

MEETING MINUTES

Board of Trustees Meeting

Monday, September 18, 2023

Attendees:

Liza Veto (Chair) In person

Kerin McGue (Board Member) Remote

Derek Paiva (Board Member) Remote

Rachel Babcock (Co-director, Board Member) In person

Josh Charpentier (Co-director, Board Member) In person

Anre Dowell (Board Member) In person

Mike Balaschi (Staff) In person

Ryan McLaughlin (Participant) (Special Ed Coordinator) Remote/In Person

Absent:

Adam Earle

1. CALL TO ORDER/ATTENDANCE

The Chair called the meeting to order at 4.00pm.

a. Public Comment

Nil.

2. CONSENT AGENDA

- a. July 31, 2023 Board Minutes
- b. July 2023 Finance Report
- c. Co-directors Report

Liza Veto raised a question about the Summer Studio in the Co-directors Report, and if there was any difference in those who attended physically versus those who engaged remotely.

Josh Charpentier explained that the Summer Studios did not provide transportation, therefore it was hard for some students to access in person. Remotely attending was therefore allowed. Remote students earned credits, accessed support, and made progress as others who attended physically were able to do.

Rachel Babcock noted that remote students were engaged with services and support in both academics and counseling.

Anre Dowell moved to approve the Consent Agenda. Liza Veto seconded the motion. The Chair asked each Board Member to vote.

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

3. NEW BUSINESS

a. Discussion & Vote: 23-24 Board Goals

Liza Veto presented the document and summarized that the Board achieved the goals of last year as follow:

- Goal 1: by December 2022, codified a new Board Member process that contains criteria for prospective Members, and onboarding process that included Board Member expectation, and training.
- Goal 2: throughout SY22-23, participated fully and with high quality in the school's charter renewal, included thought partnership with the Co-directors, and active participation in all required Board components of the DESE renewal (e.g., application renewal, school inspection visit, and focus group).
- Goal 3: at least quarterly during School Year 22-23, 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 understanding of student progress based on data.

Liza Veto noted that the school year 23-24 goals came from discussions and input from the Co-directors, with the consideration of the charter renewal process, last year's progress, school wide priorities for 23-24, and materials from the Education Board partners.

Liza Veto proposed the goals for 23-24 as follow:

- Draft SY 23-24 Goal 1: by January 2024, to develop a virtual library of past trainings for Board Members and identify topics and timeline for ongoing future Board trainings.
- Draft SY 23-24 Goal 2: in partnership and alignment with school leaders, begin to research and plan for Map Academy's long term capital planning needs, which may include the purchase of the school building and/or expansion to include additional satellite space.
- Draft SY 23-24 Goal 3: at least quarterly, 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 understanding of student progress based on data.
- Draft SY 23-24 Goal 4: throughout SY 23-24, each Member of the Map Academy Board of Trustees will fulfill all of their school-related, community-related, and board-related functions articulated in

the Board Member job description; this includes at least one in-person school visit and participation in at least one graduation ceremony for each Board Member.

Derek Paiva agreed with all four goals and suggested creating KPIs for each of the goals and track each quarterly to make sure that they were on target with full engagement from the Board Members. Derek Paiva further suggested each goal to attach to one to two Board Member(s) as the lead(s).

Rachel Babcock agreed with the quarterly tracking, which was aligned with the quarterly cycle of the Co-directors evaluation.

Liza Veto agreed with the suggestion of each goal to attach to one to two Board Member(s) who were interested in or had been working in the relevant scopes.

Kerin McGue agreed with all four goals and stated that she was interested in being more deeply involved in Goal three.

Derek Paiva moved to approve 23-24 Board Goals. Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Kerin McGue Rachel Babcock Derek Paiva Josh Charpentier Anre Dowell Liza Veto	<u>Against:</u> None
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The Board unanimously voted to approve 23-24 Board Goals.

Liza Veto invited each Board Member to follow up with her directly and let her know his or her interest in specific Goal(s).

Rachel Babcock pointed out that the Co-directors would continue to provide the data related to goal 3 and would work with whomever is the KPI for that particular goal.

Derek Paiva stated that he was interested in Goal two.

Josh Charpentier reiterated that he and Rachel would be heavily involved in both Goal two and Goal three.

b. Discussion & Vote: Co-directors Report

Liza Veto presented the Co-directors' Performance Evaluation Mid-Cycle Review. Liza Veto recapped the refinements for SY 22-23 as follow:

- Continued quarterly updates to Board on Co-directors' performance.
- Put Co-directors on a two-year evaluation plan, which was a standard option for high-performing Superintendents - included set annual goals, collect evidence over 2 years, and at the end of Year 1, conducted a mid-cycle check in (no rating).

Liza Veto shared Rachel Babcock and Josh Charpentier's goals for SY 22-23. The goals were approved as a Board in September.

Liza Veto noted that the refinement for the Board's role as evaluator was to identify a lead Board Member for each of the professional standards at the beginning. The lead Board Member would collect or keep track of at least 3 examples of evidence of Rachel Babcock and Josh Charpentier's progress on their standard-related goals that came up in Board meetings throughout the year. In the late Spring or early Summer 2024, Liza Veto would collect those examples, and collaborate with another Board Member on drafting the performance evaluation documents (including inputs from Board Members and the Co-directors). The Board would then vote on those ratings in September 2024.

Liza Veto presented the 5 standards set by DESE as follow:

- Standard 1: Instructional Leadership
- Standard 2: Management & Operations
- Standard 3: Family & Community Engagement
- Standard 4: Professional Culture
- Standard 5: Institutional Advancement

Anre Dowell stated that he would take Standard 3 as the lead Board Member.

Derek Paiva stated that he would take Standard 2 and co-lead Standard 5 with another person.

Kerin McGue stated that she would co-lead Standard 5 and take any one of them.

Liza Veto noted that Board Members could refer to Rachel Babcock and Josh Charpentier's goals that were related to the specific Standards, as well as the Co-directors Report. Liza Veto would add a space with each goal so that Board Members could record the examples and/or put a note catcher together that can be used throughout the year.

Rachel Babcock shared that detailed notes were included in the Co-directors Mid-Cycle Check In Documents which are in the board folder. These included the specific goals, the breakdown, and the evidence of the ways that the goals were addressed.

Liza Veto moved to accept the mid cycle check in for school year 22-23 and approve Rachel Babcock's performance goals for school year 23-24. Kerin McGue seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u> Derek Paiva Kerin McGue Rachel Babcock (Abstain) Josh Charpentier Anre Dowell Liza Veto	<u>Against:</u> None
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The Board unanimously voted to accept the mid cycle check in for school year 22-23 and approve Rachel Babcock's performance goals for school year 23-24.

Liza Veto moved to accept the mid cycle check in for school year 22-23 and approve Josh Charpentier's performance goals for school year 23-24. Derek Paiva seconded the motion. The Chair asked each Board Member to vote.

<u>For:</u>	<u>Against:</u>
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Kerin McGue Derek Paiva Rachel Babcock Josh Charpentier (Abstain) Anre Dowell Liza Veto	None
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The Board unanimously voted to accept the mid cycle check in for school year 22-23 and approve Josh Charpentier's performance goals for school year 23-24.

c. Discussion: FY23 Audit Update

Josh Charpentier provided an update on the FY23 audit that they were working with the new auditor this year, Powers & Sullivan. Due to a family emergency with the auditor, they were a little bit behind in schedule. They have been in communication with the auditor and they had no concern about getting the audit report in time for the October 23 Board meeting.

Josh Charpentier explained that the reason for changing the auditing firm was one of the partners the previous auditing firm retired and they did not have the capacity to work for Map Academy.

Rachel Babcock supplemented that it was the recommendation of the department to periodically change auditors in order to have a new set of eyes on the finances.

d. Discussion: Bank Change Update

Josh Charpentier provided the background about the bank transition. The recent instability in the banking market prompted the Map Academy to review its facilities and it identified that all of its funds were not insured. The Citizens Bank only insured up to the FDIC limit of \$250,000.

It was decided at a previous meeting to move all banking from Citizens Bank to BayCoast Bank as it offered insurance for all deposits. The paperwork to change the EFT banking details was completed. Josh Charpentier stated that more than 85% of the budget, including tuition and grants, came from EFT payments directly from the Commonwealth of Massachusetts via the Massachusetts Comptroller's Office. The Co-directors completed the paperwork to change the bank account information and have confirmed that bank change went through. The September tuition payments were directed via EFT to the BayCoast Bank account. Josh Charpentier stated that Map Academy has initiated the process of transferring payroll and the bill pay system over to the BayCoast Bank account. They were keeping both banks funded until they could transfer everything over to the BayCoast Bank account. The goal was to be fully transitioned over to the BayCoast Bank account by the end of 2023, and the first October payroll would be the first drawn out from the BayCoast Bank account.

Derek Paiva asked if the reserve in the BayCoast Bank account was in cash and was not longer than 12 months. Josh Charpentier confirmed the reserve in the BayCoast Bank account was in cash.

Rachel Babcock supplemented that the reserve in the BayCoast Bank would be in an interest bearing per a money market checking account, so they would be earning some interest on the funds but they had not moved forward on any bond ladder or any kind of investment that would hold funds for any established time period.

Josh Charpentier noted that there were a total of three accounts at BayCoast Bank. There is a money market account which is the reserves account, which would predominantly hold the cash and yield an interest rate based on the current market rates. There is an operating account where non personnel

expenses are paid out of. And there is a payroll account where anything related to payroll and benefits are paid out of.

4. OLD BUSINESS

a. Discussion: New Board Member Recruitment

Rachel Babcock introduced a potential new Board Member, MS. MS has a background in marketing and and currently working for a large corporate bank, she was a parent of one of the students who graduated from the program that Josh Charpentier and Rachel Babcock ran previously in the Plymouth Public Schools. The Co-directors planned to meet with MS and hopefully would be able to start the new Board Member process after the meeting.

As a next step in the Board Member recruitment process, Derek Paiva noted that new Board Members with higher education, and with trades background would be beneficial to the Board.

Rachel Babcock supplemented that she had a conversation with one of the consultants Map Academy works with and had a potential new Board Member in mind who had some career exploration and with the construction trades background. Rachel Babcock noted the launch of Map Academy's new Career Pathways Advisory Board on November 15, 2023 which will be another avenue to identify and recruit additional Board Members.

5. DISCUSSION: COMMENTS & ANNOUNCEMENTS

Liza Veto noted that the next graduation date would be on October 25, 2023 at 4:00p.m. at the Hotel 1620.

Liza Veto asked if Adam Earle's new Map Academy email was yet forwarded to a non-Map Academy email. Josh Charpentier responded that Adam Earle did confirm that he had access to the Map Academy email, but was unsure about the default routing set up as this is not something we typically establish without first having it requested.

Mike Balaschi, Assistant Director shared that the new school year was off and running with 275 students enrolled, there were a couple incidents that happened but nothing out of the ordinary and that he is seeing things were settling down as new student's began settling into the culture of Map Academy.

Ryan McLaughlin, Special Education Coordinator shared that there was a lot more engagement with instructional staff. Students were buying in and started finding a purpose in their education, particularly those who were returning from their first or second year. There was a lot of engagement with their personal planning and willingness to take their next steps towards graduation.

Rachel Babcock noted that of the five new hires this year one has moved onto other opportunities.

6. UPCOMING MEETING DATES

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

7. ADJOURNMENT

Derek Paiva moved to adjourn the meeting at 4.54pm. Rachel Babcock and Josh Charpentier seconded the motion. The Chair asked each Board Member to vote.

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

The meeting was adjourned at 4:54pm.