APPROVED

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday May 30, 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, 5/30/18 at 5:45 pm. Meeting notice was posted on the school's website (www.springfieldprep.org).

Trustees Present
A. Grant, D. Morrin, D. Williams, J. Brown (remote), K. Molina, R. Leonard, S. Balogun, S. Fuller, T. Walker

Trustees Absent
R. Olejarz

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 May 30, 2018 at 5:48 PM.

C. Approve April Meeting Minutes

The Board discussed the April meeting minutes. The minutes were approved with the inclusion of a minor edit.
K. Molina made a motion to approve minutes from the Board Meeting on 04-25-18 Board Meeting on 04-25-18.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment, If Any

There was no public comment.

E. Monthly recognitions and school updates

Bill shared some photos of the recent kindergarten field trip to Springfield College; highlighted the school's most recent ANet data; and shared a positive email he received recently from a current Springfield Prep parent.

II. Facility

A. Executive Sessions to Discuss Facility Negotiations

D. Williams made a motion to enter Executive Session.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Williams	Aye
S. Balogun	Aye
T. Walker	Aye
S. Fuller	Aye
A. Grant	Aye
R. Leonard	Aye
J. Brown	Aye
K. Molina	Aye
R. Olejarz	Absent
D. Morrin	Aye

A. Grant made a motion to exit Executive Session and resume regular session.
D. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Brown Aye
D. Morrin Aye
R. Leonard Aye
K. Molina Aye
T. Walker Aye
D. Williams Aye
S. Fuller Aye
A. Grant Aye
S. Balogun Aye
R. Olejarz Absent

B. Charter Amendment Requesting Temporary Relocation to Other Municipality

The Board discussed the school's amendment request to temporarily relocate to another municipality other than Springfield so that the school can operate at the former Heritage Academy school site, which straddles the Springfield/Longmeadow line. Meghan noted that SPS has approved busing to this site.
R. Leonard made a motion to approve the school's request to submit a charter amendment to the Department of Elementary and Secondary Education requesting temporary relocation to another municipality, as presented in the draft letter in the meeting packet, with Alex's changes.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 370 Pine Street sublease amendment

The Board discussed the sublease amendment with Veritas Prep. The Board was in agreement that the school should honor its agreement and execute the sublease amendment because Veritas had acted in reliance on this agreement in making its plans for the 2018-19 school year.

R. Leonard made a motion to authorize Bill to approve the sublease with Veritas as presented.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Williams Aye
J. Brown Aye
R. Olejarz Absent
K. Molina Aye
R. Leonard Aye
D. Morrin Aye
S. Fuller Abstain
T. Walker Aye

Roll Call
S. Balogun Aye
A. Grant Abstain

D. Discussion of South End site

The Board discussed a property in the South End property as a potential site for a K-8-school.

D. Morrin made a motion to authorize Bill to submit an offer to purchase the property based on the terms discussed in Executive Session.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Discussion of Temporary Location

Bill provided the Board with copies of the signed Letter of Intent for the Heritage campus. The school is pursuing a one year lease of this location with the option to renew for a second year in the event that a second year is necessary. Bill explained that this site presents a good solution for the school because it provides good school space and can accommodate the entire program.
A. Grant made a motion to to authorize Bill to sign the lease for the Heritage campus, consistent with the Letter of Intent, contingent on approval by the Department of Elementary and Secondary Education of an amendment to allow the school to operate there.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance Items

A. FY19 Budget

Tricia presented the FY19 Annual Budget. She explained that the Finance Committee met last week and reviewed budgets for a 1- and 2-campus scenario next year because building plans were not yet finalized. Both budgets were reviewed thoroughly with Meghan and Bill, and the committee was comfortable with the FY19 projections. The Board was presented the 1-campus budget. Bill highlighted the anticipated increase in facility costs due to maintaining the sublease with Veritas Prep and the being the sole lessee of the temporary location. The increase in facility costs is manageable due to savings in other areas of the budget.
R. Leonard made a motion to approve the budget as presented.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review April Financials

Meghan presented the March financials and explained that the school's actuals were tracking its projections and that there was little significant activity to report.
A. Grant made a motion to approve the April financials for audit.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Vendor Approvals

Meghan presented the Board with a new vendor contract with Paragus for work at the temporary location, and noted that this quote for services is reflected in the FY19 budget. Approval of this quote is contingent on the execution of a lease at Heritage. Meghan also presented a quote from PC Enterprises for Chromebooks for the school's 4th grade students.

A. Grant made a motion to approve the PC Enterprise purchase of the chromebooks.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Walker made a motion to approve the quoted services from Paragus pending the approved lease at the Heritage campus.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Items

A. Executive Director Role; New Leadership Team Structure

Bill presented proposed changes to the Leadership Team structure for next year. Jess Yiannos will move into a Principal role and serve as a day-to-day leader of the school, while Bill will move into an Executive Director role. Wendy will move into a Director of Academics role and Meghan will remain in the Director of Finance and Operations position. These changes have minimal financial impact because it is a restructuring of the current team, but the increase in pay for the Principal role is reflected in the personnel costs of the FY19 budget. Bill explained why this change was important to support the school's growth. These changes will be effective next year, but Bill will announce these changes to the school community in the next few weeks. The Board discussed the potential implications of this change and compared this model to other schools, most of which operate with an Executive Director and a Principal.
A. Grant made a motion to change Bill's role to Executive DIrector as described in the summary.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Trustee Resignation

The Board discussed two Board resignations. John Brown is resigning due to a relocation, and Robin Olejarz is resigning due to personal reasons.

D. Williams made a motion to accept the resignations of Robin Olejarz and John Brown.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Consideration of new board member, Justin Pistorius

The Board discussed the possible addition of Justin Pistorius to the Board. Justin currently coaches schools through ANet, and is a member of the school's Academic Achievement Committee. Kelvin and Sherriff shared their view that Justin is analytical and would make a good addition to the team.

A. Grant made a motion to accept Justin Pistorius as a Board member.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. DESE Year 3 Site Visit Report Summary

Bill reported that the DESE Site Visit went well. The Board was pleased to hear this result. It discussed one finding related to teacher licensure, and the importance of ensuring that all teachers are meeting their licensure requirements so the school stays in compliance with this law. Bill and Meghan shared their plan to be more systematic in tracking which teachers have not met all MTEL requirements and support them in doing so.

E. Head of School Evaluation

Alex presented on the the Head of School evaluation process, which will take place through BoardOnTrack. Once Bill completes a self-evaluation, Board members will receive a link to the evaluation and complete their own evaluations. The Governance Committee (serving as the Head of School Evaluation Task force) will review the results and share the full Board will discuss them at its next meeting.

V. Closing Items

A. Adjourn Meeting

R. Leonard made a motion to adjourn the meeting.
D. Williams 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 7:37 PM.

Respectfully Submitted,
A. Marshall