APPROVED

Springfield Prep
CHARTER SCHOOL

# Springfield Prep

# Minutes

## Board Meeting

**Date and Time**
Wednesday February 28, 2018 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 Wednesday, 2/28/18 at 5:45 pm. Meeting notice was posted on the school's website (www.springfieldprep.org).

**Trustees Present**
A. Grant, D. Morrin, D. Williams, K. Molina, S. Balogun, T. Walker

**Trustees Absent**
J. Brown, R. Leonard, R. Olejarz

**Ex Officio Members Present**
B. Spirer

**Guests Present**
Doug Morrin, M. Wagner

### I. Opening Items

**A. Record Attendance and Guests**

D. Morrin called in to meeting.

**B.**

**Call the Meeting to Order**

D. Williams called a meeting of the board of trustees of Springfield Prep to order on Wednesday Feb 28, 2018 at 5:50 PM.

### C. Approve January Meeting Minutes

D. Williams made a motion to approve minutes from the Board Meeting on 01-31-18 Board Meeting on 01-31-18.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Public Comment, If Any

There was no public comment.

### E. Updates and Recognitions

Bill thanked the members of the Board for their help sharing information about the school's work with members of the Forest Park neighborhood, which was helpful in earning support for the school's planned occupancy at Longhill Street.

## II. Facility

### A. Facility Update and Planning for Next Year

The Board discussed the school's facility plans for next school year. Bill informed the Board that the Forest Park Civic Association voted to support the Longhill Street building project on 2/27. This decision will signify to the Historic Commission that this project has the support of the community and will be beneficial when the project goes in front of the Historic Commission on 3/1.

The Board discussed the school's space plans for next year. The plan is to have a 2-campus plan for at least the first half of the year (K-2 would remain at Veritas Prep, while grades 3 - 4 would occupy space at Longhill Street, or another site if there are issues with the Longhill Street occupancy). Bill noted that staff and PAC parents had been notified of the possible two campus plan; and that a notice will be sent home to all families this week.

The current plan is for grades K-2 to move to Longhill Street over the December Break unless the building is not ready for occupancy, in which case the move would take place at the end of the 2018-19 school year.

## III. Academic Achievement

### A. January Academic Dashboard

The Board discussed the January Academic Dashboard. Meghan noted that the school has exceeded its overall application goal for the 2018-2019 school year. The Board reviewed test data analyzed by IEP and EL status. The data show that there are some discrepancies in performance between the subgroup and general education populations, but that Springfield Prep's SPED and EL students are still significantly outperforming network on ANet, an indicator that students in these subgroups are, in many cases, outperforming their peers across the state.

## IV. Governance Items

### A. SY17-18 Staff Survey Report

The Board discussed the SY17-18 Staff Survey results. Bill noted that the survey had a strong participation rate, particularly among teachers. Bill also noted that the survey results would be reported out to staff on Friday 3/2 and that "working groups" would be created to work with staff to brainstorm how the school can improve identified areas for growth. The board noted the very high positive response rates overall, and discussed the few areas where the data showed slightly lower positive response rates. In general, the board was pleased with the results and there were no significant concerns.

### B. Charter Amendment - Calendar Change

The Board discussed the school's amendment request to have a separate calendar for kindergarten (with 185 total days) and first through eighth grade (with 183 days) as a means of clarifying a technical issue and aligning the school's charter with its practice.
T. Walker made a motion to approve the amendment as presented.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

## V. Finance Items

### A. Review January Financials

Meghan informed the Board that there is a minor issue with the January financial reports, so the Board should wait to approve the financials until the March Board meeting. She also noted that this issue does not impact the financial numbers, that the school's financial position remains strong, and that it is currently projecting a surplus for this fiscal year.

### B. Update on FY19 budget planning

The Board discussed the FY19 budget. Meghan noted that the proposed budget would be reviewed by the Finance Committee at the March meeting and ready for review at the April meeting.

## VI. Closing Items

### A.

### Adjourn Meeting

K. Molina made a motion to adjourn the meeting.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,
M. Wagner