



Map Academy Charter School
Board of Trustees Meeting Minutes
March 14, 2022

1. Call to Order/Attendance: The meeting was called to order at 4:03 pm. Board members Mary Burke, Rachel Babcock, Josh Charpentier, Derek Paiva, and Liza Veto were in attendance. Anre Dowell was also present; see “New Business” below.
2. Public Comment: No public comment was offered.
3. Consent Agenda: Josh made a motion to approve the consent agenda. Mary seconded the motion. The board approved the motion unanimously.
 - a. December 13, 2021 Minutes
 - b. Finance Reports
4. New Business
 - a. Discussion: Board membership updates: Rachel introduced Anre Dowell, who has been part of Map Academy’s journey from its early days; the Co-directors are bringing him to the board today for consideration as a board member. Anre was one of Map Academy’s first hires, helped recruit students to the founding class, then was a Map Academy Fellow and Community Support Partner for three years. Anre decided to pursue another professional opportunity at the end of last school year but has remained a very connected Map community member. Anre also brings life and professional experiences related to youth mentoring and is very connected to Map’s vision and mission. Anre is observing today’s meeting to understand better the roles and responsibilities of the Map Academy board.
 - b. Discussion: [Co-Directors Report](#) (See end of this document for the complete report content.)
 - c. Discussion: Co-Directors’ yearly evaluation process update
 - i. Midyear Progress Update: the Co-directors walked the board through a mid-year update of the Co-Directors’ progress to date, using the evaluation rubric approved by the board at the beginning of the year. The Co-directors described how they are using AirTable to tag updates from each board meeting so they are aligned to rubric elements; this is designed to make the evaluation process more manageable at the end of the year.
 - ii. [Spring next steps](#): Liza refreshed the board on the steps in the evaluation process that are forthcoming this spring and summer. At the April 11th meeting, Liza plans to provide additional information about how board members will contribute to this year’s evaluations. Liza also noted that having this type of clear and structured evaluation process in place is one of the governance elements that DESE will look for as part of the Map Academy charter renewal process.

- d. Discussion & Vote: 2022-2023 School Calendar: The Co-directors noted that the school is reformatting the calendar document to make sure it shows all 12 months of the year since Map is open for students all year and more accurately depicts the nature of the operating days. The proposed SY 22-23 calendar meets all of the requirements for seat time and days required by the state. Josh offered a motion to approve the School Year 2022-2023 calendar; Mary seconded the motion. The board approved the motion unanimously.
- e. Discussion: Charter Renewal Kickoff: After its original five-year charter, Map Academy's charter is up for renewal in SY 22-23. The Co-directors walked board members through the table of contents for the renewal application, noting that DESE's emphasis is on faithfulness to mission, any changes to the school's original plan, and other elements. The Co-directors noted that dissemination of the school's model is one criterion, and Map's efforts on committees, at conferences, the podcast, and other strategies all respond to that requirement. The Co-directors will draft the charter application, which will be discussed at the board's June meeting and voted on in July before submission to DESE by August 1st..
 - i. Timeline: The application document will be submitted (with supporting documents) by August 1st; as part of the application review, DESE can ask for any additional documents. There will also be a visit to the school, likely in October or November; the school will likely learn the visit date in August. The Co-directors have both participated in site visits to other schools in the past year, which will be helpful preparation as well.
 - ii. In advance of today's meeting, Liza reviewed the governance section of the renewal application; she suggested that other board members might want to do this as well, since board governance is one of the criteria on which Map's renewal application will be reviewed. Liza stated that although the board is doing well on many of the responsibilities identified in the application, it also reminded her of some items the board has discussed previously which need additional follow-through. For example, the board previously discussed training for new board members but wanted to wait until new members had joined; Rachel said they would look at getting this training scheduled for the early fall. In addition, the Co-directors plan to incorporate additional disaggregated student data into the Co-Directors' Report whenever possible so the board understands how different subgroups of students are faring. Finally, we will also look for additional opportunities to communicate with other members of the school community, such as graduation, school visits, and Map's end-of-year celebratory activities for students and staff.
- f. Discussion: DESE Special Education Determination: Over 50% of Map Academy's students are on IEPs, one of highest percentages in the state, so this state review process was a ton of work for the Map team. Therefore, it is a significant accomplishment that Map Academy has met all requirements. Rachel offered a shout-out to Map's Special Education team for their work on review.
- g. Discussion: FY23 Preliminary Budget Rates & Budget Timeline: About 90% of Map Academy's budget comes from tuition and is driven by enrollment. When the

Co-Directors started Map Academy, they created a conservative budget because they weren't sure where tuition would go. That original budget assumed about \$1 million less in tuition than Map's tuition projected for FY 23. This is a great sign for Map Academy's financial situation, in addition to the state and private grants Map has won on top of this figure. The school will now base its FY 23 budget on the \$5.5 million figure provided in the January 26, 2022 Projected FY23 Charter School Tuition and Enrollment spreadsheet posted to the DESE website. The Co-Directors will bring a proposed FY 23 budget to the board's April meeting for consideration and vote.

5. Old Business

- a. Discussion: Board Development: The board is continuing its goal to bring a potential new member to each meeting, with Anre participating today. Currently, the Co-Directors are working on this and believe they'll be able to bring a potential member to the April meeting who is the parent of a former Map student. The Co-directors also plan to attend the Old Colony YMCA meeting with Derek later this month to learn from that board's development.

6. Discussion: Comments & Announcements: No additional comments or announcements were offered.

7. Upcoming meeting dates : The Co-Directors will bring proposed SY 22-23 meeting dates to the April 2022 meeting. Massachusetts has extended virtual meeting permission through July 15, 2022.

- a. Monday, April 11, 2022
- b. Monday, June 13, 2022
- c. Monday, July 25, 2022 : Special Meeting: Charter Renewal Application Vote
 - i. We will add a short meeting in July so that the board can vote on the school's charter renewal application, which must happen before it is submitted on August 1st. The Board will need to monitor this date as it pertains to the provision for virtual meetings, which has currently been extended only through July 15, 2022. If that provision is not extended, this meeting will be in person at Map Academy.

8. Adjournment: The meeting was adjourned at 5:29pm.

Co-Directors Report

● General Operating

- Website translation functionality: The entire Map Academy website is now translatable, making information about Map Academy more accessible to a diverse array of stakeholders.
- Gutter installation
- The last day of school for SY 21-22 (Day 180) is now June 28, 2022. This resulted from power outages on October 27 & 28 and snow days on January 7 & 31.
- Filemaker auto updating/importing: Dashboard system that automatically imports data from other sources daily. This makes it much easier for staff to look at multiple data sources coherently in real time.
- HVAC company shift

- Civil Rights Data Collection: this is a statutory requirement that Map Academy has completed successfully.
- Potential building renovations - summer 2022: The school has a small space known as the “wood room” that was never renovated, meaning the space hasn’t been used well. With this renovation, the space will be made more part of the studio in which it exists. The renovation will also add windows to small offices with no natural light.
- Map Academy COVID-19 update
 - DESE mask updates: Per state guidance, masks are now optional in school, including at Map Academy. It has been a smooth transition, with several staff still wearing them and some students as well. The school has plenty of masks available for those who want them.
 - Take home COVID testing option: Map Academy currently has a considerable test surplus; demand for tests has significantly declined as we emerge from the pandemic.
- Academics/Student Engagement/Enrollment
 - January Graduation: Five students graduated in January, which was right on pace with staff predictions for student completion.
 - Enrollment: The demand for Map Academy is stronger than ever, and the school has maintained full enrollment.
 - The school continues to work its way through the waitlist from the November lottery, which included about 40 prospective students. Once a school year starts, about 50% of people on the waitlist decide they’re still open to transitioning to Map. Sometimes former students re apply and return to the waitlist to come back to Map.
 - The primary enrollment lottery for Fall 2022 was held on February 23, 2022.
 - Pre-enrollment & waitlist data submission: This required information was submitted to the state in full and on time.
 - The next interim lottery will be held Tuesday, April 5, 2022 for students who still want to join Map Academy this year.
 - [Specialized Career Guidance](#) - Engagement to create career pathways infrastructure: Judy Vigna has done phenomenal work around creating a career pathways infrastructure, she is the founder of a company that specializes in leveraging partnerships to help students find their way to careers. Map has contracted with her to identify existing partnerships that can be built out more deliberately, make use of potential grant funding, and connect students to better paying career paths.
 - [iDecide](#) Cohort 1: This Mass General program provides education for students who have had substance issues. Map Academy will have access to that intervention-based program and curriculum, which is a harm-reduction model.
 - FLEX block offerings - A range of elective options and seminars have been offered in the past two cycles
 - Winter
 - Spring

- Post-Grad Fair Series & College tours: Across multiple weeks, a wide variety of partner organizations are participating, including several branches of the military.
- February 15 claim form submission
- Father Bill's onsite Info & Intake Session: There was great turnout for this session, with considerable demand for housing in Map's population. Approximately 10-12 students had intake meetings, meaning they qualify as housing-insecure.
- Staffing/Professional Development
 - Summer Studio 2022 schedule & staffing: Map will run a six week summer program, four days per week from 10-3. The goal continues to be to move toward year-round school. The school will be closed the week of July 4th, then open the rest of the summer.
 - Enhanced teaching role rollout & flex scheduling update: In our goal to extend into more robust evening programming and summer programming, the Co-Directors took a hard look at teacher burnout, the great resignation, and other factors affecting educator employment broadly. They also looked hard at what Map can do to reward staff and extend capacity. Previously, the school has used a stipend strategy to extend staff capacity; this hasn't been optimal because a) the stipends weren't sufficient for the work undertaken and b) it doesn't guarantee capacity, which leaves Map scrambling to build an after-hours schedule that meets students' needs. The Co-directors have surveyed staff about interest in potential enhanced roles that will include them working summer and/or evening sessions for higher pay. Student tuition rates from Student Opportunity Act and from increased enrollment according to Map's approved growth plan will support this initiative and sustain it.
 - License, need, demonstrated capacity are important criteria for selection; for the future, will need to develop selection criteria if there are more candidates than available slots.
 - The Co-Directors are also actively working on transportation for the evening program, including an Uber option. The longer term goal is to hire support to use the school's vans in the evenings as well.
 - Schedule for next year: Map is offering two different schedules for staff, one starting at 8, one starting at 10, to make more standardized adult scheduling accommodations and provide additional, sustainable support for enhanced programming.
 - January Full Staff PD - PMT (Deescalation & Restraint Training), Part 2, Theory of Action cycle reflection, individual and studio planning time.
 - Leadership training on establishing a comprehensive approach to hiring and retaining a diverse workforce - [Cheryl Harris and Associates](#). The Co-directors have begun this training with Cheryl Harris. They have already started to apply that learning, such as by changing job posting language to encourage a diverse candidate pool.
 - Full staff PD 3/16/22 DEI emphasis
 - 2022-2023 staff recruitment: Map Academy has posted several jobs for next year, which will be the last full growth year in the growth plan. There will be three new positions and any openings created via non renewals. Map is posting a position which it hopes will be in

partnership with Boys & Girls Club and the Glynnt Foundation: there is a music center at the Boys and Girls Club next door to the school that isn't used during the day. The goal is that the Performing Arts Coordinator position will enable Map to use that space during the day for elective offerings, and that role will be on the extended day schedule to help the Club with teaching and learning in their programs after hours. Details of this position and partnership will be finalized once a candidate is identified.

- The school has also posted .5 visual arts and .5 wellness roles.

- Dissemination/Institutional Advancement/Partnerships/Grants

- MA DESE Alternative Accountability Team: The Co-directors are part of this small team of alternative education leaders who are helping to define what accountability metrics should look like for schools like Map. Map's currently approved accountability model is being used as the example for this committee's work.
- Digital Learning Annual Conference ([DLAC](#)) Presentation: Map Academy's presentation at this conference included information about the school's accountability metrics.
- Trauma and Attachment Network: Attended and presented at Creating [Trauma Sensitive Schools Conference Presentation](#): The Co-directors and Map social workers presented.
- [SXSU EDU](#) -- Attended and presented: Rachel presented with two Map alumni and Nick Tetrault from Hairpin Communications, Map's contracted communications partner. Alumni talked about their experiences as Map students (currently at college now) and about reaching their goals. Three Map teachers joined them as well, with this being their first high-quality, national conference. They are sharing their learnings from the conference with their colleagues.
- [National Summit on Youth Homelessness "Hill Day" Advocacy](#) -- student meetings with staffers from Senator Markey and Senator Warren's offices: Usually this is held in person in Washington, DC; although it was held virtually again this year, it worked well. Six Map Academy housing-insecure and homeless students participated in meetings with staffers of the two senators. Map students did a phenomenal job advocating for changes at federal and state levels. In the future, the goal is to take students to Hill Day in person.
- Adult Ed RFP FC587 submission - adult diploma pathways planning grant: Map Academy has provided a submission for the RFP and is waiting to hear back from DESE. The Co-directors have a meeting scheduled with the director of adult ed and the charter school office to discuss the submission.
- Supporting Students' Social Emotional Learning, Behavioral & Mental Health, and Wellness through Multi-Tiered Systems of Support (SEL & Mental Health Grant): [FC613](#) - Map Academy was awarded \$100,000. Map has received this grant before and the school is happy to receive it again, with the school continuing to put these funds to good use.

Graduation Save the Date: Wednesday, June 15, 2022 at Hotel 1620 – 4:00pm

- 40 students are actively working toward this date for graduation.