



## Springfield Prep

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Tuesday September 11, 2018 at 5:00 PM

**Location**

594 Converse St., Longmeadow, MA 01106

This meeting of the Springfield Prep Charter School Governance Committee will be held at 594 Converse St., Longmeadow, MA 01106, on 9/11/18 at 5:00 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)).

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**Committee Members Present**

B. Spirer, R. Leonard, S. Fuller

**Committee Members Absent**

A. Grant

**Guests Present**

D. Williams

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

R. Leonard called a meeting of the Governance Committee of Springfield Prep to order on Tuesday Sep 11, 2018 at 5:03 PM.

**C.**

### **Approve Minutes**

S. Fuller made a motion to approve minutes from the Governance Committee Meeting on 05-16-18 Governance Committee Meeting on 05-16-18.

R. Leonard seconded the motion.

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

## **II. Governance**

### **A. Board Retreat Planning**

The committee discussed the plans for the Board's upcoming retreat. The committee agrees that the retreat should serve as a way for Board members to get to know each other; to review expectations of management and board; to assess the board's alignment on needs and expectations; and to review what's working well and what could be improved. The retreat will take place on 11/28/18. This committee will put together a draft agenda to be reviewed at a future Board meeting. Bill will work with the committee to set agenda items.

## **III. Other Business**

### **A. Executive Director salary**

The committee discussed Bill's salary. It agreed that it should recommend a 3% raise to the board at its next meeting based on his performance, the rate of salary increases for other administrators at the school, and the salaries of school leaders in similar roles.

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,

B. Spier

D. Williams made a motion to adjourn the meeting.

S. Fuller seconded the motion.

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