APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time
Tuesday August 17, 2021 at 3:00 PM

Location
Remote meeting via Zoom

This meeting of the Springfield Prep Charter School Governance Committee was held via Zoom video conference on 8/17/2021 at 3:00 pm. Meeting notice was posted on the school's website (www.springfieldprep.org) on 8/13/21 at 4:00 pm.

Committee Members Present
A. Grant (remote), R. Leonard (remote), S. Monson (remote)

Committee Members Absent
K. Molina

Guests Present
N. Abramowitz (remote)

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 Tuesday Aug 17, 2021 at 3:05 PM.

C. Approve Minutes

R. Leonard made a motion to approve the minutes from Governance Committee Meeting on 05-17-21.
A. Grant seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Molina	Absent
A. Grant	Aye
S. Monson	Aye
R. Leonard	Aye
B. Spirer	Absent

II. Governance

A. Executive Director Evaluation Plan

The committee discussed the Executive Director's annual evaluation and how the addition of a 360 degree evaluation, led by Bill's coach, impacts the Board's typical process. The committee agreed that completing the typical evaluation process as soon as possible would be helpful to the ED. They aligned on still having all Board Members complete evaluation surveys through Board on Track software, and still having Alex speak with a few randomly selected staff members, but also factoring in the report from the 360-degree evaluation into Alex's evaluation report. Alex will share the final evaluation report shortly after the October Board Meeting.

B. Board Goals for FY22

Bill shared about the Board On Track support offering called Accelerator which helps the Board to set and track goals. He recommended inviting Rachel from BOT to our next Governance Committee meeting to discuss Board goal setting. Bob and Bill will speak with Rachel in advance of that meeting to ensure she understands our current school & board situation and desired outcomes of goal-setting work. The committee was in agreement with this plan.

C. Board and Committee Meeting Planning

The Committee discussed how committees and the Board should continue to meet given the pandemic and the extension of their ability to hold meetings virtually. All were in agreement that while in-person meetings allow for stronger interpersonal connections, the current pandemic situation still warrants fully virtual meetings. The committee agreed to

share this recommendation with the Board at its next meeting and to re-evaluate at the end of the calendar year if the health situation has improved.

D. Governance Committee meetings in FY22

Nancy discussed the proposed meeting schedule for the Committee for FY22 and the committee agreed that the proposed dates worked and that 1-2 PM was fine for a standing meeting time.

E. School Policy Updates

Nancy raised the question of when the Board or the Governance Committee should weigh in on policy changes for the school's staff or students & families. The committee discussed that any substantive changes or changes that may be controversial (e.g., policies related to the pandemic) should be reviewed and approved by the Board. Alex and Sarah agreed that it is hard to create a firm delineation for when management should have the Board's approval on new policies, but that the topic merited further discussion to see if guidelines could be drafted. Bob noted that he prefers that staff err on the side of caution and bring changes to the Board as much as feasible. The committee agreed to leave this in the ED's discretion for the time being but to revisit if guidelines were more clearly needed in the future.

III. Other Business

A. Next Governance Committee Meeting

The committee agreed on Monday, October 18th at 12:30 PM for its next meeting.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
N. Abramowitz

Documents used during the meeting

- Governance-Management Matrix.pdf
- Governance Committee memo - policy updates - 08.17.21.pdf