

APPROVED



Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time

Monday May 20, 2024 at 12:00 PM

Location

This meeting will take place remotely, via Zoom.

Committee Members Present

R. Leonard, S. Monson (remote)

Committee Members Absent

S. Balogun

Guests Present

B. Spirer (remote), D. Haghghat (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 May 20, 2024 at 12:06 PM.

C. Approve Prior Governance Committee Meeting Minutes

R. Leonard made a motion to approve the minutes from Governance Committee Meeting on 04-22-24.

S. Monson seconded the motion.

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

Roll Call

S. Balogun Absent

R. Leonard Aye

S. Monson Aye

II. Governance Items

A. Finance & Business Office Updates

Bill shared that Meghan will remain in the CFO role but move away from operational leadership. Bill outlined the need for a new full-time role, and shared that they are seeking a candidate with nonprofit leadership, compliance, or HR leadership experience. Bob asked about succession planning given that Meghan had previously been identified as a potential successor and an emergency successor. Bill explained that Jess is now identified in our succession plan as the emergency successor and might be a potential successor as well. He noted that she is very capable of playing that role, especially with Meghan in a CFO position to support on the business side.

B. Board Slate for FY25 and Board Recruitment

Bill introduced the FY25 draft board slate. The board composition will remain consistent and is in strong shape for next year. Bill highlighted the need for identifying strong new members to ensure smooth board succession over time. He sought suggestions for generating leads. Sarah proposed creating a profile of the ideal board member to help identify potential candidates. Donna shared some strategies she has used and suggested reaching out to bigger companies with relationships to the board. Bill will do some one-on-one meetings with board members to generate leads.

C. Staff & Family Annual Survey Data

Bill presented and discussed the results of the annual staff and family survey. He highlighted general staff satisfaction levels with an increase of neutral responses and a decrease of positive response rates in areas of work engagement and work load. He discussed the challenges of providing targeted professional development for such a diverse team. Bob asked about the sample size and about whether longer term employees view work differently after having been with the organization for a longer period of time. Bill shared that the school was working on offering more flexibility, including some limited remote work options, to be responsive to employee feedback.

D. Board Self-Assessment Report

The committee discussed the board self-assessment results. Bob was surprised by the response to meeting materials being presented clearly. Sarah agreed. Sarah will ask about this at the next meeting. Bob asked about the size of the board. He said he thinks additional members will help to have bigger committee meetings. Bill said he believes increasing the board size to 11 or 12 would be beneficial, partly to have bigger

committees and also to ensure smooth board succession. Sarah said she doesn't usually think we need to grow the board's numbers but that the succession planning consideration is a good one.

The committee discussed the lower positive response rate on the succession planning question. Bill asked about how we could get the board to a place of more confidence about succession. Sarah suggested that we do a recap of the succession from the last meeting since a few people were not there and that was a very helpful meeting in terms of succession planning. Bill will do this at a future meeting.

E. Draft FY25 Board Calendar

The committee did not discuss this given limited time, and will address this at the upcoming board meeting.

F. Board Retreat and/or Social Event

The committee did not discuss this given limited time, but Sarah noted that she is talking to Gina at BoardOnTrack about a board retreat of some kind and likes the idea of getting the board together. Bill noted that we just need to ensure any gathering is compliant with the open meeting law.

III. Closing Items

A. Next meeting

The committee discussed the June meeting and cancelled it given the busy end of year at school and the earlier board meeting in June.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:05 PM.

Respectfully Submitted,
S. Monson

Documents used during the meeting

- Staff & family survey report out - 2023-24 (1).pdf
- Family Survey Results Handout 2023-24 vshare.pdf
- Staff Survey Results Handout 2023-24 vshare.pdf
- 2023-24 Board Self-Assessment Survey Results.pdf

- FY25 Board Meeting Schedule DRAFT.pdf