

MEETING MINUTES

Board of Trustees Meeting

Date: January 29, 2024 – 4:00pm

Attendees:

Josh Charpentier, In-person

Adam Earle, In-person

Anre Dowell, In-person

Mike Balaschi, In-person

Derek Paiva, Zoom

Ryan McLaughlin, Zoom

Kerin McGue, Zoom

Mindy Savage, Zoom

Rachel Babcock, Hybrid

Liza Veto, Zoom

Absent:

1. Call to Order/Attendance

- a. Public Comment

There were no public comments.

2. Consent Agenda

- a. October 23, 2023 Board Minutes
- b. Finance Reports
- c. Co-directors Report
 - i. Enrollment Update – Primary Application Deadline for Fall 2024 enrollment is 2/20/2024

Rachel Babcock explained that Map Academy was fully enrolled and is currently slightly over the maximum enrollment at a total of 285 and a current year wait list of 48 students. The lottery for Fall 2024 enrollment will be held on February 27, 2024.

Liza Veto expressed excitement about the college and career opportunities that were in place, for example field trips to businesses. She noted that it was positive that a Map Academy alumna was hired recently. Liza flagged that the Map Academy had applied to present at the National Alliance for Public Charter Schools, which will be held in Boston in June 2024. She noted that the board could choose more people to experience the conference if they would like to attend.

Liza Veto called for a motion to approve the Consent Agenda. Kerin McGue seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Mike Balaschi Rachel Babcock Liza Veto	

The motion was unanimously approved.

3. NEW BUSINESS

a. Discussion: New Board Data Reports

Josh Charpentier highlighted the new data report built in the new data system, Filemaker. He said it held a lot of sensitive student information and only worked onsite at Map Academy via a local secure server. Josh explained they would be able to take data from the system and amalgamate the data into a report, thus being able to share it with the board. He stated one of the board goals was to hold quarterly disaggregated student-level data and shared that there is a new software program that can take the data from inside Filemaker and transform it to a shareable format. Josh stated it was the directors' goal that the board meetings would continue to add data points to the Board Data Report. He highlighted the items on the report and expressed that the plan would be to add further items, for example, attendance and credits.

Rachel Babcock talked through the Average RIT Math and Reading Compared to National Norms and noted that they hoped the program would allow them to show other types of disaggregation. Rachel stated Map Academy students were performing at/around the norm grade level nationally.

Adam Earle queried if the NWEA included all secondary schools or just Charter schools. Josh Charpentier replied the data encompassed all secondary schools that take the assessment which is widely utilized in the secondary education space.

b. Discussion & vote: 2024–2025 calendar

Rachel Babcock stated the calendar required a board vote. She advised that the news on the calendar was that there was no news. Rachel explained the upcoming calendar was a replica and started with six weeks of summer studio. She noted the 180th day in school would be on June 17, the day before graduation. Rachel notified the board members the vote was to get approval for the 2024–25 school year.

Liza Veto initiated a motion to approve the calendar. Josh Charpentier seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Mike Balaschi Rachel Babcock Liza Veto	

The motion was unanimously approved.

c. Discussion & vote: 2024–2025 Weekly Schedules

Rachel Babcock shared there were a few changes to the weekly schedules. Rachel proposed the school goes back to a weekly early release, moving it to Fridays. She reiterated the statutory requirement, where the school was obligated to provide 990 hours of instruction to all students. The current and proposed schedules both meet this requirement.

Rachel highlighted that Friday afternoons would be professional development sessions for all staff. She said the evening studio currently started while staff were in meetings, making it impossible for teachers to take a break who taught in the evening or to focus on the content of the meeting. Rachel proposed Mondays were the only 8:00–4:30 day for staff, with no evening studio on Mondays, allowing time for studio/content team meetings and evening studio would extend to 7:30 on Tuesdays, Wednesdays, and Thursdays. She further noted that once a month on Fridays all staff will leave at 1:30. She explained the proposed calendar rewards all members of the team, giving them 30 minutes extra a week, 45 minutes every Friday, and an extra 90 minutes once a month in an effort to combat teacher burnout and enhance staff retention.

She noted that the Co-directors researched a four day school week extensively but it would be impossible to have 180 school days within the framework of existing DESE data reporting deadlines. The Co-directors hoped that policies could eventually change so that Map Academy could be a four-day week school.

Derek Paiva questioned whether the new schedule had been proposed to anyone else thus far and whether anyone opposed it. Rachel replied they had spoken at length about this with the Navigators, with no negative feedback.

Mike Balaschi raised that he and others had spoken with some of the students about the evening studio and said the extra half hour at the end of the day would be a gamechanger. He commented that the revised schedule would initiate a lot of positive change on the student side of the equation.

Liza Veto moved a motion to approve the changes to the weekly schedule. Josh Charpentier seconded the motion.

For	Against
Derek Paiva	

Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Rachel Babcock Liza Veto	
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The motion was unanimously approved.

d. Discussion: FY23 EOY Accounting Reporting Issue

Josh Charpentier introduced John Buckley to the meeting to be there as a representative from AAF CPA while going over the accounting in the FY23 audit issue. Josh explained all the issues were communicated to MA DESE and their guidance is represented in the presentation. He noted there were no compliance issues and no fraudulent activity. He stated it was no one's fault and was an honest error that was overlooked in the EOY process. Josh explained teachers in traditional schools worked from September to June and that the salary from July and August was accrued or included in "balloon pay" therefore in most school audits instructional staff salaries are accrued back to the previous June. However, at Map Academy since starting the enhanced teacher role most instructional staff pay goes July 1 to June 30 therefore not needing to be accrued back to the previous June. The issue in the FY23 audit was that approximately 20 staff were paid July 1 to June 30 but also had their July and August pay accrued back to June overstating those expense lines by approximately \$300,000. Rachel Babcock reiterated that teachers who worked in July and August get paid for the work they did in that current month and the salary was for current work.

Derek Paiva queried whether the accounting applied to every teacher. Rachel Babcock replied it was only certain staff people. Josh Charpentier noted that 22 staff members had their earnings from July and August 2023 incorrectly accrued. All staff were paid the correct amounts. Josh explained they discovered the issue and worked with AAFCPA to rectify the problem on the accounting side.

Adam Earle queried who had noticed the mistake. Josh Charpentier replied that he, Rachel, and Lauren, noticed the error. Josh noted the board would vote on an amended FY23 audit, which will reflect the changes included in the end of year report.

Rachel Babcock highlighted the average teacher's salary data points being important as DESE publishes that data and said there were lots of implications of numbers being booked to the wrong year therefore we needed to correct the issue at hand now. John Buckley agreed with Rachel's summary. He noted that the accounting did not keep up with the change in contract, which he said was the long and short of it. Josh Charpentier forwarded a motion to open and amend the FY23 audit. Adam Earle seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell	

Rachel Babcock Liza Veto	
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The motion was approved unanimously.

4. Old Business

e. Discussion & Vote: Capital Expense Plan

i. Capital Account Establishment

Josh Charpentier talked about the capital plan they had previously spoken about establishing and highlighted that DESE has given Map Academy permission to establish this account now and that the surplus created by correcting the FY23 accrual issue could be deposited into this account if the EOY report showed excess surplus. He noted the end goal of establishing this capital plan was to buy the building and said the board would vote on establishing the capital funds account with the goal to acquire the building in the next 10 years. He said the capital plan could be amended over the next 10 years, with the goal being to save \$2 million as a down payment on the eventual acquisition of the building.

Derek Paiva questioned what the excess amount would be in the account. Josh Charpentier said they would amend the accrual, which was approximately \$300,000. He noted he anticipated approximately \$150,000 excess and put it into the capital plan.

John Buckley explained that if the amount was approximate then he recommended putting the total amount to a range of \$150,000 to \$200,000.

Josh Charpentier expressed that it would be wise to set the amount at not to exceed \$200,000 for FY23.

Liza Veto moved that the board establish a capital plan account with the purpose of saving \$2 million as a down payment for the eventual acquisition of the building. Rachel Babcock seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Rachel Babcock Liza Veto	

The board unanimously approved.

Josh Charpentier forwarded a motion to allow the school to deposit up to \$200,000 in a newly formed capital expense account, based on the amended FY23 end of year report. Liza Veto seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Rachel Babcock Liza Veto	

The board unanimously approved the motion.

The Co-directors noted that moving forward they would be setting up an annual in person EOY meeting with AAF, a meeting to talk about potential EOY issues and ensure something like this does not happen again.

ii. Discussion & Vote: Formation of Finance Committee

Josh Charpentier talked about the formation of a finance committee and said they needed to determine who would be on the committee. Rachel Babcock informed the meeting that the committee was allowed in the bylaws but was not a requirement.

Josh Charpentier put himself forward to be on the committee. And he put forward Derek Paiva, who was currently the board treasurer and Rachel Babcock. Adam Earle put himself forward, too.

Rachel Babcock noted they had spoken with the owner of the building and that he believed in the mission and would help expand the building to accommodate Map's growth.

Liza Veto moved that the board form a finance committee. Josh Charpentier seconded the motion.

For	Against
Derek Paiva Kerin McGue Mindy Savage Josh Charpentier Adam Earle Anre Dowell Rachel Babcock Liza Veto	

iii. Discussion: Bank Transition Completed

Josh Charpentier updated the board that the bank transition has been completed and all funds have been moved over to BayCoast Bank. He further noted that the Credit Card would remain through Citizens Bank.

5. Discussion: Comments & Announcements

Adam Earle commented on graduation and the positive experience.

Rachel Babcock highlighted a new news outlet called the Plymouth Independent and said a reporter and photographer were at the graduation day. She said the link to the article would be shared.

6. Upcoming meeting dates

- a. Monday, March 18, 2024 at 4pm
- b. Monday, May 20, 2024 at 4pm
- c. Graduation – Wednesday, March 20, 2024 at 4pm
- d. Graduation – Tuesday, June 18, 2024 at 4pm

7. Adjournment

Rachel Babcock raised a motion to adjourn at 5:08pm. Josh Charpentier 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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Adjournment

Meeting adjourned at 5:08 pm.