APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday July 26, 2017 at 5:45 PM

Location
370 Pine Street, Springfield, MA 01105

This meeting of the Springfield Prep Charter School Board will be held at 370 Pine St. on 7/26/17 at 5:45 pm. Notice was posted at 7/20/17 at 12 pm.

Trustees Present
D. Williams, K. Molina, R. Leonard, R. Olejarz, S. Balogun

Trustees Absent
A. Grant, J. Brown, T. Walker

Ex Officio Members Present
B. Spirer

Guests Present
A. Marshall, M. Wagner

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Williams called a meeting of the board of trustees of Springfield Prep to order on Wednesday Jul 26, 2017 at 5:49 PM.

C. Approve June 7 Meeting Minutes

D. Williams made a motion to approve minutes from the Board Meeting on 06-07-17 Board Meeting on 06-07-17.
R. Olejarz seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment, If Any

E. Updates and Recognitions

II. Facility

A. Executive Session

D. Williams made a motion to move to Executive Session.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Bob Baldwin service agreement

Bill presented Bob Baldwin's service agreement to the board for approval.

R. Leonard made a motion to approve Bob Baldwin's service agreement as presented, with the understanding that the board will review Bob Baldwin's success fee amount again at next month's board meeting on 8/30/17.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Governance Items

A. SY 2016-2017 Annual Report

Bill presented the SY 2016-2017 Annual Report to the board for discussion and approval. Bill highlighted Springfield Prep Charter School's level of staff and student retention. The Board proposed incorporating comparative data into next year's Annual Report.
D. Williams made a motion to approve the SY 2016-2017 Annual Report as presented.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Student and Family Handbook

Danielle presented the SY 2017-2018 Student and Family Handbook to the board for approval.

R. Leonard made a motion to approve the SY 2017-2018 Student and Family Handbook as presented.
R. Olejarz seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Employee Guidelines for School Year 2017-2018

Danielle presented the SY 2017-2018 Employee Handbook to the board for approval. The board noted two important updates: benefits eligibility will be decreased to 30 hours a week for employees, and the CORI/SORI policy will not be changed as previously discussed.

R. Leonard made a motion to approve the SY 2017-2018 Employee Handbook as presented.
R. Olejarz seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Finance Items

A. Review End of Year Financials for FY17

Meghan presented the FY17 End of Year Financials to the board for approval.
R. Leonard made a motion to approve the FY17 End of Year Financials to be filed for audit.
D. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Contract Renewals/Approvals for FY18

R. Leonard made a motion to approve all vendor contracts for FY 18 as presented.
R. Olejarz seconded the motion.
The board **VOTED** unanimously to approve the motion.
Bill presented all FY18 vendor contracts to the board for approval.

C. Non-Employee Insurance for SY 2017-2018

Bill presented the non-employee insurance policy for SY 2017-2018 to the board for approval.

Note: Springfield Prep Charter School's insurance broker did not recommend increasing the school's non-employee coverage significantly this year, but will likely recommend an increase next year if the school is in its own facility.
R. Leonard made a motion to approve to bound insurance coverage as presented.
R. Olejarz seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Head of School Evaluation and Offer of Employment for SY 2017-2018

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
D. Williams