APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday July 25, 2018 at 5:45 PM

Location
594 Converse St., Longmeadow, MA 01106

This meeting of the Springfield Prep Charter School Board will be held at 594 Converse St., Longmeadow, MA, on Wednesday, 7/25/18 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, T. Walker

Trustees Absent
S. Fuller

Ex Officio Members Present
B. Spirer

Guests Present
J. Pistorius, 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 Jul 25, 2018 at 5:47 PM.

C. Approve June Meeting Minutes

A. Grant made a motion to approve minutes from the Board Meeting on 06-20-18 Board Meeting on 06-20-18.
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

Bill recognized Sherriff for organizing a collaboration with the MassMutual data science team. As part of a "Data Days for Good" initiative, the team is redesigning our Academic Dashboard to help us better analyze our monthly performance data.

F. Tour of new school building

Meghan gave board members a tour of the new building.

II. Executive Director Report

A. July Executive Director Report

Bill provided an update on the preparations for the new school year. Management is mostly focused on getting the building ready and preparing to welcome new and returning staff at Summer Institute. The school is fully hired with the exception of open Paraprofessional and Culture Aide roles.

III. Facility

A. Prospective Site Update & Facility Action Plan

B. Executive Session

A. Grant made a motion to enter Executive Session for the purpose of discussing real estate negotiations.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Walker	Aye
D. Williams	Aye
A. Grant	Aye
S. Fuller	Absent

Roll Call

K. Molina Aye
D. Morrin Aye
R. Leonard Aye
S. Balogun Aye

The board ended executive session and re-entered open session at 6:49 pm.

IV. Finance Items

A. June Financials

Meghan and Tricia reviewed the financials. There were two key points:

1. The school ended the year with a healthy surplus.
2. Tuition revenue was lower in June because of an error in reporting our number of students. Because of this, tuition payments were reduced for March, April and May. The school has been working with DESE to correct this and the school will receive these funds in September. As a result, tuition will remain at $170k through August, at which point it will return to the correct rate. Past payments will be included in subsequent payments.

Tricia asked Meghan to follow up with the school's auditors about how to properly account for this tuition error.
T. Walker made a motion to accept the financial statements as presented pending a management discussion with the auditors about the proper accounting of the tuition error.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance Items

A. DESE Annual Report

Bill presented the DESE Annual Report for SY17-18. The school met many of its Accountability Plan goals but not all. There was discussion about whether the goals were the right ones; Bill explained that while they are ambitious, school leadership believes they can be met and that DESE discourages changing Accountability Plan goals during the charter term. These goals can be modified during the renewal process if needed.
A. Grant made a motion to approve the DESE Annual Report as presented for the purpose of submitting to DESE.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Officer elections

K. Molina made a motion to approve the slate of officers as presented: Danielle L. Williams as Chair; Robert Leonard as Vice Chair; Alex Grant as Secretary; Tricia Walker as Treasurer.

S. Balogun seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Retreat Planning Update

Bill discussed the need to reschedule the Board Retreat due to scheduling concerns with the August date. The board tentatively scheduled this for 9/6 with 9/18 as a back-up date.

D. Paid Parental Leave Policy

Bill and Meghan presented the Paid Parental Leave Policy and expressed management's belief that this policy is the right one for the school at this point in its growth. The Policy would be in place for three years, until the state rolls out its paid leave plan.
A. Grant made a motion to approve the Paid Parental Leave Policy as presented.
T. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Student & Family Handbook updates

Bill presented selected material changes to the Student & Family Handbook. First, Jess, as Principal will now serve as the school leader making disciplinary decisions per the Code of Conduct, while Bill, as Executive Director, will serve as an appeal level. Second, there is an updated and clarified policy on student cell phones and smart watches that requires that these be in student backpacks and not used during school hours and on school grounds.
A. Grant made a motion to approve the changes to the Student & Family Handbook as presented.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Head of School Evaluation

Alex presented a memorandum summarizing the individual evaluations of board members, the CEO self-evaluation, and the evaluations of Bill's direct reports. He indicated that there was a strong consensus that Bill's performance during 2017-18 was outstanding. The Board noted the response rate from board members, which Alex said was 100%. There was discussion about how Board and board members can partner more with Bill; Bob suggested that board members indicate to Bill how much they can get involved so that everything does not fall on Bill's shoulders, noting two significant goals from last year, fundraising and finding a facility. Alex said that the Board needs to maintain its oversight over the facility process because it is such an important issue for the school and its future. The Board voted to accept Alex's memorandum as its evaluation of the CEO and to present the memorandum at the conclusion of the meeting, which it did.

VI. Closing Items

A. Adjourn Meeting

D. Morrin made a motion to adjourn the meeting.
K. Molina 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 7:45 PM.

Respectfully Submitted,
A. Grant