



# Springfield Prep

## CHARTER SCHOOL

### Springfield Prep

### Finance Committee Meeting

Amended on February 20, 2020 at 3:22 PM EST

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#### Date and Time

Monday February 24, 2020 at 7:30 AM EST

#### Location

594 Converse St. Longmeadow, MA 01106

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This meeting of the Springfield Prep Charter School Finance Committee will be held at 594 Converse Street, Longmeadow, MA on 2/24/2020 at 7:30 am. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 2/19/2020 at 5:00 PM.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:30 AM</b>
Opening Items			
A. Record Attendance and Guests		Tricia Walker	1 m
B. Call the Meeting to Order		Tricia Walker	1 m
C. Approve Minutes from January meeting of Finance Committee	Approve Minutes	Tricia Walker	1 m
Approve minutes for Finance Committee Meeting on January 17, 2020			
<b>II. Facility Project items</b>			<b>7:33 AM</b>
A. Facility Renovation Update	Discuss	Meghan Wagner	10 m
B. Building Project Budget and Financials Review	Discuss	Meghan Wagner	10 m
C. Architect Contract Review	Discuss	Meghan Wagner	3 m
D. Application for Construction Manager at Risk	Discuss	Meghan Wagner	5 m
E. Capital Campaign update	Discuss	Meghan Wagner	2 m
<b>III. School &amp; Operations Finance items</b>			<b>8:03 AM</b>
A. FY 21 Budget Timeline and Tuition Revenue Update	Discuss	Meghan Wagner	10 m
B. Review Monthly Financials	Discuss	Meghan Wagner	5 m
C. Andrea Pursley Contract Review	Discuss	Meghan Wagner	2 m
<b>IV. Closing Items</b>			<b>8:20 AM</b>

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|--|---------|---------------|-----|
| <b>A. Discuss Facilities &amp; Finance update to Board</b> | Discuss | Meghan Wagner | 5 m |
| <b>B. Next Finance Committee Meeting</b>                   | Discuss | Tricia Walker | 2 m |
- The next Finance Committee meeting is currently scheduled for 4/27/20. Given Facility Renovation project needs, we will discuss the possibility of holding a March meeting.
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|---------------------------|------|---------------|--|
| <b>C. Adjourn Meeting</b> | Vote | Tricia Walker |  |
|---------------------------|------|---------------|--|