

MEETING MINUTES

Board of Trustees Meeting

Date: September 16, 2024 – 4:00 p.m.

Attendees:

Kerin McGue (Board Member), Zoom

Derek Paiva (Board Member), Zoom

Anre Dowell (Board Member), Zoom

Mindy Savage (Board Member), Zoom

Adam Earle (Board Member), Zoom

Rachel Babcock (Board Member), Zoom at Map Academy

Josh Charpentier (Board Member), In-person

Mike Balaschi (Assistant Director), In-person

Liza Veto (Board Member), Zoom

Absent:

1. Call to Order/Attendance

a. Public Comment

There were no public comments.

2. Consent Agenda

a. July 29, 2024 Board Minutes

b. Finance Reports

Josh Charpentier reported that there was nothing out of the ordinary to report in the finance reports. He noted that the benefit year renewal had come in at 6.7%, which was around 3% lower than the current trend.

Josh Charpentier added that they had successfully launched Year 7.

c. Co-directors Report

i. Enrollment Update – Fall 2024 & Pre-Enrollment/Waitlist Report

Rachel Babcock highlighted that they had received a commendation from DESE via email for best practices in recruitment and retention efforts for recruiting high-need populations. This included special

ed, low-income, and English Learners, and/or any combination of these situations for students that were considered to be from marginalized groups or who were underrepresented.

Rachel Babcock noted that their data was significantly above their targets, comparison schools, and their comparison index. The commendation had been received from Melissa Gordon, who oversaw this at DESE and commended Map Academy's exemplary data.

Melissa Gordon had shared that Map Academy had been included in a list which they were using for other schools to emulate in terms of enrolling and retaining.

Rachel Babcock reported that the Education Disruption website had been revamped. She explained that this was the work that they did around storytelling in terms of sharing what was happening at Map and has been instrumental in recruiting the aforementioned students and families. This work is supported by Hairpin.

Rachel Babcock shared that they had embarked on a new format for the podcast and that new themes aligned with the school's key design elements would be released every six months.

Liza Veto called for a motion to approve the Consent Agenda. Josh Charpentier moved to approve, and Adam Earle seconded the motion.

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

The motion was unanimously approved.

3. New Business

a. Discussion & Vote: 24-25 Board Goals

Liza Veto informed the meeting that their first goal for SY 23-24 had been to, by January 2024, develop a virtual library of past trainings for board members and identify topics and timelines for ongoing future board trainings.

Liza Veto reported that Adam Earle and Mindy Savage had joined the Board and had gone through potential member introductory process. The Board had also conducted a training on budget and audit. However, the library had not yet been developed nor did they have Board training topics or timelines.

Goal two was to begin to research and plan for Map Academy's long-term capital planning needs, in partnership and alignment with school leaders. This might include the purchase of the school building and/or expansion to include additional satellite space.

Liza Veto shared that Rachel Babcock and Josh Charpentier had reported to the Board on the building expansion progress in May and July 2024. Also, the Finance Committee had been established in 2024. Goal two was met.

Goal three aimed to, at least quarterly, monitor measures of student success, in the aggregate and broken down by subgroup, thereby growing understanding of student progress based on data. Liza Veto reported that student data had been shared at four out of six board meetings (January, March, May, and July 2024). In addition, the new board data report had been created and shared with board members on three occasions (January, March, and May 2024). Goal three was met.

Finally, goal four was that, throughout SY 2023-2024, each member of the Board of Trustees would fulfill all their school-related, community-related, and board-related functions as articulated in the board member job description. Liza Veto noted that every board member had contributed to school-related functions, half had attended a graduation and done a school visit. All of them had contributed to the community-related and board-related functions.

Liza Veto shared the school-wide priorities and proceeded to propose goals for SY 24-25.

The first goal was to identify topics and timelines for ongoing future board trainings by January 2025. The aim was to effectively onboard new members and prepare members for successful service.

Goal two was to, in partnership and alignment with school leaders, develop and implement a scope of work for the Board's Finance Committee centered on the school's long-term capital planning needs. Liza Veto explained that, while the committee had been established, it had not yet met. She noted that Adam Earle and Derek Paiva had expressed interest in the committee and added that it was open to any member who wished to participate.

Goal three replicated exactly goal three for the previous year related to student data as described above. Goal four also mirrored goal 4 for the previous year, limited to the functions included in the job description, acknowledging that board members made different contributions which all had value towards the overall goal.

Derek Paiva asked how these goals tied to the strategic plan, and how the school leaders felt about them.

Rachel Babcock agreed with the goals and expressed that they were a positive sign of their growth. She saluted the care with which Liza Veto had crafted them. She also noted that the goals were tied directly to the school's priorities.

Liza Veto directed Derek Paiva to the focal areas related to each goal. She explained that these referred to areas on which the State monitored them as a Board. She affirmed that the goals were in line with those focal areas.

Derek Paiva inquired if the board goals could be monitored quarterly or bi-annually as a reminder of their priorities. Liza Veto said the board would work to incorporate monitoring as best as possible.

Liza Veto called for a motion to approve the board goals for SY 24-25. Kerin McGue moved to approve. Mindy Savage seconded it.

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

The motion was unanimously approved.

b. Discussion & Vote: 23-24 Co-Directors Performance Evaluations

Liza Veto explained that the Board’s role as Evaluator of the school leaders was one of its most important responsibilities to ensure high-quality leadership for Map Academy. This was part of what DESE reviews as part of the charter renewal process.

Liza Veto shared that in September 2022, they had done a significant restructure to the evaluation process, in which they had decided to put Co-Directors on a two-year performance evaluation plan, which was a standard option for high-performing administrators.

Last September Liza Veto had reported on mid-cycle check-ins with Rachel Babcock and Josh Charpentier and the Board had voted to approve their SY 23-24 goals.

Liza Veto noted that there were five standards in the evaluation process.

The first was around instructional leadership, and Rachel Babcock and Josh Charpentier had set their own goals in this standard. Both had been scored as ‘exemplary’.

Standard two was management and operations. Rachel Babcock and Josh Charpentier had again set their own goals and been rated as ‘exemplary’.

Standard three was family and community engagement. Rachel Babcock and Josh Charpentier had been scored as ‘exemplary’.

Standard four was around professional culture. Both Rachel Babcock and Josh Charpentier had received ‘exemplary’ ratings.

The final standard was on institutional advancement. Rachel Babcock and Josh Charpentier had both received ‘proficient’ ratings because they had been unable to meet one of their goals for the cycle. Liza noted that the goals that were not met were very ambitious and were not to be taken as the leaders are not going above and beyond for this goal as well.

Liza Veto called for a motion to approve Rachel Babcock’s 23-24 Co-Directors' performance evaluation. Derek Paiva moved to approve. Adam Earle seconded it.

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

Rachel Babcock abstained from the vote.

The motion was unanimously approved.

Liza Veto called for a motion to approve Josh Charpentier’s 23-24 Co-Directors performance evaluation. Kerin McGue moved to approve. Mindy Savage seconded it.

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

Josh Charpentier abstained from the vote.

The motion was unanimously approved.

Rachel Babcock and Josh Charpentier were congratulated for their performance.

Josh Charpentier commended Liza Veto’s work regarding the evaluations. Rachel Babcock agreed.

Liza Veto recommended to the Board that they again put Rachel Babcock and Josh Charpentier on a two-year performance evaluation plan due to their exemplary performance.

Liza Veto called for a motion to approve Rachel Babcock’s goals for the 24-25 cycle. Derek Paiva moved to approve. Mindy Savage seconded it.

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

Rachel Babcock abstained from the vote.

The motion was unanimously approved.

Liza Veto called for a motion to approve Josh Charpentier’s goals for the 24-25 cycle. Liza Veto moved to approve. Mindy Savage seconded it.

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

Josh Charpentier abstained from the vote.

The motion was unanimously approved.

Liza Veto informed the board that they would discuss performance-based bonuses for the Co-Directors during the October board meeting once both copies are signed and considered official.

c. Discussion: FY24 Audit Update

Josh Charpentier reported that all the year-end materials had been sent to the auditing firm, which had confirmed that they had everything they needed to complete the audit. He explained that he had met with AAF CPA's to avoid the accrual issue from the previous year and was confident that it would not happen this year.

Liza Veto reminded the meeting that the audit would be a key agenda item for their October meeting.

d. Discussion & Vote: Updated Student Handbook 24-25

Josh Charpentier referred to their July meeting where they had proposed to approve the student handbook pending some additional legal updates surrounding Title IX. He updated that they had received the updates from legal counsel, and, per their recommendation, they had been added to both the handbook and the website.

Josh Charpentier noted that the only change to the student handbook since then had been the legal updates around Title IX.

Rachel Babcock moved to approve the updated Student & Family Handbook 2024-2025 with the new language from legal counsel around Title IX. Liza Veto seconded it.

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

The motion was unanimously approved.

4. Old Business

a. Discussion: Expansion of Space

Rachel Babcock updated that this was still underway. She explained that the delay had mainly been due to the school's landlord being busy which had meant slower communications over the summer. However, they had met the previous week and would continue to look at options.

Rachel Babcock explained that the landlord was not yet ready to discuss the terms of an adjusted lease agreement to incorporate the school's need for more space. The school leaders would speak to the bank and legal counsel about potential next steps. The goal remains to buy the building, and they hoped to be able to provide further updates at their next meeting.

Adam Earle offered to discuss how he could support these efforts.

b. Discussion: Finance Committee Meeting Scheduling

Josh Charpentier explained that, for the first meeting, he wanted to discuss where the school’s revenue comes from so people could better understand the process and so the finance reports make more sense in terms of revenue and expenses. Furthermore, he wanted to begin formal discussions around purchasing the building.

Josh Charpentier noted that he wanted to discuss how the revenues tied to student enrollment and data reporting.

Adam Earle agreed to join the Committee.

Kerin McGue asked if one of the finance meetings could count as one of the board members’ trainings. Liza Veto agreed.

5. Upcoming Meeting Dates

- a. Monday, October 21, 2024
- b. Monday, February 3, 2025
- c. Monday, March 24, 2025
- d. Monday, May 19, 2025
- e. Graduation – Wednesday, October 30, 2024
- f. Graduation – Wednesday, January 29, 2025
- g. Graduation – Wednesday, March 19, 2025
- h. Graduation – Wednesday, June 18, 2025

6. Adjournment

Josh Charpentier moved to adjourn the meeting. Adam Earle seconded it.

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

The meeting was adjourned at 5:06 pm.