APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday June 20, 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, 6/20/18 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. Balogun, S. Fuller

Trustees Absent
T. Walker

Ex Officio Members Present
B. Spirer

Guests Present
A. Marshall, J. Pistorius, J. Yiannos, 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 Jun 20, 2018 at 5:45 PM.

C. Approve April Meeting Minutes

A. Grant made a motion to approve minutes from the Board Meeting on 05-30-18 Board Meeting on 05-30-18.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment, If Any

There was no one present for public comment.

E. Monthly recognitions

Bill acknowledged Doug for his contributions to Valley Gives Day and shared a photo from his lunch with 3rd grade students. Bill also recognized after school art club students for their recent stop motion film fest and shared a student video with the members of the Board.

F. Justin Pistorius Introduction

The Board welcomed Justin Pistorius as its newest member.

G. Jessica Yiannos Introduction

The Board welcomed Jessica Yiannos, the new school Principal for the 2018-2019 school year. A notice regarding the school's Principal transition plan was sent home to families on 6/19.

II. Head of School Report

A. June Head of School Report

Bill informed the Board that the school has not yet received approval on its proposed charter amendment but that he expects a decision by next week.

Bill also informed the Board that he has signed the lease to rent space at Converse St. and that the school is working on move preparations including minor building repairs, paint, new carpet in some rooms, and technology updates. The move will take place the week of 7/2. As of 7/9, the school's address will be 594 Converse St.

There was discussion about how to share the news of the address change. The board decided to notify the school community, work with the JCC to build a good working relationship, and develop some general talking points explaining why the move to this location was necessary.

Bill provided the Board with a hiring update. There were 9 teacher vacancies to fill due to growth and attrition, and currently 8 teachers have been hired to fill these. The school is also hiring another nurse and additional non-teaching roles.

III. Academic Achievement

A. Academic Dashboard

Bill, Meghan and Jess reviewed the Academic Dashboard, with a focus on end-of-year performance. Highlights of the discussion are below:

- Enrollment is strong and stable with a waitlist of 345 students for next year.
- The school met its discipline goals this year and saw a significant decrease in suspensions compared to last year (2.8% compared to 6.2%).
- Reading data according to STEP did not meet goals, but was solid (62% met end-of-year STEP goals with 64% growing more than 3 STEP levels and almost 50% growing more than 5 levels). The cohort of students who didn't meet 3 step level growth also includes kids who have "stepped" out (already were a STEP 11 or 12 at the end of the year). Jess noted that SPCS will be using the STAR assessment for 4th grade students to help assess reading next year. The Board suggested that the school break out the data for students who are already at STEP 12 and would not be able to grow at least 3 levels.
- The school met its MAP goal with 84% of students scoring above the 50th percentile in math and 75% above in ELA.
- The school met the majority of its ANet goals, and performed at the top of the "network" in both Math and ELA for 2nd and 3rd grades. Significantly, ELL and SPED subgroups outperformed the general education network on this assessment.

IV. Facility

A. Prospective Site Update & Facility Action Plan

Bill updated the Board on the offer made on the South End site. The offer was not accepted due to the financing and due diligence contingencies. The school does not plan to move forward at this point but may revisit this option.

Bill proposed some next steps to the Board:

1. Engage Colebrook Realty as a broker to help identify prospective sites.
2. Work with Bob Baldwin will help put together a conceptual finance package to better determine the type of project the school could finance.

B. Real Estate Broker Engagement

R. Leonard made a motion to authorize Bill to execute the agreement with Colebrook Realty.
D. Morrin seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board agreed to add a time limit of 30 days for the broker to provide a list of available sites.

V. Finance Items

A. May Financials

Meghan informed the Board that through Valley Gives Day and other fundraising, the school brought in $37,000 in fundraising this year, exceeding the school's goal of $35,000. Meghan also noted that personnel costs are tracking lower than anticipated this year due to high benefits cost projections.
R. Leonard made a motion to file the May financials for audit.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Contracts for 2018-19

Meghan noted that the contracts for this year are mostly renewals, including the ANet Assessment, Deanslist and Futures Education. The school is trying to reduce costs by hiring a full-time SLP to share with Veritas Prep.
A. Grant made a motion to approve the contracts as presented in the meeting packet.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Benefits Plan for 2018-19

The school will cover the same portion of benefits costs it has in the past. Although benefits costs increased, benefits costs came in lower than projected so this is still under budget. The school was able to get a lower rate for short-term disability coverage through another provider.

A. Grant made a motion to approve the insurance contracts as presented in the meeting packet.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Governance Items

A. Elect Tricia Walker as Treasurer

D. Williams made a motion to elect Tricia Walker to Treasurer of the Springfield Prep Charter School Board of Directors.
R. Leonard seconded the motion.

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

B. Head of School Evaluation

Alex informed the Board that each member (Justin excluded) should receive an email from Board On Track with an evaluation link.
After all evaluations are complete, he will compile a memo to present at the next Board meeting. lex askeds that everyone add narrative to their evaluation responses to guide the evaluation process.

C. Summer Board Meeting Schedule & Retreat Plan

The Board will meet again on 7/25, and will participate in a Board retreat on 8/29 from 5:00-8:00 pm at the Doherty Wallace office. Dinner will begin at 5, and the meeting will start at 5:30.

VII. Closing Items

A. Adjourn Meeting

R. Leonard made a motion to adjourn the meeting.
A. Grant 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 7:19 PM.

Respectfully Submitted,
A. Marshall