APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday March 30, 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 3/30/22 at 5:45 pm. Meeting notice was posted on the school's website (www.springfieldprep.org) on 3/25/22 at 3:30 pm.

Trustees Present
A. Malone (remote), A. Piela (remote), D. Morrin (remote), J. Rosewell (remote), K. Molina (remote), R. Leonard (remote), S. Balogun (remote), S. Monson (remote)

Trustees Absent
A. Grant, S. Fuller

Trustees who arrived after the meeting opened
D. Morrin

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 Mar 30, 2022 at 5:45 PM.

C. Public Comment, If Any

II. Consent Agenda

A. Approve March 2nd Board Meeting Minutes

K. Molina made a motion to approve the minutes from Board Meeting on 03-02-22.
S. Monson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Approve December Financials

C. Approve February Financials

D. PowerSchool Contract

E. Lawn Care Contract

F. Update Employee Guidelines to use term Indigenous Peoples' Day

G. Vote to approve consent agenda items

K. Molina made a motion to Approve the items on the consent agenda as presented.
S. Monson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Morrin	Aye

Roll Call

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

III. Executive Director's Report

A. Executive Director Report

- Bill reviewed the Executive Director memo as presented, highlighting the upcoming DESE site visit, the enrollment lottery and waitlist, new after-school programs, advocacy week participation, and the recent REDI PD session.
- Bob shared that he had visited the school recently and was impressed with the campus, the students, and the teaching he saw, and encouraged the board to do the same.

IV. COVID-19 Updates and Mask Policy Vote

A. COVID Updates and Mask Policy Vote

D. Morrin arrived.

- Nancy shared that the school has gone 5 weeks without any COVID cases, including in-school testing, and that there are approx. 300 people enrolled in the testing program (Weekly testing in school, sending home at-home tests with students and staff weekly for at-home asymptomatic testing, and symptomatic testing in school)
- Bill reviewed SPS's current COVID data to compare to Springfield Prep & Springfield as a city
- Nancy and Bill discussed the school’s recommendation to remove the mask mandate in line with the expectation that SPS will end their mask mandate at their School Committee meeting tomorrow (3/31). They reviewed the rationale to align with the district based on the information that the city has a health department that is advising on this for Springfield.
- Bill noted that there would still be situations in which people would be required to wear a mask (including after a COVID diagnosis, exposure, or in the school health office). He also reinforced that the school would support any individuals that chose to continue to wear a mask, and would continue to provide masks.

- Amy asked whether this change would apply to visitors and contractors, and Bill stated that yes, it would, and they discussed the importance of posting this policy visibly for visitors.
- **Doug joined at this point**
- Bill and Bob clarified that the school's end of a mask mandate would happen only if SPS votes to end their mask mandate for the reasons discussed earlier, so the language of the vote was revised to reflect that stance.

K. Molina made a motion to to authorize the school to end the mask requirement in school, except when required by DESE, MA DPH, or other municipal, state or federal mandate, provided that the Springfield Public School District proceeds with a mask-optional policy.
A. Piela seconded the motion.
Note: Jason was having audio issues so was unable to vote for this motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Finance

A. FY23 Budget Draft

- Meghan reviewed the Budget Memo, noting that:
  - Many stakeholders, including staff and families, had provided input into this draft
  - The Student Opportunity Act and ESSER funding lead to an increase in revenue for the school over the next 5 years.
  - Expenses will increase due to the new facility as planned, but keeps us in the low risk category with DESE
- Amy noted that the Finance Committee discussed this information and the process that went into devising the draft budget, and said that it was a similar process to that which has been done in the past.
- Meghan discussed the projected personnel expenses, including changes to salaries to help with retention and recruitment.

- She also reviewed the five-year budget overview and how the changes in revenue and expenses mentioned previously impact the school over this time period.

VI. Facility

A. Building update and additional work

Bill reviewed the building update memo, including the progress of the commissioning process and corrections based on those findings.

He also discussed the building renovations mentioned in the memo. These were proposed during the initial building design process but not completed due to value engineering. Remaining budgeted funds now may allow us to complete these projects.
S. Balogun made a motion to proceed with the design work to determine the costs and plans for the building updates as proposed in the building memo.
J. Rosewell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VII. Governance

A. Proposed school calendar change for 2021-22 school year

- Bill discussed the temporary amendment proposal to shorten this school year by 2 days, as suggested by DESE and as discussed at the Governance Committee meeting.

A. Malone made a motion to authorize the school to request a temporary amendment to the school calendar year per the amendment letter presented in the meeting packet.
K. Molina seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Molina	Aye
A. Malone	Aye
S. Balogun	Aye

Roll Call

A. Grant	Absent
D. Morrin	Aye
J. Rosewell	Aye
A. Piela	Aye
S. Monson	Aye
R. Leonard	Aye
S. Fuller	Absent

B. Organizational Goals

- Bill reviewed the organizational goals that the school has been operating under this year. He noted that the governance committee has reviewed and discussed these goals, and they have been shared in parts during other academic achievement committee and board meetings, but Bill invited a discussion about the compiled goals and a brief update on progress so far this year.
- Bob - suggest to change the word “develop” to "Maintain" in Goal #2, and also to change the word "develop" to “continue as” in Goal #4
- Anne asked if there a specific metric for Goal #2?
    - Bill stated that staff retention is the primary metric, but the school also looks at staff survey data to monitor staff satisfaction.
- The Board agreed that a vote to approve the goals was not needed but that they were satisfactory.

C. Board meeting format (In-person, remote, hybrid)

- Bill discussed that the Board is allowed to meet remotely through July, and that the Governance Committee has discussed and recommended that the Board continue Zoom meetings overall with a scheduled in-person meeting in April or May. The Board agreed that an in-person meeting in May would be favorable and the school will coordinate that for the scheduled May meeting date.

D. New board member for approval

- After she joined the last Board meeting, Bob and Sarah met with Amneris and were impressed with her knowledge of the education space and Springfield Prep already. Bob relayed that Sally had shared positive feedback about Amneris based on their prior encounters in working in education in Springfield.

S. Monson made a motion to elect Amneris Narvaez as a new Trustee of Springfield Prep.
A. Malone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VIII. Closing Items

A. Next Board Meeting

The next scheduled board meeting is on Wednesday, 4/27/22 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 7:06 PM.

Respectfully Submitted,
N. Abramowitz

Documents used during the meeting

- 2._SPCS_FY22_December_Summary.pdf
- 3._SP_Friends_FY22_December.pdf
- 4._SP_Realty_FY22_December.pdf
- 5._SP_FY22_December_SNP.pdf
- 6._SPCS_FY22_December_Cash_Flow.pdf
- 7._SPCS_FY22_December_Grants.pdf
- 2. SPCS FY22 February Summary.pdf
- 3. Friends FY22 February Summary.pdf
- 5. SP FY22 February SNP.pdf
- 6. SPCS FY22 February Cash Flow.pdf
- 4. Realty FY22 February Summary.pdf
- 7. SPCS FY22 February Grants.pdf

- Powerschool Memo for the Board of Trustees - March 2022.pdf
- PowerSchool Proposal - without Statement of Work.pdf
- 2022 Springfield Prep Charter School SK Agreement 2022.pdf
- ED Report for 3.30.22.pdf
- COVID Update Board Memo 3.30.22 (2).pdf
- Budget Memo for the Board of Trustees v2 3.30.2022.pdf
- SPCS FY23 Proposed Budget v2 3.30.22.pdf
- SPCS 5 Year Budget Projections v3 3.30.22.pdf
- Building Project Update - March 2022 v2.pdf
- Springfield_Prep - Temporary_amendment_request - Schedule_change v2.pdf
- Organizational Goals 2021-22.pdf
- Amneris Narvaez Resume (2022).pdf