APPROVED

Springfield Prep
CHARTER SCHOOL

# Springfield Prep

# Minutes

## Board Meeting

**Date and Time**
Wednesday November 29, 2017 at 5:45 PM

**Location**
370 Pine St., Springfield, MA 01105

This meeting of the Springfield Prep Charter School Board will be held at 370 Pine St. on Wednesday, 11/28 at 5:45 pm. Meeting notice was posted on the school's website (www.springfieldprep.org).

**Trustees Present**
A. Grant, D. Williams, K. Molina, R. Leonard, R. Olejarz, T. Walker

**Trustees Absent**
J. Brown, 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**

B. Spirer called a meeting of the board of trustees of Springfield Prep to order on Wednesday Nov 29, 2017 at 5:46 PM.

### C. Approve October 25 Meeting Minutes

R. Olejarz made a motion to approve minutes from the Board Meeting on 10-25-17 Board Meeting on 10-25-17.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Public Comment, If Any

### E. Updates and Recognitions

Bill thanked D. Williams and K. Molina for attending the Historic Commission meeting on behalf of Springfield Prep, and T. Walker for securing donations from MIT for the scholars in the MIT classroom.

The Board discussed the performance of 2nd and 3rd grade students on the ANET assessment, Giving Tuesday, the addition of a blog to the school's website, and the upcoming Winter Concert.

## II. Academic Achievement

### A. Review October Academic Dashboard

The Board discussed application data for the 2018-2019 school year, student withdrawals and suspension data for the current school year, and student STEP and ANET assessment data.

### B. 2016-17 MCAS Results and Springfield Prep MCAS Goals

The board discussed benchmark data and set a school achievement goal for the upcoming MCAS assessment, which will be held in April and May.

## III. Finance Items

### A. Review October Financials

The Board discussed the school's current finances. Overall, the school's revenue is slightly above budget projections for the year, and the school's change in net position is in a healthy financial place.
R. Olejarz made a motion to approve and file the October financials for audit.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Teach For America Professional Services Agreement

T. Walker made a motion to continue to work with TFA as documented in this agreement.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. Sheltered English Immersion (SEI) class contract

R. Olejarz made a motion to approve the contract for SEI class.
T. Walker seconded the motion.
The motion did not carry.

## IV. Governance Items

### A. Head of School Parental Leave

The board discussed Springfield Prep's paternity leave policy.

R. Olejarz made a motion to approve FMLA in two separate segments and additional time as needed.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Board Recruitment Status

The Board discussed potential Board member Doug Morrin and potential Academic Achievement committee member Justin Pistorius.

### C. New candidate for Achievement Committee membership

R. Olejarz made a motion to approve Justin Pistorius to join the Academic Achievement committee.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. 2017-18 Board Orientation Process

The Board discussed the orientation process for new Board members.

## V. Development

### A. Winter Fundraising Planning

The Board discussed the school's current fundraising initiatives and reviewed key fundraising talking points for potential donors.

## VI. Closing Items

### A. Adjourn Meeting

R. Leonard made a motion to adjourn the meeting.

R. Olejarz 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 7:30 PM.

Respectfully Submitted,
M. Wagner