



Board of Trustees Meeting Agenda
October 17, 2022 - 4:30pm
Location: Hybrid 11 Resnik Rd. Plymouth & Zoom Virtual

1. Call to Order/Attendance: The meeting was called to order at 4:31pm. Present: Liza Veto, Anre Dowell, Derek Paiva, Josh Charpentier, Rachel Babcock, Steve Sell, Mike Balaschi, Ryan McLaughlin, Lauren Turner (AAFCPAs), Deb Christensen (Livingston & Hayes)
2. Public Comment - There was no public comment offered.
3. Consent Agenda: Josh made a motion to approve the consent agenda and Rachel seconded the motion. The board voted unanimously to approve the motion.
 - a. September 19, 2022 Minutes
 - b. July & August 2022 Finance Reports
4. New Business
 - a. Presentation: Livingston & Haynes FY22 Financial Audit: Debra Christiansen from Livingston & Haynes joined the meeting to present the audit to the board. It was a clean, unmodified opinion with zero findings, which was expected. The net profit decreased as compared to the prior year but FY22 had a net position change of positive \$105,608 bringing the cumulative net position to \$2,538,408. Total revenues increased due to an increase in enrollment and tuition, along with additional Covid funds and other unanticipated grant funds. However, there were increased expenses, including in payroll, staffing, and other items. Deb noted that there is a different recording of lease expenses in FY 22 as a "right to use" asset (the lease) and a right to use liability (the payment on the lease). There were no unusual or unsupported transactions noted, and the significant estimates made by management were determined to be reasonable. There were no material weaknesses found and no significant adjustments required. The full draft audit was included in the board's packet of materials in preparation for today's meeting. Once the board has voted on the audit, it will be submitted to DESE via the security portal prior to the November 1 deadline.
 - b. Discussion & Vote: FY22 Financial Audit: Liza moved to approve the audit. Derek seconded the motion. The Board approved the motion unanimously.
 - c. Discussion: Co-directors report questions: Liza asked for clarification on Filemaker and the new server. Josh confirmed that the server provided more seamless access for the Filemaker data and speeds were operating approximately 6-10 times faster than before which allows for more robust feature building. Derek asked for clarification on the graduation forecast for October, January and June; Rachel confirmed that the estimates of likely graduates were combined across the three upcoming graduation dates. (The Co-Directors Report is included at the end of this document.)
 - d. Discussion: DESE Site Visit Debrief: Rachel thanked all participants on the call for their support of the charter renewal more broadly and for their participation in the visit last week. Josh shared that as part of the regular site visit protocol, DESE reached out to the school to see if the visit was going okay and asked if the school had any concerns. The Co-Directors did express one concern to DESE; DESE expressed gratitude for sharing the concern. The next step in the renewal process is for DESE to do a report synthesizing of the various charter renewal application process artifacts, including the site visit, which DESE will then send to the school for review and identify any necessary factual corrections.



- e. Discussion: Yass Prize Update: Map Academy has been chosen as a quarter finalist, which comes with a \$100,000 award. The school has not moved forward to the semi-finals, so the school's participation ended last Thursday with the selection of the semi-finalists. Map Academy is happy to have reached this stage in the competitive process. The prize is relatively unrestricted, so the school is awaiting further follow-up from the funders to ensure the school is aware of all funding requirements. The goal of the submitted application was to support transportation and housing options for students. The Co-Directors will report out on the next steps at a future board meeting.
- f. Discussion: Spring MCAS Data Discussion: MCAS data from the October 2022 release (resulting from spring 2022 testing) were included in the board packet in preparation for this meeting. The vast majority of the Map students who sat for MCAS tests in the spring met the competency determination criteria. Rachel noted that the first MCAS tests in ELA and Math which Map students would take while enrolled at Map Academy would be Grade 10; Map Academy is not the "owner" of the history of students' prior learning and assessment experiences before this. Many Map students had interrupted educational histories before arriving at Map Academy. Compared to state averages, Map will always look lower because as an alternative high school, Map is by definition enrolling students for whom previous schools did not meet their needs. Rachel also noted that students scoring in the "partially meets" range are considered to have "passed" MCAS, and they are eligible to graduate with this score. Liza also noted the caveat that the school is small and the cohort size is small, so to be careful at making generalizations from the percentages identified for the different score ranges. Rachel, Steve, and Ryan then showed how the team is using the MCAS data to support student learning, in tandem with the NWEA more frequent assessment data to design appropriate supports at the individual student level. Steve noted that the school has put a lot of effort into encouraging students to participate in the testing; for many students, given their negative past histories with school and testing, just getting them to show up and take the assessment is a significant achievement. Rachel also noted that student growth percentile (SGP) is only calculated based on students who were in the same district/local education agency at the first time they took the test, making SGP difficult to use to determine growth at Map Academy.

Ryan shared information with the board about the Education Proficiency Plan (EPP) process: For all students who meet the partially meets expectation score on the MCAS, DESE requires that students have an EPP to ensure that students have the opportunity to gain the ELA and Math skills they need to graduate from high school. The team uses IXL plus students' coursework to develop the EPP plan to help students determine the steps they need to grow in their weaker areas before the next administration of the NWEA. Because NWEA is a nationally normed assessment, the school can estimate whether individual students have met the standards that MCAS examines. This procedure allows Map to see students' growth in a much more detailed way than by looking at MCAS data alone. The assorted data and documents for each student are housed in Filemaker to allow all staff to access, which is why the investment in Filemaker has been so important to the team making data-based decisions about students' learning and related supports. The student courses and task completion, housed in the Tracker, also feed into the Filemaker so staff can see all of these data points together in one place.

5. Old Business



- a. Discussion: Board Development: Liza shared the board's SY 22-23 goal to support onboarding of new board members. She also shared materials from the Massachusetts Charter Public School Association (MCPSA) that may be helpful as the board codifies its own process for onboarding and supporting new members; these materials were included in the board packet. Derek recommends having a formal and informal onboarding process to help a person feel prepared and build relationships with existing members, and Liza suggested that it may be worth considering an asynchronous on-boarding process. Derek and Liza will connect before the next board meeting to develop some draft recommendations and ideas that they will bring to the next board meeting.
6. Discussion: Comments & Announcements: No additional comments or announcements were offered.
7. Upcoming meeting dates
 - a. Monday, November 21, 2022
 - b. Monday, January 23, 2023
 - c. Monday, March 20, 2023
 - d. Monday, May 15, 2023
8. Adjournment: Josh made a motion and Liza seconded the motion to adjourn the meeting; the board approved the motion unanimously. The meeting was adjourned at 5:38pm.

Document list:

- FY22 Audit
- July & August 2022 Finance Reports
- Co-directors report October 17, 2022
- H676 Bill
- MCPSA Board Governance Tools and Resources Guide
- Spring 2022 MCAS Data Briefing
- September 19, 2022 Minutes

2022-2023 Board Goals

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
October 17, 2022
Virtual Zoom

General Operating



- **Elevator inspection** - The elevator passed its two year inspection on August 9, 2022 and is due for another inspection by August 31, 2024.
- **Carpet and floor cleaning** - The cleaning company did their annual deep clean and floor shine of all surfaces in the building prior to school starting.
- **Fire Extinguisher Inspection** - All fire extinguishers in the building were inspected and replaced/fixed if necessary by B & L Fire Equipment. All fire extinguishers are code compliant and Map Academy is on B & L Fire Equipment's annual list of schools to visit every August moving forward.
- **Occupancy Inspection** - The Town of Plymouth conducted the annual occupancy inspection prior to the start of the school year. Map Academy passed with no issues. Certificate of Occupancy is posted as legally required.
- **Furniture Delivery** - After some delays the minor furniture order with Red Thread consisting mainly of storage pieces was delivered and installed on 9/7. Some of the shelving units came with the wrong tops and Red Thread has confirmed they have ordered replacement tops that should be able to be installed in early 2023 due to manufacturing delays.

Data Highlight

- **FileMaker Server Changes/Update/Works in progress** - The Filemaker data system that we have been working to develop was running slower than expected and having a detrimental impact on operationalizing some important aspects of the system. After some troubleshooting and research the Co-directors ordered and set up an in-house server for the system to be hosted on. This solution has increased the speed approximately 6-10 times faster than cloud based hosting allowed for. Map will still utilize the AWS server for cloud based data transfers. The server sits beyond the firewall so even if someone tried to hack into the system, they could not get to it unless they got beyond the firewall. Josh noted that the in-house server is covered by the school's cybersecurity insurance plan.
- **Summer studio** - We were pleased that after the summer program data review over half of the students enrolled at Map engaged with the summer program during the months of July and August.
- **Graduates** - 8 Students graduating on October 19, 2022 - In an effort to provide equity around graduations all Map Academy graduations for the 22-23 school year have been booked at Hotel 1620.
 - Forecasting ahead: ~40 potential January (1/25/23) or June (6/14/23) graduates – Derek clarified that this would be about 40 graduates across the two graduations, not 40 per graduation

Enrollment



- **Enrollment total** - 258 students enrolled - This number is eight students above our maximum but allows for some fluctuations, including October graduation, without financial impact.
 - Offered spots to rest of students on the waitlist generated by the August lottery.
 - Applications continue to come in.
 - Next Lottery will be held on November 15 which will establish a waitlist for the remainder of the school year.
- EL comparison index - We anticipate after the October 1 SIMS certification Map Academy's EL comparison index will be higher than the regional comparison index.
- **Student intakes** (85) - Student support staff has completed 85 intakes of new students over the summer and early fall. Each of these students and their adult supporters get a one on one intake appointment with a student support staff to learn about the student and find ways in which the school can help get them on a path towards success in school. Each of these meetings the support staff takes notes via our intake protocol in FileMaker which has proven increasingly helpful as we gather information.

Curriculum & Instruction/Student Engagement

- **Onsite Drivers Education** - During the week of July 25, sixteen Map Academy students completed the classroom portion of Drivers Education hosted at Map Academy provided by Safety First Driving School of Plymouth. These 16 students completed an application process that included academic goal setting/planning in order to be part of the Map Academy paid Drivers Education program.
- **Subject rollout** - Map Academy is fully set up on [Subject.com](#) and is beginning to pilot the new courses with students.
- **Fall Flex Block offerings** - First cycle of offerings ends this month and a new cycle will start at the beginning of November.
- **Facing History & Ourselves** - Humanities teachers are engaged in ongoing work on Civics projects and other curriculum development.
- **Literacy & Math Intervention & Support** - Multiple sources of data including NWEA, MCAS and IXL used to develop individualized plans for students.

Staffing/Professional Development

- **New hires to date:**
 - Performing Arts Teacher & Program Coordinator
 - Wraparound Specialist (2)
 - Community Support Partner
 - Art Teacher
 - Special Ed/Science Teacher
- **August 2022 Staff PD Week** - This Google Slides presentation showcases all of the professional development that Map Academy did as a staff during the August 22-29, 2022 start of the school year professional development series.



- [School wide priorities 2022-2023](#) - This Google Slides presentation was presented to the full staff during the August PD week by the leadership team to showcase the school wide priorities for the 2022-2023 school year.
- [Professional Learning Communities](#) - Each staff member is participating in a yearlong PLC which will meet regularly to discuss their work, research, discuss shared readings, and analyze data. These PLCs give structure to professional conversations and provide a safe forum to share dilemmas, strategies, and knowledge.

Dissemination/Institutional Advancement/Partnerships/Grants

- **ESSA Consolidated Application** (FC305, 140, 309) - These grants are allocation grants that Map Academy is awarded each year pending state approval that expenses are eligible to each particular grant. FC305 is Title I funding (\$62,604), FC140 is Professional Development funding (\$8,569), FC309 is student support and academic achievement (\$10,000). All three were fully approved by DESE.
- **FC310 McKinney Vento New Orleans Learning Tour** - Grant funded trip for leadership and student support staff to visit residential programs 8/9-8/12 to inform the creation of a Map Academy residential program which is a long standing goal. Schools visited included:
 - Thrive Academy
 - NET: Central City
 - NET: East
 - NET: Gentilly
- **Springfield Public Schools** - Map Academy hosted two different Springfield Public Schools groups to explain and showcase the Map Academy model.
- **WBUR Interview** - Leadership was interviewed by WBUR at their request about college going rates. No word yet on whether WBUR will run the story or include Map Academy as part of it. We will be told ahead of time if they are and when the story will run. If we get word we will let the board know.
- **MCPA** - Developing Advocacy Agenda - Leadership participated in the MCPA advocacy agenda building for the 2022-2023 school year. Map Academy's focus for advocacy remains on the [weighted lottery bill](#) that we have supported in the past.
- **MCPA** - Regional network hosting - The Southeast MCPA regional networking group is back to meeting in person and has reached out to inquire if Map Academy would be willing to host a group. Scheduling is pending.
 - Liza noted that she is attending a virtual MCPA training tomorrow called "Balancing Governance and Management: The Key to Effective Boards."