APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Thursday March 6, 2025 at 5:45 PM

Location
This meeting will take place on Zoom.

Trustees Present
A. Malone (remote), A. Narvaez (remote), A. Piela (remote), R. Leonard (remote), R. Molina-Brantley (remote), S. Balogun (remote), S. Monson (remote)

Trustees Absent
M. Frodema, S. Fuller

Trustees who arrived after the meeting opened
A. Narvaez

Ex Officio Members Present
B. Spirer (remote)

Guests Present
L. McCoy (remote), M. Wagner (remote), W. Janes (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Balogun called a meeting of the board of trustees of Springfield Prep to order on Thursday Mar 6, 2025 at 5:45 PM.

C. Public Comment, If Any

There was no public comment.

II. Consent Agenda

A. Approve minutes from the previous board meeting

R. Leonard made a motion to approve the minutes from Board Meeting on 01-09-25.
S. Monson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Piela	Aye
R. Leonard	Aye
A. Narvaez	Absent
M. Frodema	Absent
R. Molina-Brantley	Aye
S. Balogun	Aye
S. Fuller	Absent
A. Malone	Aye
S. Monson	Aye

III. Academic Items

A. Winter Achievement and Culture Dashboard

A. Narvaez arrived at 5:58 PM.

- Bill, Shawna, and Kate presented the academic and culture dashboard.
- Shawna highlighted a recent increase in enrollment, with one seat currently being filled. Attendance was noted to have dipped during the winter months due to illnesses, with a chronic absenteeism rate of 11.4%, slightly below the state's target.
- The suspension rate remained low at 1%, with nine out-of-school suspensions reported.
- Kate provided further insights into academic performance, particularly in math and ELA, with a focus on addressing ELA gaps through coaching and professional development.
- Garth and LaShawna raised questions about the school’s suspension policies, which were addressed by Bill and Shawna.
- Kate and Shawna reviewed interim assessment data (A-Net) and literacy assessments (STEP and mCLASS).

- Math performance was strong, while ELA scores were below target, especially for students impacted by pandemic-related learning disruptions.
- The school reported that 69% of K-3 students were at or above grade level in literacy assessments, with improvements particularly in second grade.
- The school continues to integrate the science of reading principles into instruction and professional development efforts.

IV. Executive Director Report

A. Executive Director Report

- Bill acknowledged the leadership of Shawna and Kate in Jess's absence and provided updates on school activities, including recent sports championships and visits from other schools.
- Bill also discussed policy updates concerning DEI and LGBTQ+ inclusion, aligning with Massachusetts guidance despite potential federal conflicts.
- Immigration policy changes and their potential impact on families were also discussed, with the board agreeing to stay informed on these issues.
- Bill provided an update on the alumni support program. He noted that after discussing options with the school's counsel, we are changing course and plan to amend the purpose in the Friends of Springfield Prep Articles of Incorporation to make it possible to include alumni programming as part of the Friend's purpose. In other words, we will operate our Alumni Program out of Friends itself which means we no longer plan to create an LLC. The program has raised $165,000 of the $265,000 target needed for two years of operation.

V. Finance Items

A. Amended Charter School End-of-Year Financial Report (CSEOYFR)

- Meghan reviewed the amended charter school end-of-year financial report which is filed every February following the completion of our audit.
- The underlying financial data has not changed; the state requested a different view of our financial reporting, so we worked with the auditors and the state to make sure the amended report fit the required format while still representing an accurate picture of our financials.
- This was shared with the Finance Committee but Meghan wanted to ensure the entire board was up to date as well.

B. Q2 Financial Report

- Meghan presented the Q2 financial report, noting that not a lot has changed from what was budgeted and reported in Q1.
- The school is projecting a $92,000 surplus at the end of the year.

- Due to state regulations on excess surplus, we are considering investing in parking lot paving to utilize these funds.
- Meghan explained that fundraising efforts have shifted focus to the alumni support program.

C. FY26 Budget Planning

- Meghan presented a timeline for the budget planning process for the upcoming school year. She reviewed key state budget milestones and how they impact the school budget process.
- The projected per pupil funding rate is likely to ultimately be consistent with, or slightly higher than, the Governor's initial budget.
- A first draft of the budget will be shared with the finance committee at the end of the month.
- Meghan mentioned that staffing and salary increases are major factors in the budget. Sherriff asked about the competitiveness of the school's salaries in comparison to other schools in the area. Bill and Meghan shared that staff pay is generally competitive with surrounding schools. Bill also noted that the data from the most recent staff survey doesn't site pay as a common concern.
- Bill reminded the board that the Student Opportunity Act has led to increased funding for the school over the past five years and is projected to do so through the 2026-27 school year.
- Meghan added that this funding will help maintain salary scales and provide for future budget increases.
- Bill also mentioned that other districts are pushing for a change in the funding formula, which could impact funding, although impacts are yet to be determined.

D. Certificate of Deposit Laddering Strategy

- Meghan discussed the CD laddering strategy, which aims to increase interest earned on the school's cash reserves. The strategy was discussed with the finance committee and Mary Kate, who both supported the move.
- Ronald noted that we retain access to funds in CDs, which is important, so he sees no downside.

VI. Governance & Compliance Items

A. Charter Renewal - Summary of Review

- Bill discussed the outcomes of a school's charter renewal, which was a smooth process with an unconditional renewal.
- Bill noted that the board's role in the school was evaluated as part of the renewal, and DESE noted that the board provided competent and appropriate governance and oversight of the school.

- Next steps include updating the school's accountability plan.

B. 23b3 Disclosure for Proposed Trustee Garth Janes

- Bill shared the conflict of interest disclosure form, which was recommended by counsel, to acknowledge the potential conflict of interest in Garth joining the board of trustees.
- Garth will recuse himself from discussions about Bill's evaluation, compensation, and the annual budget.
- The form was submitted to DESE and the state ethics commission.

C. Policy updates related to immigration policy changes

- Bill shared a protocol he developed with the School's counsel detailing steps to be taken should ICE come to the school.
- He also shared an update to the directory information policy to ensure only the necessary information is accessible when requested.

R. Leonard made a motion to ratify the revised directory information policy and the immigration enforcement response protocol, as presented.
A. Malone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Piela	Aye
S. Balogun	Aye
A. Narvaez	Aye
R. Molina-Brantley	Aye
R. Leonard	Aye
S. Fuller	Absent
A. Malone	Aye
S. Monson	Aye
M. Frodema	Absent

D. Proposal to Add April 3 Board Meeting

- Bill noted that one additional meeting needs to be added to the calendar to remain in compliance with the bylaws.
- After some discussion of availability of trustees, Bill suggested that the next meeting be on May 1st, focusing on typical meeting items, and the following meeting on June 5th should be focused on strategic planning and long-term succession planning, facilitated by Shawna Wells. The June 5th meeting would be held in person. The board agreed to these proposals.

VII. Closing Items

A.

Adjourn Meeting

R. Leonard made a motion to adjourn the meeting.
S. Monson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Balogun	Aye
R. Molina-Brantley	Aye
M. Frodema	Absent
A. Piela	Aye
R. Leonard	Aye
S. Fuller	Absent
A. Malone	Aye
A. Narvaez	Aye
S. Monson	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
S. Monson

Documents used during the meeting

- ED Report for 3.6.25.pdf
- Academic & Culture Dashboard for 3.6.25 board meeting.pdf
- 0._SP_FY25_December_Financial_Dashboard.pdf
- 2._SPCS_FY25_December_Summary.pdf
- 3.FY25_December_Friends.pdf
- 4._SP_Realty_FY25_December_Summary.pdf
- 5._SP_FY25_December_SNP.pdf
- 6._SPCS_FY25_December_Cash_Flow.pdf
- 7._SPCS_FY25_December_Grants.pdf
- MEMO._FY26_Budget_Timeline.pdf
- MEMO._CD_Laddering_Strategy.pdf
- SPCS Year 10 Summary of Review 2025 FINAL.pdf
- W. Garth Janes_ Disclosure of Appearance of Conflict of Interest under c. 268A, § 23(b)(3).pdf
- Springfield Prep Directory Information Policy - 1.30.25.pdf
- Springfield Prep Directory information policy - 1.30.25 redlined.pdf

- SPCS ICE Protocol vf 2.5.25.docx.pdf