

APPROVED



**Springfield Prep**  
CHARTER SCHOOL

## Springfield Prep

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday January 26, 2022 at 5:45 PM

**Location**

This meeting will take place via Zoom

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This meeting of the Springfield Prep Charter School Board was held via Zoom video conference on 1/26/22 at 5:45 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 1/21/22 at 3:45 pm.

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**Trustees Present**

A. Grant (remote), A. Malone (remote), A. Piela (remote), D. Morrin (remote), J. Rosewell (remote), K. Molina (remote), R. Leonard (remote), S. Fuller (remote), S. Monson (remote), T. Walker (remote)

**Trustees Absent**

S. Balogun

**Ex Officio Members Present**

B. Spirer (remote)

**Non Voting Members Present**

B. Spirer (remote)

**Guests Present**

M. Wagner (remote), N. Abramowitz (remote)

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## 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 Jan 26, 2022 at 5:48 PM.

### C. Public Comment, If Any

## II. Consent Agenda

### A. Approve December 1 Board Meeting Minutes

K. Molina made a motion to approve the minutes from Board Meeting on 12-01-21.

A. Grant seconded the motion.

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

#### Roll Call

T. Walker Aye  
A. Malone Aye  
S. Monson Aye  
S. Balogun Absent  
S. Fuller Aye  
R. Leonard Aye  
J. Rosewell Aye  
D. Morrin Aye  
A. Grant Aye  
K. Molina Aye  
A. Piela Aye

### B. Approve December 15 Board Meeting Minutes

K. Molina made a motion to approve the minutes from Special Board Meeting on 12-15-21.

A. Grant seconded the motion.

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

#### Roll Call

K. Molina Aye  
A. Grant Aye  
S. Fuller Aye  
S. Balogun Absent  
A. Piela Aye  
T. Walker Abstain  
J. Rosewell Aye

**Roll Call**

A. Malone Aye  
S. Monson Aye  
R. Leonard Aye  
D. Morrin Aye

**C. Vote to approve consent agenda items**

**III. Executive Director's Report**

**A. Executive Director Report**

Bill reviewed the Executive Director report. He discussed COVID case trends, the upcoming vaccine clinic, and an update on our school basketball teams.

**B. School Calendar Revision**

Bill discussed a minor change to the school calendar due to weather days and to align to SPS calendar.

T. Walker made a motion to approve the amended school year calendar as presented.

S. Fuller seconded the motion.

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

**Roll Call**

A. Malone Aye  
S. Monson Aye  
K. Molina Aye  
S. Fuller Aye  
S. Balogun Absent  
D. Morrin Aye  
A. Pielá Aye  
A. Grant Aye  
J. Rosewell Aye  
R. Leonard Aye  
T. Walker Aye

**C. Thank you to Tricia Walker**

Bill shared gratitude from the staff and the Board to Tricia for 7 years of dedicated service to the school, helping set the finance and accounting policies and best practices for years to come, as well as helping to set the strategy for the school overall.

**IV. COVID-19 Testing Program Update**

**A. COVID-19 Testing Program Update**

Bill discussed the COVID testing update memo. He shared the benefits and rationale for implementing the new at-home testing program and ending the Test & Stay program, per

DPH and DESE recommendations. The Board discussed any potential risks to this transition, including errors in at-home tests vs. those conducted at school.

J. Rosewell made a motion to approve the proposed new at-home testing program recommended and provided by DESE.

A. Malone seconded the motion.

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

**Roll Call**

- A. Malone Aye
- D. Morrin Aye
- S. Fuller Aye
- R. Leonard Aye
- S. Balogun Absent
- K. Molina Aye
- T. Walker Aye
- S. Monson Aye
- J. Rosewell Aye
- A. Piela Aye
- A. Grant Aye

**V. Finance**

**A. December Financial Reports**

Meghan reviewed the December financial reports with the board. She shared that there are some expenses that were higher or lower than expected, but there has been no major change in Overall Change in Net Position at this point in the year. She noted that the school is on-track to end the fiscal year with cash on hand at an industry-average and state-recommended level.

Meghan shared that the school is planning its budget for the upcoming year and the next several years and will be reviewing the FY23 proposed budget, as well as 5-year projections, with the Finance committee and the board. These budgets will include detail about which program areas are supported by ESSER funds.

**B. Building Project**

- Bill and Meghan presented the final building budget, reflecting that the project was approximately \$350k under budget, though the school and committee are still confirming there are no additional project costs.
- Jason described a known potential additional expense for a commissioning agent who will ensure the building was built according to specifications and functioning as intended, and who will recommend any improvements or fixes. He recommends hiring a commissioning agent based on his experience with new construction and given the value of the building. The school has received 2 proposals for this work

and has reviewed these with the Owner's Project Manager. The school is finalizing terms with its preferred agent and intends to proceed. School management seeks a vote to authorize contract approval so that it can move ahead once the terms are finalized.

A. Grant made a motion to approve up to \$30,245 for a commissioning agenda for the new campus.

S. Fuller seconded the motion.

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

**Roll Call**

- K. Molina Aye
- S. Fuller Aye
- A. Malone Aye
- T. Walker Aye
- S. Balogun Absent
- A. Grant Aye
- R. Leonard Aye
- J. Rosewell Aye
- S. Monson Aye
- A. Piela Aye
- D. Morrin Aye

**VI. Governance**

**A. Election of Amy Piela as Treasurer**

T. Walker made a motion to elect Amy Piela as Treasurer.

D. Morrin seconded the motion.

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

**Roll Call**

- D. Morrin Aye
- K. Molina Aye
- A. Piela Aye
- S. Balogun Absent
- S. Monson Aye
- A. Grant Aye
- A. Malone Aye
- R. Leonard Aye
- J. Rosewell Aye
- T. Walker Aye
- S. Fuller Aye

**VII. Academics**

**A. Presentation of High School Success Program**

Founding High School Success Counselor Rebecca Sela joined to present plans for our new High School Success (HSS) program.

- Bill introduced Rebecca, who was previously a high school teacher, is a Board member at Veritas Prep Charter School, and has extensive experience working with Springfield schools as the former Executive Director of ANet-Western Massachusetts.
- Rebecca introduced the goals of the HSSC role and the HSS program and focused her presentation on the high school selection process. She introduced the metrics and data she has reviewed and will share with families, as well as the ways in which the school will support students and families in the selection, application, interview, and financial aid processes (if needed). She also shared the timeline for the HSS program overall.
- The Board discussed the program and some of the recommendations and data that Rebecca shared. They also commented on the data and outcomes they hope to see from Rebecca and the HSS program going forward.

## VIII. Closing Items

### A. Next Board Meeting

The next scheduled board meeting is on Wednesday, 3/2/22 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 7:27 PM.

Respectfully Submitted,  
N. Abramowitz

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## Documents used during the meeting

- ED Report - 1.21.22.pdf
- 2021-2022 SPCS School Year Calendar Updated 1.13.22.pdf
- Memo to board re change to COVID testing program 1.20.22.pdf
- 2.\_SPCS\_FY22\_December\_Summary.pdf
- 6.\_SPCS\_FY22\_December\_Cash\_Flow.pdf
- 7.\_SPCS\_FY22\_December\_Grants.pdf
- 5.\_SP\_FY22\_December\_SNP.pdf
- 4.\_SP\_Realty\_FY22\_December.pdf

- 3.\_SP\_Friends\_FY22\_December.pdf
- Project Cost Update 1-21-22.docx
- HS Selection Framework Slides (January Board Meeting).pdf