APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time
Monday March 18, 2024 at 12:00 PM

Location
This meeting will take place remotely, via Zoom.

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

Committee Members Absent
None

Guests Present
B. Spirer (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Monson called a meeting of the Governance Committee of Springfield Prep to order on Monday Mar 18, 2024 at 12:05 PM.

C. Approve Prior Governance Committee Meeting Minutes

S. Balogun made a motion to approve the minutes from Governance Committee Meeting on 11-20-23.
R. Leonard seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

S. Balogun Aye
R. Leonard Aye
S. Monson Aye

D. Approve prior Governance Committee meeting minutes

R. Leonard made a motion to approve the minutes from Governance Committee Meeting on 02-26-24.
S. Balogun seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

S. Monson Aye
R. Leonard Aye
S. Balogun Aye

II. Governance Items

A. Updates from the previous meeting

Bill provided updates from the previous meeting:

- He has made the suggested revisions to the ED job description and will share them at a future meeting as part of an update on succession planning.
- He has made suggested revisions to the Support for Affiliated Organizations Policy and is in the process of finalizing these with counsel prior to the next meeting.

B. Massachusetts Charter Public School Association - Board of Trustees role

Bill discussed his candidacy to be on the board of MCPSA. He connected these to the strategic priorities he and the board agreed on, one of which was to expand the profile of the school through board involvement. The committee was supportive.

C. ED Evaluation Process

Sarah presented on the MCPSA training she attended about ED evaluation.

- It was recommended that schools evaluation leaders in the fall when they have full data (e.g., academics, staff retention, audit).
- It was recommended to do quarterly check-ins. Sherriff was supportive and thought this would help provide clarity throughout the process.
- Sherriff asked if the process takes longer for us since we typically save evaluation conversations for one point in time? Would it be more efficient if we did more of the work throughout the year?
- Bob wasn't surprised the process took the time it did because we only meet monthly and because it can take time to get full evaluation completion.

- The committee agreed with the new timeline outlined in the draft and agreed that a mid-year check-in in March or April would be best. Sherriff suggested that we do not just review an ED Goals Dashboard but do a better job of explicitly connecting the data to the topic of evaluation. The committee agreed.
- Bill will plan to do a mid-year Evaluation check-in next month to align with this schedule.
- Bill asked about possibly opening up the survey to other staff members as a way to be transparent and open. He shared a draft email. Bob liked the idea and thought it communicated to staff that there is an oversight body that is involved in final policy decisions. Others on the committee agreed and believed that soliciting staff and direct report feedback in June would make sense. Bill will update the evaluation process document to share with the board at the upcoming meeting.

III. Board Recruitment

A. Board Prospects

Bill shared some prospects for board candidacy and suggested that we work hard to have two new board members recruited by the end of June. Sarah suggested that we coordinate with Ron to see if he knows the suggested candidates. Bill will do that.

IV. Closing Items

A. Next meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:46 PM.

Respectfully Submitted,
S. Monson

Documents used during the meeting

- Executive Director Evaluation Process Overview.docx