



Board of Trustees Meeting Minutes

July 25, 2022 - 4:30pm

Location: Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:35 pm. Board members Anre Dowell, Mary Burke, Liza Veto, Josh Charpentier, and Rachel Babcock were in attendance. Map Academy Special Education Coordinator & Team Chair Ryan McLaughlin and Assistant Director Steven Sell were also present for the meeting.
2. Public Comment: There was no public comment offered.
3. Consent Agenda: Mary made a motion to approve the consent agenda, which Josh seconded. The board approved this motion unanimously.
 - a. June 13, 2022 Minutes
 - b. Finance Reports
4. New Business
 - a. Discussion: Co-directors Report – [See the end of this document for full report content.](#)
 - b. Discussion & Vote: Charter Renewal Application submission: The Map Academy team has been working on the charter renewal application for the school since April. The Co-Directors provided a high-level overview of the application, which board members also reviewed in advance of today's meeting. In addition to the application itself, which is limited in length at DESE's request, Map Academy will also submit an extensive package of supporting documents that provide additional detail and specificity; Rachel provided an overview to the board of the documents included in this package. Josh made a motion to approve the charter renewal application and supporting documents package; this motion was seconded by Mary. The board approved the motion unanimously, with gratitude for the Co-Directors' and Map team's work on this important milestone submission for the school. While much of the charter renewal application process allows for electronic document submission, the school also needs to submit wet ink assurances and the Renewal Application Certification Statement to DESE on behalf of the board. Rachel made a motion that she be authorized by the board to submit the wet ink signature for the Renewal Application Certification Statement on the board's behalf; Liza seconded this motion. The board approved the motion unanimously.
 - c. Discussion & Vote: Charter region amendment: The Co-Directors have drafted a proposed amendment to the school's charter to expand the school's region to include additional towns/districts of Bourne, Marshfield, Middleborough, Pembroke, and Silver Lake (district). If approved, this will expand the school's official charter region to accurately reflect the towns that make up the vast majority of Map's current enrollment, including the original charter region towns of Plymouth, Wareham, and Carver. The language in the proposed amendment is aligned with the language of the charter renewal application. Mary asked whether this proposal is borne out of the fact that students have been languishing on the list, or whether the school was asked to do it by DESE. Rachel indicated that the school has known for a while that Map has enrolled more than 20% outside of the official charter region; this amendment will bring the school into compliance on this issue. So although this will be a compliance issue that is rectified, it is also aligned well with the school's mission, equitable access, and the charter renewal application. The Department recommended that this amendment proposal be submitted concurrent with the charter renewal. The Board of Elementary and Secondary Education will vote on this



amendment. As part of this process, the school is required to send the amendment for information to the superintendents of the districts in the charter region. Liza moved to approve the charter region amendment request and Josh seconded the motion. The board voted to approve the charter region amendment request unanimously.

- d. Discussion & Vote: 2021-2022 Annual Report: The annual report provides a synopsis of the school's work and progress during this school year. While the language in the report is aligned to that of the charter renewal application, the renewal covers the whole charter term, while the annual report addresses School Year 2021-2022 specifically. The annual report is when DESE focuses on the school's accountability metrics, which are particularly important during this charter renewal period. Map has met more metrics this year than in previous years. Josh explained that DESE has advised schools to state explicitly if items have not been met due to COVID. Josh also noted that the Filemaker data dashboard has helped considerably to analyze and report out on these data points. For measures the school has not yet met, Josh brought to the board's attention measures that involved students having community-based learning and career related opportunities; there was also an issue related to metrics based on NWEA data norms. The accountability plan calls for analysis compared to nationally normed school-level rank percentile distributions of alternative schools across the country however the firm who gathers and analyzes this data has been unable to do a national sample due to COVID. A further issue arose with the Accuplacer-focused measure as a result of pandemic-related assessment disruption and a testing center in the area no longer allowing non attending college students access to the assessment.

The school doesn't have the opportunity to update its accountability metrics until after charter renewal, and they were established at the beginning of the charter period. The school will be working with a consultant, starting with a meeting next week, to start thinking about what measures and data might be helpful in the future. Mary also offered that some students – based on their own postsecondary interests and career interests – might be more appropriately measured with another career placement assessment instead of or in addition to the Accuplacer. Josh highlighted the high performance of Map to create a positive school climate, as shown in the extremely positive data from students, staff, and families surveys. Map's staff recruitment and retention results also result from the positive climate established and continuing to grow at the school. Liza moved to approve the annual report, and Mary seconded the motion. The board voted unanimously to approve the annual report.

- e. Discussion: 2022-2023 Staff Guidelines modification: The board voted on the staff guidelines at its June 2022 meeting. However, the Co-Directors took this opportunity to inform the board about some small updates made since that discussion. The first small change is that the school will account for time off on an hourly basis instead of a daily basis; this will apply to both sick and personal time, and will be tracked in the employee timekeeping system (ADP WorkforceNow). This change is being made for both equity and record keeping purposes, and does not change the amount of time that employees have off. In addition, staff will now be able to carry up to 240 hours/6 weeks of sick time over from year to year; this amount of paid time, which would take an employee about 3 years to earn, would cover the employee until a disability leave kicked in for a longer term leave. As a result of this shift, the school will discontinue the practice of paying staff for unused sick and personal time at the end of the year effective for the 2022-2023 school year.



5. Old Business

- a. Discussion: FY22 Student Opportunity Act (SOA) Amendment submission: The school submitted an SOA plan last year. Charter schools don't have a specific allocation in the SOA; however, public school districts/towns have allocations. That allocation does trickle down to charter schools but there isn't a specific allocation or percentage dedicated to them. DESE told charter schools to use one of the other grants as the basis of their explanation; Map used its ESSER grant for the basis of its explanation. Unlike grants, where Map has an allocation of funding specifically designated for the school and reports on its spending of those funds, the SOA is not like this. Map doesn't have to report back on a specific dollar amount because there is no allocated dollar amount. However, there is an SOA section in the charter renewal application, so the school has provided information in that document.
- b. Discussion: Co-directors evaluation process: The development of the Co-Directors' annual evaluation is underway, with Liza compiling input from board members. Rachel and Josh have provided self-evaluations, and Mary has provided input on Standard 4. Liza will have individual conversations with Derek (Standard 2) and Anre (Standard 3) the first week in August to collect their evidence and input as well; Liza will compile evidence for Standards 1 and 5 from AirTable artifacts and meeting minutes. Liza will bring completed written evaluations to the September 19th meeting for the board's discussion and vote. Josh also noted that the final evaluations will be included as part of the documents shared with DESE in the charter renewal process.
- c. Discussion: Board Development: Maxanne Wordell, Map Academy's Wraparound & Engagement Coordinator, has been working on some potential board member leads from partners aligned with Map Academy's mission. The Co-Directors hope to have some potential member ideas to share at the September meeting.

6. Discussion: Comments & Announcements

7. Upcoming meeting dates

- a. Monday, September 19, 2022
- b. Monday, October 17, 2022
- c. Monday, November 21, 2022

8. Adjournment: Rachel moved to adjourn the board meeting, and Josh seconded this motion. The board voted unanimously to approve the motion. The meeting was adjourned at 5:35pm.

Document list:

- Board Agenda 7/25/22
- Co-directors report 7/25/22
- 2022-2023 Renewal Process Email
- May & June (preliminary) Financial Statements
- National Charter School Conference materials (combined PDF)
- Charter Renewal application
- Charter region amendment
- FY22 SOA amendment submission
- 2022-2023 Annual Report
- 2022-2023 Staff Guidelines



1. Codify a new board member process that contains criteria for prospective members, an onboarding process that includes board member expectations, and training.
2. 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.
3. 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.

Co-Directors Report July 25, 2022

- **General Operating**
 - SIMS data certified: Map Academy has provided its SIMS data submission, in full and on time; this was certified by DESE with no concerns raised.
 - Audit kickoff: The annual audit process for the school has begun. School leadership will bring the completed audit to the board's October meeting for discussion and a vote.
 - Insurance benefits renewal rates/change in ratio: Separate from the staff guidelines discussion around paid time off, but related to benefits, the school will be paying 65% of the premium for staff health insurance for next year to absorb the increase from the insurer. The school still projects to be under budget for the benefits allocation despite the increase. This increase was based on data analysis provided by HR Knowledge that Map Academy was below average for employer contributions to health care as compared to other MA Charter Schools.
 - Building renovation work: Currently, the school is in the process of a minor renovation in the "wood room"; this room is currently used for storage but due to its location in the building would be better suited as more usable student space. Josh indicated that this renovation work should be completed by the start of school.
- **Charter Renewal Process**
 - Final draft of document: As discussed earlier in the meeting, the charter renewal application has been completed.
 - Renewal process: For members' reference, the Co-Directors included a document in the board materials folder that outlines the full charter renewal process. The application is only one part of the renewal process; the school also has to submit documents to DESE to provide extensive detail on a variety of topics that are discussed at a high level in the application. In the board materials is a copy of an email from DESE indicating all of the documents that the school will submit as part of the process. All of the documents will be accompanied with the on-site visit of a DESE team to the school in the fall. The first round of these documents is due to DESE via the security portal by 9/13/22.
 - Anticipated visit date: The DESE site visit to Map Academy will occur on 10/11, 10/12, or 10/13. The visit will be one day in length, not two. Class Measures is the vendor who will support the visit. The Co-Directors hope to have a confirmed visit date within the next month, which will be



shared with board members. The visit will be focused on five of the ten possible criteria. The board will plan to discuss the visit more in depth at our September meeting.

- Enrollment
 - Fall 2022 enrollment process/intakes: Map Academy is fully enrolled for fall with about 80 new students coming in. In addition to the new students who have been accepted to begin school in the fall, there also continues to be a waitlist, conveying the high level of interest in the school.

- Curriculum & Instruction/Student Engagement
 - June 15, 2022 - Graduation: Board members Anre Dowell, Derek Paiva, and Liza Veto attended Map Academy's June 2022 graduation ceremony at Hotel 1620 in Plymouth.
 - End of year student celebration: Map Academy's end-of-year celebration was held on June 24, 2022 at the school.
 - End of year staff celebration - Shelly's Tea Room: On June 29th, staff gathered at a local restaurant to celebrate the end of a successful year 4 of Map Academy. The Co-Directors noted the importance of highlighting and celebrating the team's great work and accomplishments as part of maintaining a positive culture that makes Map effective at retaining high-quality staff.
 - NWEA data review: Josh demonstrated a new addition to the Board Data Dashboard previously discussed at the April board meeting. This new feature will allow board members and staff to see NWEA data and Lexile levels as compared to national averages and broken down by grade level. The Co-directors noted that the national norms are not alternative national norms as that is not a data point tracked by NWEA. In addition to NWEA data the board will also get a high level view of attendance/engagement, credits, and work completion by students via this data dashboard. The Co-directors further explained that this data dashboard will continue to be built upon and has been instrumental in daily operations at Map Academy.
 - Summer studio: Summer studio is underway, with an increasing number of students taking advantage of the opportunity to make progress and earn credits during the summer months.

- Staffing/Professional Development
 - New hires to date:
 - Performing Arts Teacher & Program Coordinator
 - Wraparound Specialist (2): Map Academy has hired two staff with extensive positive youth development experience to serve in these positions that are critical for student support.
 - Community Support Partner
 - Art Teacher
 - Special Ed/Science Teacher: The Co-Directors are pleased to report that Map Academy has found a qualified person to serve in this role.

- Dissemination/Institutional Advancement/Partnerships/Grants
 - National Charter Schools Conference (materials): In June, Rachel, Josh, and Liza attended the National Charter Schools Conference in Washington, DC. There were a variety of informative sessions, organized in track by stakeholders, such as board members, school leaders, and others. In the board materials for today's meeting, handouts, presentations, and other content from the conference has been provided to board members for their information and review.



- Website updates: The Co-directors have moved some of the beginning of school year forms to an electronic format.
- SXSW EDU proposal submission: Map Academy has submitted a proposal to speak at the 2023 SxSW EDU conference, after the success of this school's session at this year's conference which incorporated the Education Disruption podcast format and included Map Academy alumni participants. The proposed session for 2023 is called, "School Leaders, You Need a Podcast." If selected, the session will be in partnership with Hairpin and will focus on supporting other school leaders in using podcasting to tell the important stories of their schools.