



Springfield Prep

CHARTER SCHOOL

Springfield Prep

Finance Committee Meeting

Amended on March 26, 2019 at 7:32 AM EDT

Date and Time

Thursday January 17, 2019 at 7:30 AM EST

Location

594 Converse St, Longmeadow, MA 01106

This meeting of the Springfield Prep Charter School Finance Committee will be held on 1/17/19 7:30 am Springfield Prep Charter School, 594 Converse St., Longmeadow, MA 01106. Meeting notice was posted at www.springfieldprep.org.

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:30 AM
A. Record Attendance and Guests	Discuss	Tricia Walker	1 m
B. Call the Meeting to Order	Discuss	Tricia Walker	1 m
C. Approve Minutes	Approve Minutes	Tricia Walker	2 m
Approve minutes for Finance Committee Meeting on November 20, 2018			
II. Finance			7:34 AM
A. Review Financials	Discuss	Meghan Wagner	20 m
Review of November and December financials.			
B. Briefing on Webinar on executive compensation, support, and evaluation	Discuss	Bill Spierer	5 m
The MA Public Charter School Association recently presented a webinar on these topics. Bill will share a summary of what was presented and possible steps the board could take to further improve its practice in these areas.			
III. Building Project Planning			7:59 AM
A. Owner's Project Manager Contract for Services	Discuss	Bill Spierer	10 m
Review the contract for services with STV DPM, the OPM selected to perform OPM services.			
B. Building Project Financial Planning	FYI	Meghan Wagner	5 m

Brief update of auditor's guidance about planning for a prospective facility project from an accounting standpoint.

IV. Other Business

8:14 AM

A. Board Retreat Takeaways & Action Steps Discuss Bill Spirer 10 m

Brief update on status of board retreat action plan.

B. Executive Director Goals Dashboard Discuss Bill Spirer 10 m

Review dashboard tool that outlines Executive Director goals for SY18-19 and provides a status update on each one.

C. Facility Task Force/Finance Committee Recruitment Discuss Tricia Walker 5 m

Status update on the committee's efforts to recruit additional members with facility and finance experience.

D. Andrea Pursley presentation FYI Bill Spirer 5 m

At the Jan. 30 board meeting, Andrea Pursley, a management and fundraising consultant working with school management, will present to the board on how it can contribute to the school's fundraising efforts.

V. Closing Items

8:44 AM

A. Finance Committee Board Report Discuss Tricia Walker 5 m

Recap what items the committee will share with the board and who will do so.

B. Finance Committee Scheduling and next meeting Discuss Bill Spirer 5 m

Discussion about whether it would be possible to change Finance Committee meetings to Tuesdays or Wednesdays going forward. The committee should confirm its attendance at the next committee meeting.

C. Adjourn Meeting Vote Tricia Walker 2 m