APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday March 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, 3/28/18 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, R. Leonard, S. Fuller, T. Walker

Trustees Absent
J. Brown, R. Olejarz, S. Balogun

Ex Officio Members Present
B. Spirer

Guests Present
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 Mar 28, 2018 at 5:50 PM.

C. Approve February Meeting Minutes

J. Brown made a motion to approve minutes from the Board Meeting on 02-28-18 Board Meeting on 02-28-18.
K. Molina 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

The Board welcomed Doug and Sally to the Board.

Bill informed the Board of events happening at the school including:

- Read Across America Day, where grades partnered up for a read aloud activity. 3rd grade students read to 1st grade students and 2nd students read to Kindergarten students.
- Our 3rd grade students are doing an engineering experiment in science using Knex cars and magnets.
- 3rd grade students are participating in an "overtime" challenge where they earn points through hard work and demonstrating core values. At the end of the challenge they are awarded an MCAS "jersey" to acknowledge their work preparing for the upcoming MCAS assessment.

F. Hearing on Parent Complaint

The Board discussed a formal compliant against the school that Danielle received via email from a parent. Danielle followed up with the parent twice in an attempt to schedule a meeting but was unsuccessful. Danielle read the parent complaint in full to the members of the Board. The parent cited three incidents that took place over the past three years involving her child. The board heard the school leadership's explanation of its response for two incidents and decided it would postpone hearing on the third incident until school leadership could look back to its records and present at the next board meeting.
A. Grant made a motion to Draft a letter concluding that school staff acted appropriately in responding to the two incidents it heard.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Facility

A.

Facility Update and Planning for Next Year

The Board discussed the status of the school's new facility on Longhill Street. Bill reported that there has been a lot of progress. The developer has closed on his purchase of the two adjacent properties and has reported that he is in the process of finalizing his lease arrangement with the Shriners. The school is working to finalize its lease with the developer.

The school's occupancy would be phased, with school gradually moving into the building as it expands. It plans to lease space in the existing building only for the next school year, then in a new addition.

To expedite the lease negotiations, Bill proposed using the next month’s Board meeting as a deadline to have a lease agreement in place for the Board to review and approve. The Board agreed and noted that the Board has a fiduciary responsibility to ensure the school has a place to operate for its committed enrollment.

III. Academic Achievement

A. February Academic Dashboard

The Board reviewed the February Academic Dashboard. Meghan noted that the two most recent student withdrawals were siblings who moved to West Springfield and transitioned to West Springfield Public Schools. She also noted that the school was aware of the drop in attendance in February and the school is working with families at risk of chronic attendance to address the issue.

The Board discussed current STEP data and the apparent difficulties with 1st graders making 3 levels of growth in 1st grade. To alleviate this problem the school is considering adjusting our goals to have students make 4 levels of growth in Kindergarten and only 2 levels of growth in 1st grade due to the specific skills required in 1st grade levels.

The Board also reviewed STEP data for original cohort students compared to those students that enrolled in later grades. This data highlighted a need to provide additional supports for students that enroll in later years. STEP data for ELL and SPED students was also discussed - while ELL and SPED students perform lower than their peers on STEP and ANet, they are performing well above the network average on ANet, which is an indication of strong performance.

B. Head of School Update on Staff Retention & Recruitment for 2018-19

Bill reported that the school has hired 86% of staff for the 2018-19 school year. Two of the school's current teachers will be relocating next year and 1 teacher will be moving into a role outside of the school. Both of the school's Associate Teachers will be moving into teacher roles at the school next year.

IV. Governance Items

A. Tricia Walker as Interim Treasurer

S. Fuller made a motion to appoint Tricia Walker as the Board's Interim Treasurer.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve technical change to September 27, 2017 board meeting minutes

The Board acknowledged this change but decided that it did not need to vote to approve.

C. School calendar for 2018-19

T. Walker made a motion to accept school calendar as submitted.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. DESE Year 3 Site Visit on 4/5/18

Bill reviewed the process of the site visit and its focus areas with the Board. Four members of the Board will be present for the Board focus group during this site visit.

V. Finance Items

A. Review February Financials

Tricia presented the February financials to the Board. The school continues to be in a good financial position, with the areas of the budget that are over budget being offset by areas that are under budget. Meghan stated that the FY19 budget would be presented for Board approval at the April Board meeting. Bill reviewed the upcoming Valley Gives fundraiser which will take place on May 1st. Bill proposed setting a goal of bringing in 45 donors and raising $4500, with the a goal of 5 donors per Board member. The board agreed that this seemed like a reasonable and doable goal and committed to working to reach it.
A. Grant made a motion to to accept the February financials as submitted.
D. Morrin seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve January Financials

T. Walker made a motion to to accept the January financials as submitted.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

A. Grant 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 7:21 PM.

Respectfully Submitted,
M. Wagner