

APPROVED



Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Finance Committee Meeting

Date and Time

Friday November 22, 2019 at 7:00 AM

Location

594 Converse St. Longmeadow, MA 01106

This meeting of the Springfield Prep Charter School Finance Committee will be held at 594 Converse Street, Longmeadow, MA on 11/22/19 at 7:00 am. Meeting notice was posted on the school's website (www.springfieldprep.org) on 11/19/19 at 5:00 pm.

Committee Members Present

A. Malone (remote), B. Spierer, D. Morrin (remote), J. Rosewell, M. Wagner, T. Walker

Committee Members Absent

J. Callan

Guests Present

R. Leonard, Robert Baldwin, S. Balogun, S. Fuller

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

T. Walker called a meeting of the Finance Committee of Springfield Prep to order on Friday Nov 22, 2019 at 7:04 AM.

C.

Meeting Attendance Note

It was noted that a quorum is not present. The committee determined that the meeting could proceed and that minutes would be taken and posted, and that all discussion would take place in open session.

D. Approve October Finance Committee Minutes

The committee tabled the vote on the previous meeting's minutes due to lack of quorum.

II. Finance

A. Executive session to discuss real estate negotiations

The committee discussed the building project at 2071 Roosevelt Avenue. Bob Baldwin, the school's development and financing consultant, reported on the progress of due diligence over the last four weeks.

The school has done a building conditions report, which was good; the envelope will need some improvements, include eventual roof replacement and some window replacement.

It did a hazardous materials evaluation; there is limited asbestos abatement that will be required. It did an Environmental Phase I; it determined that a Phase II is not required. It did a title review; there are no title restrictions. It did a zoning review; educational use is allowed as of right. A conceptual test fit has been completed both with and without tenant space; there are no conflicting use concerns. Cost estimates are expected soon. Committee members recommended that Bill negotiate a reduction in purchase price due to due diligence findings.

The committee reviewed cash flow projections for the building purchase, as well as the renovation timeline. It discussed the mechanics of a bridge loan. It also discussed considerations related to the appraisal and cost estimates, and discussed the school's risk tolerance.

Bill also provided a brief report on the capital campaign.

B. Owner's Project Manager Contract

The committee reviewed the Owner's Project Manager contract and will recommend its approval at the board meeting.

C. Review October Financials

Meghan presented the October financials and reported that all revenue and expenses related to school operations are within projected amounts at this time. There are no major changes or concerns for the month.

III. Closing Items

A. Next Finance Committee Meeting

The next Finance Committee meeting will be scheduled at a later time, depending on the building timeline.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:23 AM.

Respectfully Submitted,

B. Spirer