

# MEETING MINUTES

## Board of Trustees Meeting

Monday, March 20, 2023

### Attendees:

Liza Veto (Chair) Remote

Ryan McLaughlin (Special Education Coordinator & Team Chair) Remote

Derek Paiva (Board Member) Remote

Anre Dowell (Board Member)

Mike Balaschi (Assistant Director)

Josh Charpentier (Co-Director, Board Member)

Rachel Babcock (Co-Director, Board Member)

### Absent:

Mary Burke (Board Member)

### **1. CALL TO ORDER/ATTENDANCE**

The Chair called the meeting to order at 4.37pm.

### **2. PUBLIC COMMENT**

No public comment was offered.

### **3. CONSENT AGENDA**

- a. January 23, 2023 Minutes**
- b. Finance Reports**
- c. Co-directors Report**

Josh Charpentier moved to approve the consent agenda. Derek Paiva seconded. All Board Members voted to approve the motion. The consent agenda was unanimously approved.

### **4. NEW BUSINESS**

#### **a. Discussion: Disaggregated student data – Evening Studio**

The Evening Studio data was presented by Rachel Babcock. The key points were:

- From September 2022 to February 28, 2023, there were 927 evening student engagements

- 136 unique students engaged with Evening Studio, more than 50% of enrolled students
- Enrollment was generally increasing with the exception of December and the holiday break
- Thursdays were the most well-attended evening, partly due to the outreach during the week. Wednesdays were the least well-attended evening
- 70% current year graduates engaged with Evening Studio and it helped students meet their requirements
- 9 parenting students and 21 homeless or housing insecure students engaged
- 42 credits had been earned during evenings since December 2022
- 93 unique students engaged in the Summer Studio in 2022

Liza Veto asked how many of the October and March graduates participated in Summer Studio. Rachel Babcock replied that she did not have the data from Summer 2022 to hand but it was her view that the more they engaged, the more likely they were to graduate.

Liza Veto commented that the themes and data about what type of students participated in the summer and evening programs over time would be useful when pitching to funders. Josh Charpentier responded that they could add more data points in the future. **Action:** Josh Charpentier would ensure that the mentioned data would be provided for summer 2023.

#### **b. Discussion and Vote: FY23 Budget Amendment and FY24 Proposed Budget**

Josh Charpentier presented the FY23 Budget Amendment and FY24 Proposed Budget.

##### FY23

- There was a \$267,907 increase in revenue in the proposed amendment with the April 11, 2022 approved budget.
- There was a Q2 tuition decrease of \$233,631 from the data presented on January 23, 2023.
- MAP Academy was receiving significantly more state, federal and private grants than estimated. There was slightly less nutrition reimbursement than expected due to a general increase in the cost of food.
- Total expenses were \$48,757 less than initially projected.
- Personnel costs were \$280,757 decreased from the approved budget.
- Non-personnel expenses had increased by \$232,000, which included \$125,000 of contingency/miscellaneous spending.

Josh Charpentier presented line amendments of \$10,000 or more along with a brief rationale to the Board Meeting.

The full FY23 Budget Amendment had been circulated. A good surplus was expected at the end-of-year. Josh Charpentier highlighted the lease line item. He explained that there was a change to the lease standard and how it was accounted for. A breakdown of the changes had been circulated.

Derek Paiva asked if contingency funds would be added to the surplus if they remained unused. Josh Charpentier confirmed that was correct.

Derek Paiva asked if more lines would result in more details in the budget. Josh Charpentier confirmed that was correct. Rachel Babcock added that it would give more clarity and transparency on where money was being spent and facilitated expenses forecast.

Liza Veto commented that the overview of the noteworthy amendments was helpful and she would welcome similar types of presentations in the future.

*Vote*

Rachel Babcock moved to approve the amended FY23 budget. Derek Paiva seconded the motion. Liza Veto asked each Board Member to vote.

<u>For:</u> Anre Dowell Josh Charpentier Derek Paiva Rachel Babcock Liza Veto	<u>Against:</u>  None
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The Board unanimously voted to approve the amended FY23 budget.

FY24

Josh Charpentier presented the proposed FY24 budget. The key points were:

- \$480,282 increase in revenue from FY23, such a significant amount of increase was due to an increase in tuition and facilities of \$691,028. He highlighted that DESE had predicted over \$6.3m MAP Academy revenue due to the growth plan with additional enrolled students. However, this figure did not match with the figure in the proposed budget. He stated that they had decreased it by approximately 5% for a conservative budget.
- The expected state grant funding was \$175,000. There was expected to be reduced federal grants of \$577,071, due to 'Covid money' or ESSER III would be wound down. There was some carry over of IDEA funds, and only new funds were accounted for in FY24.
- Private grant funding was projected to be at least \$50,000. The expected nutrition revenue was \$95,000.
- Five new FTE were included in the FY24 budget, and contributed to the increase of the personnel costs. Josh Charpentier presented an overview of the personnel expense comparison. He noted that comparison was difficult due to the pandemic and relocation. Therefore, he highlighted that the 'per student average' was increasing and projected to stabilize.

Josh Charpentier presented line amendments of \$10,000 or more along with a brief rationale to the Board Meeting.

Derek Paiva asked how regional revenue reimbursement would be recognized. Josh Charpentier replied that it could not be recognized as it was currently unknown and it depended on how many charter schools sought reimbursement.

There was a projected surplus of \$126,570 for FY24 and if there was no tuition decrease, it would be \$315,731. Josh Charpentier provided his view that it was a conservative budget that in line with previous years.

*Vote*

Derek Paiva moved to approve the proposed FY23 budget. Liza Veto seconded the motion. Liza Veto asked each Board member to vote.

<u>For:</u> Anre Dowell Josh Charpentier Derek Paiva Rachel Babcock Liza Veto	<u>Against:</u>  None
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The Board unanimously voted to approve the proposed FY24 budget.

## **5. OLD BUSINESS**

### **a. Discussion: New Board Member recruitment and onboarding**

Derek Paiva and Liza Veto presented the onboarding materials:

- 1) Onboarding PowerPoint
- 2) Recruitment slides

Liza Veto briefly talked through the contents and the purpose.

Derek Paiva stated that he updated the job description to include more relevant details. It was hoped that this helped to build an understanding of expectations for new Board Members.

Liza Veto explained that in general, people considering board membership for any board (not specific to Map Academy) may be concerned about the requirement to fundraise, causing reluctance to join. She hoped that by letting potential members know that fundraising is not a requirement for Map Academy board members, they would be able to attract the right people.

There was at least one potential new Board Member candidate in the pipeline; Derek Paiva would pilot the new materials with the potential new Board Member to see if they meet the Board's needs.

The documents were circulated to the Board for review.

### **b. Discussion: Remote participation/open meeting law updates**

Liza Veto explained that remote public meetings, which were legally allowed due to Covid, were supposed to expire at the end of March 2023 but it was likely that the State would extend that allowance. However, MAP bylaws allowed remote meetings therefore they could continue. Roll calls were required as standard procedure for meeting with remote participation.

### **c. Discussion: Charter renewal and amendment**

Liza Veto announced the charter renewal and amendment. She commended Rachel Babcock's and Josh Charpentier's efforts. The official letter confirming the renewal for five years and amendment was received. They could continue to expect State check-ups during that period.

On behalf of the Board, earlier this month, Liza Veto authorized the release of Co-Directors' bonuses (contained in their contracts) for the successful completion of the charter renewal process.

It was noted that MAP Academy received excellent feedback and its charter renewal was unconditionally approved. This was particularly noteworthy and allowed MAP Academy to have less check-ups.

Liza Veto sent a note to staff with the information on behalf of the Board.

**d. Discussion: Innovation career pathways**

Rachel Babcock stated that in the first five years, they focused on other systems and structures. Now they would focus on what happened for graduates. There had been a year-long scope of work with Specialized Career Guidance. They developed infrastructure during 2022 and approved large umbrella projects that allowed graduates to secure sustainable livable wages.

MAP Academy applied for and was invited for the final interview of the Innovation Pathway Designation. These were designed for students not in vocational programs or involved in careers prep.

MAP Academy approved for a manufacturing, technology and engineering pathway, and a healthcare and human services pathway. These would be planned in 2023, officially launching in Fall 2025. MAP Academy was cooperating with external partners on this project.

\$25,000 planning grant was received. \$75,000 implementation grant would be received by the end of the month. The MAP Academy was then eligible for a minimum of \$50,000, each year, for the next four years. There was also an expectation that the revenue stream would continue to increase.

Rachel Babcock stated that MAP Academy had applied for Youthworks Funding. The money from the State program went directly to students who met the demographic criteria and would be spent on career readiness and development activities. MAP Academy had been approved for \$100,000 starting in December 2023. That was anticipated to extend into summer programming, with 60% going directly to student wages and 40% as revenue to MAP Academy for support and associated costs.

Derek Paiva commented that they were a Youthworks provider and could assist with networking.

The Youthworks approved budget was for 40 students; 20 in Fall cohort and 20 in Summer cohort. This was for a career exploration course as a feeder to the Innovation Pathways in the following year.

Liza Veto asked if the money could be used for student wages in internships. Rachel Babcock confirmed that was possible. She added that students could be paid to attend college classes that were requirements of the Innovation Pathway.

Rachel Babcock continued that it was hoped to build additional pathways, up to seven or eight, after establishing the initial two pathways. This would be driven by data showing what skills were required.

## **6. DISCUSSION: COMMENTS AND ANNOUNCEMENTS**

There was a comment made on the upcoming meeting dates. The Board was waiting for updates on Open Meeting Law before formalizing the dates.

There was a second comment that Josh Charpentier would attend the National Charter Conference in June in Austin, Texas with Liza Veto and Rachel Babcock. Josh Charpentier would circulate more information after the meeting.

## **7. UPCOMING MEETING DATES**

- a. Monday, May 15, 2023**
- b. Monday, July 24, 2023**
- c. Tentative: Monday, September 28, 2023**
- d. Tentative: Monday, October 23, 2023**
- e. Tentative: Monday, January 29, 2024**

## **8. ADJOURNMENT**

Josh Charpentier moved to adjourn the meeting at 5.53pm. Liza Veto seconded the motion.

<u>For:</u> Anre Dowell Josh Charpentier Derek Paiva Rachel Babcock Liza Veto	<u>Against:</u>  None
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The meeting was adjourned at 5.53pm.