



Map Academy Charter School
Board of Trustees Meeting Minutes
June 7, 2021 - 4:00pm
Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:14pm, with Paul Kitchen, Josh Charpentier, Rachel Babcock, and Liza Veto in attendance.
2. Public Comment: There was no public comment offered.
3. Consent Agenda: Paul offered a motion and Liza seconded the motion to approve the consent agenda. This motion was approved unanimously.
 - a. April 12, 2021 minutes
 - b. Finance Reports
4. New Business
 - a. Discussion: Co-directors Report: Board members reviewed the report. Additional information and discussion was provided on the following report items:
 - i. Data dashboard: The Co-Directors shared that they have been working with the contractor who has worked with Holyoke Opportunity Academy in order to build a prototype of a data dashboard for Map Academy. The dashboard will track metrics such as engagement, student and staff outreach, and other measures. They are using grant funding to build it and are pleased with the vendor's work to date.
 - ii. State reviews & requirements: the DESE ELE Tiered Focus Monitoring has been completed with no findings of any problems or concerns; Map also had no findings on the Special Education TFM. The Co-Directors are pleased that DESE recognized that Map has all of the necessary systems in place to support ELL and SWD students. In addition, the Co-Directors are pleased with the school's participation rates in the spring 2021 MCAS administration.
 - iii. COVID-19: Pooled testing will continue through the rest of the school year, and then weekly through August. New DESE guidance came out today that mask-wearing is optional for the summer for vaccinated students and staff. Onsite rapid testing will continue to be offered.
 - iv. Academics/Student Engagement: Map Academy's spring graduation will be held June 24th at the Hotel 1620 in Plymouth. Following graduation, Map will hold a summer session, July 6th - August 13th, 10am-3pm, five days per week. In the Map Student Opportunity Act (SOA) plan, the school identified a priority to expand summer programming; as a result, they are using SOA funds to pay for this program. Looking ahead to SY 21-22, 45 new students have been fully

registered to date; Map is anticipating bringing in 60 new students total. The school continues to receive applications every day.

- v. Staffing/Professional Development (PD): All staff will be included in a July PBL 101 PD session led by PBL Works; this PD was funded partially with grant funds. Map has nine new hires to date for SY 21-22, with two already starting work due to their availability. Only one staff member was non-renewed; the Co-Directors are pleased to report that the school is growing its ability to identify the right staff, recruitment, and onboarding.
- vi. Institutional Advancement/Partnership/Grants: The Co-Directors are serving as charter school site visitors for DESE; they have completed some visits already and have found it to be a good PD opportunity to see how the process works from the perspective of a visitor instead of a school being visited. The school was notified last week that it had been awarded a \$15,000 civics grant. In addition to the PBL 101 PD described above, the grant will be used to update the history curriculum and add a more robust approach to the civics project.
- b. Discussion: Federal Grants Monitoring Completion: Map has provided successful documentation that met the monitoring requirements; no additional follow-up is required.
- c. Discussion: Board Member Management System Requirements: Reminder to board members that annual financial disclosure and conflict of interest documentation is being requested by DESE during this time period. Board members will reach out to Rachel with any questions.
- d. Discussion: Co-directors Evaluation Process: Liza will meet with Rachel and Josh in July to draft a proposed process for handling the Co-Directors' evaluation process for SY 21-22. Josh, Rachel, and Liza will bring a draft to the August board meeting for board members' review and approval. Following process approval, in September, Rachel and Josh will set their goals and will establish data sources to provide evidence for goal success.
- e. Discussion: Speed bump installation: The school plans to install speed bumps around the building to minimize speeding; the landlord has already approved this installation. The school has selected a vendor from the state contract list, and the cost is much cheaper than anticipated. The school is working with the vendor now on the timeline, and will start by installing three speed bumps at a cost of \$7500.
- f. Discussion: Charter School Excess Surplus Update: Following up from the April board meeting, the Co-directors researched how excess surplus works and the establishment of capital plans. In terms of process, a capital plan must be included in a school's annual report; that report is approved by the Commissioner. Any capital plan would establish an annual contribution amount that is required each year, regardless of whether funding is down. The annual report is submitted at the end of July/beginning of August each year, and then the approval process takes a few months. At this point in time, the only thing that Map would use a capital fund for is the purchase of the building. However, there have been many benefits to leasing so far. Map does not want to establish a capital plan at this time, due to a) the lease benefits, b) remaining below

the carryover threshold (see below), c) only having three of the five years of audited financials required to obtain credit, and d) need to complete charter renewal in SY 21-22.

- i. Related: Map Academy will not go over the threshold for allowable carryover funds in the immediate future, as shown in the financial documents reviewed earlier in the meeting. Currently, Map is under the threshold, putting it a few years out from needing to address this by establishing a capital fund; the Co-Directors will continue to keep an eye on this. Paul asked about how federal entitlement grants count toward the threshold. Josh reported that Map has spent down entitlement grants, with minimal carryover.
 - ii. Map is planning to spend ESSER II and ESSER III over an extended period to avoid spending enough federal funds during one fiscal year to trigger an additional federal audit, thus conserving resources which would have to be invested in that additional layer of audit.
 - g. Discussion & Vote: Revised Hairpin Communications Contract: Follow up from April meeting: The Hairpin contract has been updated to add more detail and milestones to the contract. Liza offered a motion to approve the revised contract, which was seconded by Rachel. The board approved this motion unanimously.
 - h. Discussion & Vote: SY21-22 Board Calendar: The state has extended remote participation in public board meetings until April 1, 2022. The Co-Directors proposed a hybrid board meeting option through SY 21-22, in which the August meeting would be held remotely, and then all other meetings would be hosted in the Map Academy Cabinet Room for those who can attend in person and hosted simultaneously by Zoom to allow for remote participation. Liza made a motion to approve the SY 21-22 board calendar and hybrid meeting format; Paul seconded the motion. The board approved this motion unanimously.
5. Old Business
- a. Discussion: Board Development: Josh will follow up with Mary between now and the August board meeting re Ed Jacobs' board membership.
 - i. Recruitment of new members: The Co-Directors plan to work on board development over the summer with a goal of potential new members ready to propose at the August and October board meetings.
6. Discussion: Comments & Announcements
7. Upcoming meeting dates
- a. Monday, August 16, 2021 (remote)
 - b. See above item
8. Adjournment: Josh moved to adjourn the meeting; this motion was seconded by Paul. The board approved the motion unanimously, and the meeting was adjourned at 4:56pm.