APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board meeting

Date and Time
Wednesday May 27, 2020 at 5:45 PM

Location
Zoom Videoconference

This meeting of the Springfield Prep Charter School Board was held via Zoom video conference on 5/27/2020 at 5:45 pm. The meeting was held virtually due to the COVID-19-related school closure during this time. Meeting notice was posted on the school's website (www.springfieldprep.org) on 5/22/2020 at 1:40 PM.

Trustees Present
A. Grant (remote), A. Malone (remote), D. Morrin (remote), J. Pistorius (remote), J. Rosewell (remote), K. Molina (remote), R. Leonard (remote), S. Balogun (remote), S. Fuller (remote), T. Walker (remote)

Trustees Absent
None

Trustees who arrived after the meeting opened
J. Rosewell, R. Leonard

Ex Officio Members Present
B. Spirer (remote)

Guests Present
C. Torres, M. Wagner (remote), N. Abramowitz (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Morrin called a meeting of the board of trustees of Springfield Prep to order on Wednesday May 27, 2020 at 5:51 PM.

C. Approve Prior Board Meeting Minutes

A. Grant made a motion to approve the minutes from Board meeting on 04-29-20.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment, If Any

No public visitors were present.

II. Executive Director Report

A. Executive Director Report

Bill reported that the Commissioner approved the request to amend the school's charter to remain in Longmeadow for the upcoming school year. However, this approval came with 3 conditions. The school does not foresee any of these items being a challenge unless there are delays in construction or permitting on the building project, and expects flexibility from the Commissioner should delays occur. The board discussed if a response is needed to those conditions and Bill agreed to discuss with the Commissioner's office.

J. Rosewell arrived.

III. Remote Education Updates and Q&A

A. Introduction to new Assistant Principal and presentation and Q&A on remote learning

Bill introduced Christine Torres, a teacher and Academic Dean, who joined to discuss the teacher experience with remote learning, as well as to introduce Christine to the Board as she will be the new Assistant Principal with a focus on Middle School, a role she will begin this summer.

Christine expressed her gratitude for the opportunity and described how remote learning is going for her 5th-grade students, how she is collaborating with her co-teachers, and how they are interacting with students and families.

The Board expressed their gratitude and enthusiasm for Christine joining the leadership team and asked several questions to learn more about Christine's experiences during virtual learning this Spring.

R. Leonard arrived.

IV. COVID-19 Update

A. Impact of COVID-19 on School Operations

Bill provided an update on school operations during the COVID-19 closure. He discussed the school's virtual summer school plans for a subset of students. He also discussed planning for the upcoming school year. The school is planning now for a variety of scenarios of online and in-person learning and expects guidance from DESE and the Commissioner in mid-to-late June. The school is currently working on details for maintaining health and sanitation, classroom coverage, meal service, transportation, and other details for all scenarios.

Bill noted that the school is still going forward with the approved budget until more information about the state budget and Student Opportunity Act funding is available and added that $200,000 in CARES Act funding is expected.

The Board discussed how the school's curriculum lends itself to online or blended learning and also discussed that, in accordance with any state guidelines for health and safety, the school leadership team and the Board will make a joint decision on how to proceed for the fall. The Board also discussed that it will consider the impact of Springfield Public Schools' decisions, the impact to enrollment, and the impact to families (e.g., what child care options are open) in any decision.

V. Building Project items

A. Building Project Update

Bill discussed updates regarding the Building Project based on the update memo. The school's Site Plan is on the agenda for a June 3rd review by the Planning Board, with a decision expected on June 17th. Assuming the project is approved at that meeting, the project continues on schedule. The school continues to address concerns on traffic, proceed with design development work, and select finishes. CM interviews are scheduled for tomorrow, and AI is still working to get New Market Tax Credits for the project.

Bill discussed that Boston Private, the principal lender for the project, has sent an updated terms sheet, which the Board reviewed. They did not express any concern over the new terms and proposed a vote to approve the new term sheet.

T. Walker made a motion to approve the updated term sheet from Boston Private Bank regarding a loan of up to $13,580,000 to finance the facility project at 2071 Roosevelt Avenue.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Governance Items

A. Proposed Board Calendar for SY20-21

Nancy discussed the proposed Board meeting calendar for SY20-21 and the Board reviewed it for initial conflicts; none were noted. Nancy noted that the calendar will appear in the Annual Report to DESE.

B. Consent Agenda introduction/refresher

Nancy reviewed the one-page summary of the usage of consent agendas and highlighted that consent agendas require review of materials in advance. The Board discussed the mechanics of removing an item from an agenda in advance of or at the beginning of a Board meeting in order to allow discussion on that item at the meeting. The Board was in support of using a consent agenda in the future.

C. Reminder on Executive Director review

Nancy reminded the Board that the Governance Committee will begin the ED review process in June. They, along with the ED's direct reports, will receive a survey to complete. The Governance Committee will compile and present the survey results to the Board.

VII. Financial Items

A. Review Monthly Financials & Update on FY21 Budget timeline

Tricia reported that there are no changes to the budget at this time and that the school is in a good financial position. The Board discussed how summer school would be funded. Meghan noted that they had built that expense into the FY21 budget since summer school begins in July after the close of FY20, but that the school would also seek grant funding for summer school expenses.

VIII. Closing Items

A. Next Board Meeting

The next scheduled board meeting is on Wednesday, 6/17/20 at 5:45 PM. Bill proposed to push it back one week to 6/24/2020 at 5:45 PM and the Board agreed to meet at that proposed time.

B.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 PM.

Respectfully Submitted,
B. Spirer

Documents used during the meeting

- Notification_of_Commissioner_approval_Springfield_Prep_5.11.2020__1_.pdf
- Memo to Board re COVID-19 Impacts - May 2020 updated.pdf
- SPCS status update memo 5.20.2020 Final (1).docx
- Springfield_Prep_Terms_5.20.20.pdf
- 2020-2021_Tentative_Board_Calendar as of 5-22-20.xlsx
- May 2020 - Consent agendas at Springfield Prep.pdf
- Consent Agenda at SPCS - May 2020 Sample.pdf
- 3 SPCS April Friends.pdf
- 4 SPCS FY20 April SNP.pdf
- 6 SPCS FY20 April Grants.pdf
- 2 SPCS FY20 April Summary.pdf
- 5 SPCS FY20 April Cash Flow Report.pdf