APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday January 26, 2022 at 5:45 PM

Location
This meeting will take place via Zoom

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) on 1/21/22 at 3:45 pm.

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)

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

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

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

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

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

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

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