



Springfield Prep

Minutes

Governance Committee Meeting

Date and Time

Monday June 10, 2019 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 5/6/19 at 5 pm. Meeting notice was posted on the school's website (www.springfieldprep.org).

Committee Members Present

A. Grant, B. Spirer, R. Leonard, S. Fuller

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 Jun 10, 2019 at 5:02 PM.

C. Approve Minutes

R. Leonard made a motion to approve minutes from the Governance Committee Meeting on 04-08-19 Governance Committee Meeting on 04-08-19.

A. Grant seconded the motion.

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

II. Governance

A. Executive Director Evaluation Process

The committee discussed different ED evaluation tools and decided to continue using the BoardOnTrack evaluation tool. This year, Bill will prepare an end-of-year Organizational Goals Dashboard to share with the Board so that they have detailed information about Bill's progress in addition to what they see at monthly committee and board meetings.

The committee will aim to have the evaluation done by the July board meeting. Bill will complete the self-evaluation by the end of June, Alex will remind board members about the evaluation process at the June board meeting, and he will open the evaluation up to direct reports and board members in late June or early July. Alex will then prepare a memo and share it with the board prior to the July board meeting.

B. Trustee & Officer Elections

The committee discussed Trustee and officer elections. Danielle has expressed interest in stepping down from her role as Chair and from the board. The committee discussed doing something to celebrate her leadership and service. The committee also discussed Kelvin's request to not serve on a committee given time constraints and the committee felt this would be appropriate. The committee discussed nominating Bob as Chair and Alex as Secretary. It was decided that Bill and Bob will reach out to board members to discuss who may be interested in serving as Vice Chair.

C. Board Self-Assessment

The committee discussed doing a board self-assessment in August given that it will be doing the ED Evaluation in July.

D. Succession Plan Review

Bill presented the succession plan and the committee discussed it. The committee agreed with a suggestion to make it automatic that the Director of Finance & Operations will assume the role of interim Executive Director, instead of requiring any board action. Bill will make that change. The board will review this as an FYI at its next meeting.

III. Other Business

A. Next Governance Committee Meeting

The committee will not meet in July.

B. Governance Committee Board Report

Bill will draft a slate of nominees in the June board packet. Alex will send out the Board Self-Assessment in August.

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