

# MEETING MINUTES

## Board of Trustees Meeting

Date: October 23, 2023 – 4:00pm

### 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) Remote

Mike Balaschi (Assistant Director) In person

Adam Earl (Board Member) In Person

Mindy Savage (Potential Board Member) In Person

Renee Davis (Powers & Sullivan) Remote

Jim Powers (Powers & Sullivan) Remote

Ryan McLaughlin (Staff) Remote

Steve Sell (Assistant Director) Remote

Anre Dowell (Board Member) Remote

Lauren Turner (AAS CPA's) Remote

### Absent:

No absences were noted.

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

The chair called the meeting to order at 4:00pm.

#### **a. Public Comment**

## **2. CONSENT AGENDA**

- a. September 18, 2023, Board Minutes
- b. Finance Reports
- c. Co-directors Report
  - i. Data Highlight
  - ii. Enrollment Update

Liza Veto commented she was pleased to see the data highlight and Co-directors Report in the Consent Agenda. She explained the school has worked to increase transportation and partnered with GATRA and First Student. She noted students had received transportation who previously would not have, thus making it more likely they attend Map Academy. Rachel Babcock stated Map Academy provides transportation to all communities in the amended charter region.

Liza Veto highlighted the People Joy Update on the Staff benefits and said the Board voted to approve in Spring 2023. Liza Veto queried how often the school would retrieve data updates from people participating in counseling and so forth. Josh Charpentier explained they would provide a monthly update. He noted the student loans forgiveness program was the first they rolled out. He stated a little over 50% of the staff were participating in the program currently.

Josh Charpentier initiated a motion to approve the Consent Agenda. Derek Paiva seconded the motion.

<u>For:</u> Rachel Babcock Derek Paiva Kerin McGue Anre Dowell Josh Charpentier Adam Earl Liza Veto	<u>Against:</u>  None
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The Consent Agenda was approved unanimously by the board.

## **3. NEW BUSINESS**

- a. Discussion & Vote: FY23 Audit

Josh Charpentier brought up the FY23 Audit and handed the discussion over to Jim Powers.

Jim Powers commented that everything from an audit standpoint was available, and the process was made easy working remotely, in terms of reviewing invoices and so forth. He said all documentation was made available to review all revenue and that the audit went smoothly. Jim Powers noted the numbers were substantially the same as the prior year. He explained the Basis for Opinions section and referenced the GASB requirements. He stated everything that should be in the audit was included, for example, disclosures. Jim Powers advised there were two changes and talked about Map Education from previous years. He mentioned that the Financial Statements were combined into one column due to the close

relationship and as per the Governmental Standards they were able to combine the financial columns. He added there was an important distinction between what they saw before, and what they see now. He referenced the back of financing schedules. He commented that several of the Charter schools they work with have the same presentation of financials, which he said DESE was used to.

Jim Powers explained the financial statements showed a good financial position. He said they had a surplus of \$422,000. He said it was positive to see an increase in activities for the year. Jim Powers advised they received \$100,000 worth of grants last year and had \$70,000 carried over from the prior year. He said the \$63,000 left is temporarily restricted within the component unit.

Jim Powers highlighted there were no issues with expenses. He talked about changes in the governmental arena. He noted that statements of cash flows were shown upfront, which he said was a positive outlook. He referenced that other businesspeople would look at survivability of a business in whether they have cash to operate.

Jim Powers stated comparatively everything looked good. He said there was an increase in tuition in 2023 compared to 2022, mainly related to the student population and increase in enrollment and therefore in revenue. He said the Charter was renewed for another five years.

Renee Davis reiterated what Jim Powers said and noted that Lauren Turner did an excellent job. She raised that the audit was a great opportunity for them to see how Map Academy operates. Josh Charpentier noted the biggest increases to revenue percentages were due to student enrollment.

Jim Powers noted there were no findings relative to management. He explained they would do a final math check once the report was finished, to make sure all the numbers tie into the footnotes, so they are not off by a dollar here and there. He added that he and Renee would send out a management representation letter, which outlines the truth of financial statements, which will need to be signed by the Co-directors.

Jim Powers queried who signs the acceptance for the board of trustees. Josh Charpentier replied they would vote on it and Derek Paiva as Board Treasurer would sign it prior to submission. Derek Paiva informed the meeting he could sign it at Map Academy in-person. Josh Charpentier confirmed.

Lauren Turner highlighted the negative expense line and informed the meeting it should not cause any consternation among members.

Liza Veto forwarded a motion to accept the audit, pending final math review. Anre Dowell seconded the motion.

<u>For:</u> Rachel Babcock Derek Paiva Kerin McGue Anre Dowell Josh Charpentier Adam Earl Liza Veto	<u>Against:</u>  None
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The audit was approved unanimously by the board.

b. Discussion & vote: Potential Board Member Introduction

Derek Paiva introduced Mindy Savage to the group and talked about the school at a high level. Rachel Babcock stated that the parental voice and perspective Mindy Savage brought was important and would serve the team well. Josh Charpentier second those sentiments and believed Mindy Savage could bring a lot to the board with both her personal perspective as well as her professional background.

Mindy Savage introduced herself from a parent perspective and said being a part of Map Academy was important to her. She explained she was a Technology Recruiter for Bank of America. She said she wanted to give back the things that were given to her and feels as though being on the Map Academy Board would be a great opportunity to do just that.

Liza Veto raised a motion to approve Mindy Savage as a new member of the board. Kerin McGue seconded the motion.

<u>For:</u> Rachel Babcock Derek Paiva Kerin McGue Anre Dowell Josh Charpentier Adam Earl Liza Veto	<u>Against:</u>  None
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The induction of Mindy Savage to the board was unanimously approved.

c. Discussion: YouthWorks update

Rachel Babcock updated the group and said that the school has received YouthWorks funding. She explained Map Academy received their first funding stream for the school year and had students on payroll for the first time ever which has been a long term organizational goal. She said 17 students engaged in YouthWorks programs that get students ready and engage students for the working world. She stated the big news was the students would get paid for their hours in the program.

Derek Paiva asked how long the program lasts for. Rachel Babcock answered four months. She explained the next cohort would incorporate their learnings and re-do the program with a different group of students in spring. She added that the intention was to apply for a summer program for students. Rachel noted that the end goal was to assimilate the program into their culture and make it a part of what they do, and eventually making it a graduation requirement long term.

d. Discussion: Bank Change update

Josh Charpentier said the Bank Change update is in progress still and worked for the goal of being transitioned by April/May 2024.

e. Discussion: Calendar update – March 2024 Graduation

Rachel Babcock advised they had updated and circulated a new 2023-2024 school calendar to reflect a fourth graduation on 20<sup>th</sup> March which was already allocated as a staff PD day. This is to accommodate the number of students completing their graduation requirements.

## **OLD BUSINESS**

- a. Discussion: 23–24 Co-director evaluation process
- b. Discussion: 23–24 Tracking of Progress – Board Goals

Liza Veto talked about the goals and referenced the onboarding and recruitment process and development of a virtual library of past training for board members. She added that board members joined at different times and thus wanted to make past training sessions accessible. She stated that the second goal related to partnership and alignment with school leaders, to begin and research a plan for Map Academy's long term capital planning needs.

Liza Veto highlighted the third goal was kept from last year and wanted to monitor student levels of success. She noted the fourth goal related to the board trustees to fulfill all the articulated board functions in the job description, which included one in-person school visit and participation in at least one graduation ceremony. Liza Veto opened the question of how to track and monitor those metrics. Derek Paiva said the first three goals should have benchmarks and timelines to hold the board accountable.

Mindy Savage queried the first goal and asked for further clarification. Liza Veto said the intent was to make sure the board looked at different types of data. She said the Co-directors articulated different presentations of data. Liza Veto commented that the point was around the board viewing disaggregated student data.

Kerin McGue said she was still learning the board process and was happy to go where possible.

Josh Charpentier explained the state wanted to see the school leaders, Rachel Babcock, and himself, bringing student data to the board, so members have a greater sense of clarity on what we do as a school. Liza Veto raised past precedents of data being shared with the board requiring similar data sets to apply in a slightly different way, depending on the project. Josh Charpentier added that in every meeting they always include a data point in the data highlights section. He said they had an in-house data system, which had the capacity to build data points, though it needs a connecting software as the data is currently not in a sharable format yet and is hoping to get a Board Data Report up and running in the near future and will update the board on the status of this at the next board meeting in January.

Rachel Babcock highlighted that the dashboard could bring together multiple data systems that could be accessible and queried. She said they were not always able to look at things in the aggregate across systems, as they can now.

Liza Veto acknowledged that board members were not obliged to attach themselves to any goals if they were not compelled or moved to do so. She said they were not assigned homework and could take initiative if they wanted to. She advised that if any members wanted to share anything in the meeting, they would make sure they had time on the agenda.

Liza Veto explained the board did a comprehensive review based around the goals set by the board, for Josh Charpentier and Rachel Babcock. Liza Veto noted Anre Dowell's expressed interest previously for the family and community engagement. She advised that the intent was to chip away at the document in a small amount, so as not to overwhelm people.

Rachel Babcock referenced the Co-director's report as a great source of information for evidence towards these board goals.

Josh Charpentier advised that one of the board's responsibilities was to oversee himself and Rachel Babcock. Rachel added that fundamentally they both had to provide evidence and said the process Liza referenced was to help board members feel more involved and connected in the process. She reassured the board it was not their responsibility to provide evidence.

Liza Veto noted both Co-directors got exemplary performance ratings. She highlighted that it was important to have input from everyone on the board.

#### **4. Discussion: Comments & Announcements**

Liza Veto noted she would send a follow-up email in the interim. She stated there were no comments or announcements from the group. She highlighted the dates for graduations.

#### **5. Upcoming Meeting Dates**

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

Josh Charpentier raised a motion to adjourn at 5:08pm. Adam Earle seconded the motion.

<u>For:</u> Rachel Babcock Derek Paiva Kerin McGue Anre Dowell Josh Charpentier Adam Earl Liza Veto	<u>Against:</u>  None
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#### **6. ADJOURNMENT**

Meeting adjourned at 5:08 pm.