



Map Academy Charter School
Board of Trustees Meeting Agenda
June 13, 2022 - 4:00pm
Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:05 pm. Board members Anre Dowell, Rachel Babcock, Josh Charpentier, Liza Veto, Mary Burke, and Derek Paiva were in attendance.
2. Public Comment: No public comment was offered.
3. Introductions
 - a. Welcome newest board member: Anre Dowell has been approved by DESE Commissioner Jeff Riley as a member of the Map board.
 - b. AAF CPA Representative: John Buckley, Lauren Turner: John is the partner in charge of the education group at AAF CPA, and Lauren is the controller that works on Map Academy's financials. More information about AAF CPA is provided in "New Business" below.
4. Consent Agenda: Josh offered a motion to approve the consent agenda; Mary seconded the motion. seconded. The board approved the motion unanimously.
 - a. April 11, 2022 Minutes
 - b. Finance Reports
5. New Business
 - a. Discussion: AAF CPAs' training: AAF CPAs has been a long-time support to Map Academy, an "all star partner" to get the school up and running, providing information and resources from founding through today. John Buckley has recently taken part in another Massachusetts charter school's renewal process, so this is a particularly helpful time to have AAF CPA joining the board meeting. AAF CPA has about 275 people within the firm, and has experienced a lot of growth over the years, in a variety of areas. John leads the education practice, which has grown substantially so that the organization now works with about half of the charter schools in Massachusetts, along with additional charter, district, and private schools along the eastern seaboard. This includes work on audits, taxes and consulting, along with accounting and finance. The organization also has a good working relationship with DESE.

How AAF works with Map Academy: AAF performs services that a CFO would perform, without having to pay the salary of a full-time CFO when a role wouldn't be used full time at Map because it's just one school. Lauren "captains" AAF's support for Map Academy, leading (with other staff) accountant and controller services. During monthly meetings of AAF and the Co-Directors, they review grant drawn downs; accounts payable and receivable; tuition funds; and checks and balances to ensure various segregation of duties. Monthly, AAF also performs a close of the books to make sure all is accurate, and then issues a financial report monthly for the school. Annually, AAF participates in year-end reports to DESE on behalf of the school, along with year-end reports for grants to the Map nonprofit. Having these checks and balances in place will come up as part of the charter renewal process, along with taxes and auditing.

Liza asked John to use his recent experience with charter renewal to talk about how this board can best prepare for the process finance-wise. John described DESE's interest in financial controls and the board's oversight of a school's finances, including what financial decisions are made by a board versus school leaders. John emphasized the need for a board to have regular and thorough oversight without micromanaging and starting to play the daily financial role of a school leader; Mary noted that during the last DESE visit to Map, the visitor team asked several questions about fiscal controls.

Dating back to year 1, AAF has helped Map establish sound financial policies and procedures, including segregation of duties, industry-recognized tools and products, and establishing clear and consistent processes. For example, Josh indicated that Map pays about 90% of its bills through bill.com, which then provides an electronic record. The bill-paying process is that Josh pays the bill through the platform; it then is reviewed by an accountant at AAF, who reviews and approves it; it then goes to Rachel for approval; and then it goes to Lauren for final review against the school's chart of accounts to pay the bill. As part of the annual audit process, the auditor has access to bill.com so they can review all of the year's documentation. A process like this provides multiple checks and balances to ensure sound stewardship of public funds. Map also uses Expensify to document receipts for purchases made through the school's credit card, which includes documentation and notes about each expense; both auditors and DESE pay attention to credit card expenditures. Rachel noted that the school also has dual approval on the school's Amazon and WB Mason business accounts, to ensure accountability on those purchases as well. Staff requests for supplies are routed through Josh and Rachel to actually place the orders. Any general staff credit cards have to be signed out to use and have to be signed back in when they return, such as from putting gas in the van. All of these procedures provide a web of fiscal accountability. Mary expressed appreciation to Josh, Lauren, and Rachel for training the board in the specifics about the accounting and credit card procedures.

- b. Discussion: Co-directors Report – See the [end of this document](#) for full report content.
- c. Discussion & Vote: Updated Board of Trustees Meeting Schedule: The Co-Directors proposed adding a board meeting in October 2022 meeting in order to ensure that the meeting schedule allows for timely approval of the school's annual audit. Josh offered a motion, which Liza seconded, to approve this addition to the board's meeting schedule. The board approved the motion unanimously.
- d. Discussion: Charter region amendment: There is a state law that was passed stating that a charter school needs to draw at least 80% of its students from its charter region; Map Academy's region currently consists of Plymouth, Wareham, and Carver. However, as the school has grown, Map students are actually coming from over thirty towns, with a predominant number from six of them: Plymouth, Wareham, Carver, Middleborough, Bourne, Pembroke, Marshfield, and Silver Lake (Kingston, Halifax and Plympton). The Co-Directors have consulted with DESE, and are planning to apply for an amendment to the charter this summer to expand Map's region to include the six towns; this will mean that Map will achieve the requirement of at least 80% of students from the amended region, and hopefully prevent the school from receiving a condition on its charter renewal pertaining to this issue. The Map team is currently working on the amendment, which will go to the Commissioner for approval; it's anticipated that this will be approved as long as all paperwork is completed correctly. The board will vote on the amendment at our July 25, 2022 meeting.
- e. Discussion & Vote: 2022-2023 Proposed Board Goals: Liza provided a short presentation designed to help the board establish goals for the body for SY 22-23. Liza described the

connections and differences between the school-wide priorities and the board goals; reviewed the sources that provided data and recommendations for potential goals; and offered draft goals for the board's discussion. Josh moved to approve the proposed board goals for SY 22-23, Rachel seconded the motion. Board voted unanimously to adopt the three goals articulated below:

- i. By December 2022, codify a new board member process that contains criteria for prospective members, an onboarding process that includes board member expectations, and training.
 - ii. Throughout SY 22-23, participate fully and with high quality in the school's charter renewal, including thought-partnership with the Co-Directors, and active participation in all required board components of the DESE renewal process (e.g. application review, school inspection visit, and focus group). If conditions are placed on the renewal of the charter, support the Co-Directors in addressing those conditions fully and in accordance with DESE specifications and deadlines.
 - iii. At least quarterly during School Year 2022-2023, monitor measures of student success, in the aggregate and broken down by subgroup (e.g., race, gender, special needs, English learner, other subgroups meaningful for Map Academy population), thereby growing the board's understanding of student progress based on data.
- f. Discussion: MA DESE Annual Paperwork: The Co-Directors offered a friendly reminder to board members to complete the financial disclosure sent by email from DESE; Liza volunteered to help any new members with questions about the email.
- g. Discussion & Vote: 2022-2023 Staff Guidelines: This is an annual update to the school's staff handbook, a robust document that HR Knowledge helps Map Academy to develop each year. Josh noted that HR Knowledge would be a good resource to come to a future board meeting as well, since they have supported the development of employee policies since the founding of Map. The guidelines only contain two significant revisions from previous years. In the past, in an attempt to have staff at work more often, the school had a sick day payback policy so staff who didn't take sick time would be paid back 40% of their per diem rate for unused sick days. However, the policy didn't work as intended. Instead, this year, those reserved funds have been put toward the enhanced teacher contract and also offered support staff (e.g. receptionist, new outreach people) additional hours if they want them in order to raise their salaries in meaningful ways. The other change from previous years is that 12 month employees used to get 15 days of sick time vs. 10 month employees got 10; now, it's one day per month across employee types. The only other changes to the handbook are small, related to changes required by law; these were identified by HR Knowledge as part of its annual audit of the handbook. Liza offered a motion, which Mary seconded, to approve the 2022-2023 staff guidelines. The board approved the motion unanimously.

6. Old Business

- a. Discussion: Co-directors evaluation process: Liza provided an informational presentation to update the board about the current status of the SY 21-22 Co-Directors evaluation process and the final steps for the end of the year. Liza described the steps the board has taken to date; articulated the steps and timeline for board member input into the evaluations; and reviewed the standards and indicators. After receiving board member and Co-Director input in June and July, Liza will be responsible for writing up the evaluations on the board's behalf. The evaluations will be brought to the board's September meeting for discussion and a vote.
 - i. Co-directors progress update: The Co-Directors provided a quarterly update on their progress on the indicators in the evaluation rubric. Josh showed how these are organized in the AirTable portal to which board members have access, and how they're

organized by meeting and indicator. Josh also provided information for how to search by indicator so that board members can use the evidence in the AirTable in support of the Co-Directors' SY 21-22 evaluations.

- b. Discussion: Ongoing Board Development: Rachel and Josh continue to work on board development. Maxanne, Map's Wraparound & Engagement Coordinator, has been cultivating some potential members from partner organizations that have positive working relationships with Map Academy and are aligned with Map's mission. Currently, the Co-Directors plan to propose one or two potential new members at the July meeting.
7. Discussion: Comments & Announcements: No additional comments or announcements were provided by board members.
8. Upcoming meeting dates
 - a. Monday, July 25, 2022: Reminder that all board members are needed as we'll be discussing and voting on the charter renewal.
9. Adjournment: Josh moved to adjourn the meeting and Liza seconded the motion. The board approved the motion unanimously and the meeting was adjourned at 5:42pm.

Document list:

- April 11, 2022 Minutes
- March 2022 Finance Report
- April 2022 Finance Report
- Co-directors report
- Updated Board of Trustees Meeting Schedule
- MA OML Guidance
- 2022-2023 Staff Guidelines
- SY 21-22 school leaders evaluation process presentation
- Draft board goals for SY 22-23 presentation
- June 2022 Co-director Evaluation Progress Evidence Progress Report

Co-Directors Report

- General Operating
 - Filemaker updates and login to board data: Filemaker is the school's new data dashboard. Board members can access Filemaker through the Map website with a special password to access protected board member materials such as Filemaker and AirTable. Josh will email login information to board members following today's meeting. Josh displayed graphs currently available in Filemaker to review some of the aggregated and disaggregated student data available in this platform. Those organized by "grade level" are based on students' credits earned as opposed to students' age. The student data within Filemaker are able to be disaggregated by subgroups that are meaningful to Map Academy, such as age, Special Education status, and course completions.
 - 2022-2023 non employee insurance renewals: Map Academy has worked with GuideOne Insurance since the school's founding. The Co-Directors will update the board once a new quote is available for insurance renewals.
 - Electronic forms on website: The school still had a variety of antiquated paper forms circulating for various functions. These have all now been updated so they're available on the school's website.

- 2022-2023 Health insurance renewals: After reviewing the school's health insurance offering with HR Knowledge, Map will keep all insurance benefits status quo, with the exception of dental, which is increasing benefits for SY 22-23. The school has consistently looked for better benefits for staff each year, with medical and vision already at a comprehensive level. Historically, the school has underspent its benefits line, and the increase in dental benefits will not significantly increase costs. The school budgets around 11% for benefits, and historically, it has spent about 7%. Employees can access a variety of plans, including family plans, with open enrollment beginning September 1. Map Academy pays 60% and employees pay 40%. Currently, there is no benefit for people who don't elect the insurance, but the school might consider looking at that if usage creeps up.
- Charter Renewal Process
 - Update on progress: The Map Academy team is ahead of its internal timeline for drafting the charter renewal application. Almost every section has been completed in draft form except for finances. A full draft of the renewal application will be completed in advance of the July board meeting.
 - Potential weeks for MA DESE inspection visit
 - Part of the charter renewal process is a DESE inspection visit on site at the school. The school has asked that this be held during the month of October; September is not optimal for a visit due to onboarding new students and a considerable amount of assessment. The visit will be one day at the school, and DESE will follow up with virtual focus groups if necessary.
- Enrollment
 - 32 projected June graduates: Graduation will be held on Wednesday, June 15th at 4:30, with 32 projected graduates. This number should grow to approximately 40 graduates by the end of the summer.
 - 2022-2023 enrollment process: The Map team is beginning to schedule intakes for students who want to enroll in the fall. The school will probably have about 80 new students starting in the fall, which is consistent with past years. The school will be fully enrolled at 250 students, consistent with its approved growth plan.
- Curriculum & Instruction/Student Engagement
 - Civics Projects: Map Academy conducted a really robust pilot this year, aligned with the Massachusetts law about teaching civics. The pilot was supported by the project-based learning work the faculty has been engaged in with PBL Works. Students selected a theme of food insecurity for their civics-related work; some activities included:
 - Legislative outreach/visit: Representative Matt Muratore visited Map last week to talk with students.
 - Plymouth Family Resource Center project: Students helped to plant a garden in support of food security for families served by the organization.
 - Stop and Shop outreach/food insecurity grant: In their research, students found that Stop and Shop offers a grant to schools with food pantries on site. Students came to Rachel about this opportunity and Map applied for the grant, with students contributing and attending the interview. The school was awarded \$15,000 from Stop and Shop for its school-based food pantry, which will support increased access to fresh foods. Stop and Shop loved that the pantry is part of the community, open all the time, not behind any locks so that people can access it all day long. This grant can be renewed each year.

- Spring MCAS
 - ELA, Math – Just under 30 students participated in the spring ELA and Math MCAS assessments.
 - Biology – Just under 40 students participated in the spring Biology assessment.
- Graduate planning
 - Revamped Capstone options and process: All spring graduates completed one of two culminating projects; a passion-based project or a storytelling capstone.
 - Post-Secondary Plan presentations: All spring graduates shared out last week what they are planning to do next after receiving their Map diplomas, to meet this graduation requirement. This individualized information will be shared at graduation as part of the tributes to each graduate.
 - Career Development Pathways Infrastructure Building: The school is continuing to increase the quality and range of options for students after Map.
- Accelerated Pathway to graduation: Previously, the Co-Directors spoke with DESE about the possibility of Map Academy offering an adult diploma program. The school has learned that it would be a local decision for the school to offer an accelerated pathway to graduation for adults; Map Academy would not need DESE to approve or another type of permission. The Co-Directors plan to bring a proposal about this to the board's July meeting for discussion and a vote. The Map team is working on a plan that has a streamlined pathway process, and in which electives will be replaced by meaningful postsecondary planning.
- New elective course provider option - Subject: This platform offers high-quality, video-driven elective courses. The platform features courses on current topics, aligned to common core standards, where there may be high interest by students but the school may not have an expert on site (e.g. cryptocurrency, alternative energy sources). Students are able to earn elective credits for courses taken through this platform.
- Exploring future LMS options -- Canvas: The school's Tracker has gotten the school to where it is today; however, Map Academy is looking for technological advancement to provide this type of service moving forward. This shift wouldn't change anything about Map's academic model, but would change the platform to make it more friendly and engaging for students and to better support student learning. The school plans to spend the 2022-2023 school year exploring options.
- Plymouth Pride Flag Raising event: On June 1, Plymouth held its first Pride flag-raising event, at which Map Academy students spoke. Students also plan to host a table at Plymouth Pride in a few weeks.
- Staffing/Professional Development
 - 2022-2023 staffing update
 - 28 returning/2 non renewals/2 resignations: Map Academy has made tremendous forward progress in the quality of the school's returning team. There is very low attrition between this year and next, with only two non-renewals and two resignations; one resignation was due to a long commute, and the other due to an employee seeking other options more compatible with her family responsibilities/schedule. The Co-Directors are pleased about the staffing secured for SY 22-23.
 - New hires to date - hiring ongoing:
 - Performing Arts Teacher & Program Coordinator
 - Wraparound Specialist (2): really qualified people coming to Map with a lot more experience, really understand the youth that Map serves (replacing the non-renewals).

- End-of-year individual check ins: Asst. Director Steve Sell and Rachel are meeting with each teacher to reflect on their work this year and determine areas of success and improvement for future work. Each teacher reflected on what they have learned from their teaching and Theory of Action cycles this year and their goals for next year, in addition to completing a self-assessment of their work.
- Summer Professional Development: The school will offer a variety of professional development opportunities over the summer, including:
 - Facing History & Ourselves
 - Harvard Arboretum
 - MIT Maker
 - PBL Works
- Dissemination/Institutional Advancement/Partnerships/Grants
 - Emergency Connectivity Fund - Round 3
 - Student Opportunity Act Amendment
 - Bronx Arena/Future of the Tracker Summit
 - MA DESE Alt Ed Leaders Accountability metrics working group
 - Hairpin Communications
 - Graduate Story Spinning recordings
 - Photographer - 2 day shoot to update library of photos/website
 - Stop and Shop School Food Pantry grant
 - Collateral/Partner meetings/visits
 - Department of Corrections
 - Hub and Spoke
 - Healthy Families
 - Wareham Community Resource Fair
 - Plymouth County Outreach

***Graduation: Wednesday, June 15, 2022 at Hotel 1620 – 4:30pm: Anre, Derek, and Liza plan to attend.
End of Year Student Celebration: Friday, June 24, 2022 at Map Academy - 11:30am***