APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time
Monday November 5, 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 9/5/18 at 5:00 pm. Meeting notice was posted on the school's website (www.springfieldprep.org).

Committee Members Present
A. Grant, B. Spirer, R. Leonard, S. Fuller (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Grant called a meeting of the Governance Committee of Springfield Prep to order on Monday Nov 5, 2018 at 5:00 PM.

C. Approve Minutes

R. Leonard made a motion to approve minutes from the Governance Committee Meeting on 09-11-18 Governance Committee Meeting on 09-11-18.

S. Fuller seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

R. Leonard	Aye
S. Fuller	Aye
A. Grant	Abstain

II. Governance

A. Board Retreat Planning

The committee reviewed the draft agenda. There was discussion about the importance of understanding the life cycle of the board, of giving board members the opportunity to get to know each other, and to provide context about the school's history, vision, and goals. For the goal setting section, the committee wanted to ensure that there was small group time to foster discussion, as well as time for everyone to share out their ideas. The committee discussed Sylvia's role and decided that Bill and Sally would follow up to align on who will facilitate each section.

B. Board Recruitment

The committee tabled this item due to time constraints.

III. Other Business

A. Next Governance Committee Meeting

At this time, the governance committee meeting decided to cancel its next meeting because it would take place just after the retreat. It will schedule a retreat follow-up meeting in December.

B. Executive Director salary clarification

There was discussion of whether it was clear that Bill's salary increase was retroactive to July 2018 given that it was not explicited stated in the board vote. The consensus was that it was because this aligns with prior practice.
R. Leonard made a motion to make Bill's salary increase retroactive to July 2018 and to recommend that action to the board.
S. Fuller seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

R. Leonard made a motion to adjourn the meeting.

A. Grant seconded the motion.
The committee **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 6:00 PM.

Respectfully Submitted,
B. Spirer