

MEETING MINUTES

Board of Trustees Meeting

Monday, July 31, 2023

Attendees:

Liza Veto (Chair) Remote

Josh Charpentier (Co-director, Board Member)

Rachel Babcock (Co-director, Board Member)

Anre Dowell (Board Member)

Ryan McLaughlin (Staff)

Adam Earle (Guest)

Absent:

1. CALL TO ORDER/ATTENDANCE

a. Welcome New Board Member

The Chair called the meeting to order at 4.06pm.

b. Public Comment

Nil.

2. CONSENT AGENDA

a. May 15, 2023, Board Minutes

b. April & March 2023 Finance Reports

c. Co-directors Report

There was no comment on the documents referenced in the Consent Agenda items.

Rachel Babcock moved to approve the Consent Agenda. Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Anre Dowell Rachel Babcock Josh Charpentier	<u>Against:</u> None
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Liza Veto	
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The Board unanimously voted to approve the Consent Agenda.

3. NEW BUSINESS

a. Discussion & Vote: New Board Member

Liza Veto introduced a new Board member, Adam Earle.

Adam Earle gave a brief self-introduction, presented his professional background, and explained his motivations to being a Board Member.

Josh Charpentier moved to approve Adam Earle as a Board Member of the Map Academy. Anre Dowell seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Josh Charpentier Anre Dowell Liza Veto	<u>Against:</u> None
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The Board unanimously voted to approve Adam Earle as a new Member of the Map Academy Board.

Liza Veto stated that the decision would be confirmed in writing to Adam Earle, and follow-up approval procedures would be taken.

b. Discussion & Vote: Support Contract: Discovery Phase for Potential Map Academy LMS

i. Revised FY23 & FY24 Budgets

Josh Charpentier stated that Map Academy had an existing LMS called The Tracker. Map Academy had been doing blended asynchronous learning since before the pandemic. However, limitations had been identified with the current system.

Research on the off-the-shelf LMS systems has shown that it did not meet Map Academy's requirements.

A proposal was created with Pod Consulting, LLC to build an LMS system specifically for Map Academy. Pod Consulting, LLC was able to provide references. Josh Charpentier explained that the contract that was presented to the Board was for the Discovery Phase only. It would be put to bid and then a company would be selected to build the LMS.

Liza Veto clarified that the contract was to identify the requirements of a successful LMS for public bidding. Josh Charpentier explained that the scope and the priority matrix would be written with cooperation with Pod Consulting, LLC.

Rachel Babcock stated that they performed exhaustive searches to try to identify a current LMS on the market. An unsuccessful attempt was made to implement Canvas. She was confident that the answer was to build an LMS that met the Map Academy's needs. Pod Consulting, LLC would assist in helping Map Academy to understand the level of investment and budget that is required.

Liza Veto noted that there was \$39.5K in the proposal. Josh Charpentier responded that the budget would be amended by reallocating unutilized items on the Teacher Development Pipeline to the LMS.

Rachel Babcock added that there was no clarity that the Teacher Development Pipeline investment would secure the hoped-for outcomes with the consideration of the current labor market.

Josh Charpentier shared that it was the right time for Map Academy to take this innovative step and set Map Academy up for the future. He explained that the fundamental problem was that the source code for the current LMS was built on old Microsoft servers 20 years ago and the technology had moved forward since then.

Liza Veto moved to approve the Discovery Phase contract for a potential new Map Academy LMS. Anre Dowell seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Josh Charpentier Anre Dowell Liza Veto	<u>Against:</u> None
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The Board unanimously voted to approve the Discovery Phase contract for a potential new Map Academy LMS.

Liza Veto moved to amend the FY2023 budget by reallocating \$20K from the Teacher Development Pipeline to the Discovery Phase of a potential Map Academy LMS in the FY2024 budget. Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Anre Dowell Rachel Babcock Josh Charpentier Liza Veto	<u>Against:</u> None
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The Board unanimously voted to amend the FY2023 budget by reallocating \$20K from the Teacher Development Pipeline to the Discovery Phase of a potential Map Academy LMS in the FY2024 budget.

Liza Veto moved to amend the FY2024 budget by reallocating \$20K from the Teacher Development Pipeline in the FY2023 budget, to the Discovery Phase of a potential Map Academy LMS bringing the total line item to \$40,000 in the FY2024 budget. Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Anre Dowell Josh Charpentier Liza Veto	<u>Against:</u> None
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The Board unanimously voted to amend the FY2024 budget by reallocating \$20K from the Teacher Development Pipeline in the FY2023 budget, to the Discovery Phase of a potential Map Academy LMS in the FY2024 budget.

c. Discussion & Vote: Specialized Career Guidance Update and FY24 Contract

Rachel Babcock presented the Client Services Agreement with Specialized Career Guidance, LLC. It was ongoing work and the contract was for a 12-month renewal with the existing scope. Rachel Babcock stated that the current work had been budgeted.

She stated that the Map Academy had been actively looking for an external hire but that had not been successful yet. She explained that the current work had been performed under the current agreement.

Liza Veto asked when the students would begin to participate in YouthWorks. Rachel Babcock replied that it would start in October 2023. There would be 15 students in the Fall and 15 students in the Spring. Some students would move on to the Summer phase with the Innovation Pathways launching in 2024. The YouthWorks infrastructure was intended to continue, and it was hoped to be flexible with multiple entry points based on the students' needs.

Liza Veto asked about the visit to Oakmont. Rachel Babcock replied that she and Josh as well as 3 teachers visited the Oakmont charter school network in Ohio. Oakmont had built similar vocational pathways with vocational labs located in schools with on-site training from professionals. She hoped that Map Academy could build something similar in the future. She added that Oakmont built cooperations with local employers to assist them in finding skilled instructors for the career pathways and to find placements for student work based learning experiences.

Josh Charpentier moved to approve the FY2024 Specialized Career Guidance contract. Anre Dowell seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Josh Charpentier Anre Dowell Liza Veto	<u>Against:</u> None
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The Board unanimously voted to approve the FY2024 Specialized Career Guidance contract.

d. Discussion & Vote: 2022-2023 Annual Report

Josh Charpentier presented the 2022-2023 Annual Report. The report would be publicly available and would be voted on by the Board.

He explained that most of the information remained the same from year to year, and some of the information could not be amended without votes and approvals.

Josh Charpentier highlighted that there were updates to reflect the school's current work. He emphasized that Map Academy's comparison indexes were very good compared with other charter schools, demonstrating that the Map Academy did not 'cherry-pick' students.

Map Academy also performed very well in the student, families, and staff surveys. He raised that the Map Academy did not meet some of the measures. For example, 12% of the students who completed the Intro Course did not complete at least one Career Development opportunity. It was acknowledged that the students who did not complete any Career Development opportunities had significant external challenges. Further work is already underway and will be addressed further in the creation of the school's

revised Accountability Plan for the new charter term, which leadership is well underway with working with DESE on.

Due to the lack of updated norms since Covid, Map Academy did not meet its NWEA goals as they are outlined in the approved Accountability Plan since there were no norms available for comparison. These goals will be amended in the revised Accountability Plan to not be reliant on outside data sources.

Josh Charpentier summarized that most areas where the Map Academy did not meet its goals were due to external factors. The learnings from the first charter term will be incorporated into the updated Accountability Plan, a process that is already well underway.

Liza Veto welcomed the transparency. She added that the areas where the Map Academy did not meet its goals were not significant.

Josh Charpentier highlighted that the Map Academy Board had never received any formal complaint. He further emphasized that the Map Academy did not have any conditions placed on it as part of the charter renewal process.

Josh Charpentier presented the unaudited Balance Sheet and profit and loss statement which would be affixed to the end of the annual report as required by state law.

Liza Veto moved to submit the 2022-2023 Annual Report package including the attachments to DESE. Rachel Babcock seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Anre Dowell Josh Charpentier Rachel Babcock Liza Veto	<u>Against:</u> None
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The Board unanimously voted to submit the 2022-2023 Annual Report package including the attachments to DESE.

e. Discussion: FY23 Audit Process Update

Josh Charpentier stated that the Map Academy's auditor had retired. Powers & Sullivan was selected as the new auditor because they were able to accommodate the Map Academy's schedule. The audit is due on November 1, 2023, and plans are already underway to support the transition to the new auditor.

Josh Charpentier explained the background of the audit for Adam Earle's benefit.

A further update would be presented at the September meeting, with the final version presented at the October meeting.

f. Discussion: Bank Transition Update

Josh Charpentier provided the background about the bank transition. Map Academy had been using Citizens Bank since its inception. The recent banking crisis prompted Map Academy to review its banking needs and it identified that all of its funds were not insured.

There were funds in reserve at Citizens Bank that should be moved over to BayCoast Bank as it offered insurance for all deposits via DIF insurance. The paperwork to change the EFT banking details was completed and leadership is waiting for EFT payments to begin going to BayCoast to confirm revenue is routing to the new bank. Once that is verified, leadership will work to move funds and transition all of the automatic payments over to the new accounts. The goal is to be completely switched over to BayCoast bank by the end of calendar year 2023.

BayCoast Bank also offered interest rates on the Map Academy's deposits that Citizens Bank had been unable to.

Rachel Babcock welcomed the bank transition and its timing to coincide with the renewal.

Josh Charpentier stated that the credit cards would remain with Citizens Bank as BayCoast Bank could not offer those without personal backing from Rachel Babcock and Josh Charpentier.

Rachel Babcock added that the Citizens Bank cards offered attractive and useful reward programs which are utilized to obtain gift cards for student incentives.

The item would remain on the agenda for further review.

4. OLD BUSINESS

a. Discussion: New Board Member Recruitment

Liza Veto stated that new Board Member recruitment was successful and welcomed any recommendations.

5. DISCUSSION: COMMENTS & ANNOUNCEMENTS

Rachel Babcock commented that the Summer Studio has been progressing well. As of 7/27/23, there were 78 unique students engaged either in-person or remotely. The enhanced teacher program also has gone smoothly, with a lot of curriculum development and professional development occurring over the summer.

DGI Service and TV Upgrade

Josh Charpentier raised that there were issues with the TVs at Map Academy and the existing TVs and screencasting software were unable to meet the school's requirements, especially digital signage and wireless projection. DGI Service on the State contractor list provided a quote to upgrade 20 TVs with Mac Minis and Zoom to have the ability to dual purpose seamlessly with digital signage and instructional purposes. He presented the full quote to the Board. The costs would be added to the FY24 budget.

Liza Veto moved to approve the DGI Service technology contract for the TV upgrade. Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Anre Dowell Josh Charpentier Liza Veto	<u>Against:</u> None
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The Board unanimously voted to submit the DGI Service technology contract for the TV upgrade.

6. UPCOMING MEETING DATES

- a. Monday, September 18, 2023, at 4.00pm
- b. Monday, October 23, 2023, at 4.00pm
- c. Monday, January 29, 2024, at 4.00pm
- d. Monday, March 18, 2024, at 4.00pm
- e. Monday, May 20, 2024, at 4.00pm

7. ADJOURNMENT

Josh Charpentier moved to adjourn the July meeting at 5:12pm. Liza Veto seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Rachel Babcock Anre Dowell Josh Charpentier Liza Veto	<u>Against:</u> None
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The Board unanimously voted to adjourn the July meeting.

The meeting was adjourned at 5:12pm.

Document list:

- May 15, 2023 Board Meeting Minutes
- May 15, 2023 Board Meeting Executive Session Minutes
- July 31, 2023 Board Meeting Agenda
- July 31, 2023 Co-directors Report
- April and May 2023 Finance Reports
- Unaudited FY23 finance report (annual report attachment)
- DGI Digital Signage quote
- Amended FY23 Budget
- Amended FY24 Budget
- Specialized Career Guidance Contract
- Pod Consulting Proposal
- 22-23 Annual Report Draft
- Commonwealth of MA - Map Academy change form

