

APPROVED



**Springfield Prep**  
CHARTER SCHOOL

## Springfield Prep

# Minutes

## Governance Committee Meeting

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### **Date and Time**

Tuesday January 17, 2017 at 5:45 PM

### **Location**

370 Pine St.

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This meeting of the Springfield Prep Charter School Governance Committee will be held at 370 Pine St. on 1/17/17 at 5:45 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 1/13/17 at 4 pm.

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### **Committee Members Present**

A. Grant, B. Spirer, R. Leonard

### **Committee Members Absent**

D. Williams

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## **I. Opening Items**

### **A. Call the Meeting to Order**

A. Grant called a meeting of the Governance Committee of Springfield Prep to order on Tuesday Jan 17, 2017 at 5:52 PM.

### **B. Record Attendance and Guests**

### **C. Approve Minutes**

R. Leonard made a motion to approve minutes from the Governance Committee Meeting on 12-21-16 Governance Committee Meeting on 12-21-16.

A. Grant seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Governance

### A. Board Assessment Report

Dave Britton facilitated a discussion about the results of the BoardOnTrack (BOT) board self-assessment. Key topics of discussion are listed below:

- There was discussion about whether the board should continue to use a task force model to evaluate the Head of School (HOS) whether this should be done by the Governance Committee. The next step is to discuss integrating the evaluation process into the governance committee meeting, and to add a beginning of the year preview of the HOS Goals at the start of the year and a mid-year check in on HOS goals.
- Committee work is critical to a well-functioning board. The board should continue to strive to have board members to take on more responsibility reporting out to the board, versus having the HOS present most of the reports.
- The board scored itself low in the area of board recruitment, especially on having recruitment goals and building a pipeline of board prospects. The committee discussed how important it is to the school's growth to seek out key expertise and skill sets on the board. Dave noted that the HOS should be involved in board recruitment but should not be the primary driver. The next step is for the governance committee to create a concrete recruitment plan.
- Regarding board goals and accountability, the committee discussed the goal of building goal tracking into committee and board meetings as standard operating procedure using the board goals tracker.
- The board rated itself as needing some work on board accountability. BOT recommends having clear standards and maintaining that over time; this is important for the governance committee to be able to address issues like low attendance. The next step is to add a board norms session to the annual meeting agenda as a way of keeping these norms in everyone's mind.

### B. Board Recruitment

Bill will get information from Sheriff about the timing of his class schedule. The board will discuss at the next board meeting.

### C. Open Meeting Law presentation

Alex reviewed the Open Meeting Law presentation. Through this discussion, the committee decided to recommend including public participation as a standing item at the beginning of every board meeting agenda to give members of the public a clear opportunity to speak should they be present and interested.

### D.

### **Staff Survey**

The committee noted the very positive results of the staff survey and suggested that the full results be shared with the board given how helpful they are in understanding school and staff culture.

### **E. Review Board Goals Dashboard and Board Responsibility Matrix**

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,  
A. Grant