in this fair at a local housing development where several Map students live.