APPROVED

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday September 30, 2020 at 5:45 PM

This meeting of the Springfield Prep Charter School Board was held via Zoom video conference on 9/30/2020 at 5:45 pm. The meeting was held virtually due to the COVID-19 pandemic. Meeting notice was posted on the school's website (www.springfieldprep.org) on 9/25/20 at 3:30 pm.

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

Trustees Absent
D. Morrin, J. Pistorius

Trustees who arrived after the meeting opened
J. Rosewell, S. Balogun

Trustees who left before the meeting adjourned
T. Walker

Ex Officio Members Present
B. Spirer (remote)

Guests Present
M. Wagner (remote), N. Abramowitz (remote), Phillip Hon

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Leonard called a meeting of the board of trustees of Springfield Prep to order on Wednesday Sep 30, 2020 at 5:48 PM.

C. Public Comment, If Any

No comments.

II. Consent Agenda - Board to remove items for discussion (if needed) then vote to approve all items

A. Approve September 2nd Board Meeting Minutes

S. Fuller made a motion to approve the minutes from Board Meeting on 09-02-20.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Monthly Financials

Included in Consent Agenda

C. General Notices (if any)

None

D. Vote to Approve Consent Agenda items

S. Fuller made a motion to Approve the items on the Consent Agenda.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Balogun arrived.
J. Rosewell arrived.

III. Diversity, Equity & Inclusion

A. Diversity, Equity & Inclusion Task Force

On behalf of the DEI task force, Anne introduced a discussion about an article titled “Shaping an Anti-Racist School Culture” by Jessica Fregni and Laura Zingg. The Board discussed their takeaways from the article and what might apply to Springfield Prep and their governance of the school.

IV. Executive Director's Report

A. Executive Director's Report

Bill discussed the memo provided and the successes (attendance, teacher preparation, family commitment) and challenges (technology/audio/internet, working with our youngest learners remotely) of the start of remote learning. He discussed the possibility of bringing Kindergarten on-site earlier than expected and that the team is working to build out a plan to do so provided that the health situation and other considerations permit.

V. Building Project

A. Building Project Status Update

Bob Baldwin from QPD joined the call. Bill and Bob Baldwin discussed the project update memo, including the Guaranteed Maximum Price contract and allowances, as well as the scope inclusions made possible by the receipt of New Markets Tax Credits and the lower-than-expected bids. They discussed the possibility of expanding the planned gym to accommodate bleachers and a stage, both of which would enhance programmatic capabilities for the school.
T. Walker left.

B. Vote on Guaranteed Maximum Price Contract

K. Molina made a motion to approve the vote as written in the meeting packet, authorizing Bill to approve the GMP contract.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Vote on proposed expansion of the gymnasium

J. Rosewell made a motion to approve additional project scope to expand the size of the gym building by approximately 1,500 square feet to accommodate bleachers and a stage, at a cost not to exceed $400,000.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Capital Campaign Update

Sally provided an update on the next steps for the Capital Campaign, focusing on local individuals, corporations, and foundations, to achieve the $3M goal.

VI. Finance

A. FY20 Audit Review

Meghan discussed the result of the FY20 audit. It was a clean audit (no findings) in terms of both GASB requirements and DESE Guidelines. She discussed highlights of the audit, including a comparison to prior years and an explanation of changes to the school's

Operating Net Position and months reserves on hand. Tricia commented that the Finance Committee met with the audit team earlier this week and they walked us through the financials and footnotes and the committee found the results acceptable.

VII. Executive Director Evaluation

A. Executive Director Evaluation

Bill Spirer, Meghan Wagner, and Nancy Abramowitz left the meeting prior to the discussion of the evaluation of the Executive Director. Before they left, A. Grant reminded Bill that he had the right to be present, but Bill indicated that he preferred to leave. Alex provided the minutes for this discussion.

Alex Grant led the discussion of the Executive Director's written performance evaluation he prepared, which A. Grant described as a synthesis of the inputs of all of the board members and several staff members, as well as Bill's self-evaluation. There was discussion of the process of collecting these inputs. A. Malone suggested that some of the questions in the survey might be changed for the better. There was discussion about whether receiving staff members' feedback prior to the board members making their evaluations would be productive. S. Balogun suggested that an interim check-in with Bill during the course of the year would be helpful.

A motion was made to approve the written evaluation as the board's evaluation of Mr. Spirer for the school year 2019-20. The motion passed 7-0.

S. Fuller moved to adjourn the meeting; A. Grant seconded the motion. The motion passed unanimously.
A. Grant made a motion to approve the written evaluation as the board's evaluation of Mr. Spirer for the school year 2019-20.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Next Board Meeting

The next scheduled board meeting is on Wednesday, 10/28/20 at 5:45 PM.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,
N. Abramowitz

Documents used during the meeting

- 2. SPCS FY21 August Summary.pdf
- 5. SPCS FY21 August Cash Flow.pdf
- 3. SPCS FY21 August Friends Summary.pdf
- 4. SPCS FY21 August SNP.pdf
- ED Report - Start of School & Remote Learning - 9.24.2020 - Google Docs.pdf
- SPCS Project Update Memo 9-25-20 updated with pictures.pdf
- A133ExhibitA-2009 - Guaranteed Maximum Price Amendment w Exhibits v2.pdf
- GMP-Springfield Prep 9-30-20.pdf
- Springfield Prep - Board vote on GMP - 9.30.20 v2.DOCX
- Springfield Preparatory Charter School Management Letter Draft 9-9-2020.pdf
- Springfield Preparatory Charter School Ratios Draft 9-9-2020.pdf
- Springfield Preparatory Charter School Board Report Draft 9-9-2020.pdf
- Springfield Preparatory Charter School Financial Statements Draft 9-9-2020.pdf