APPROVED

Springfield Prep

Minutes

Board Meeting

Date and Time
Thursday May 1, 2025 at 5:45 PM

Location
This is a remote meeting and will take place over Zoom.

Trustees Present
A. Malone (remote), A. Piela (remote), L. McCoy (remote), M. Frodema (remote), R. Leonard (remote), S. Balogun (remote), S. Fuller (remote), S. Monson (remote), W. Janes (remote)

Trustees Absent
A. Narvaez, R. Molina-Brantley

Ex Officio Members Present
B. Spirer (remote)

Guests Present
M. Wagner (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 May 1, 2025 at 5:47 PM.

C.

Public Comment, If Any

There was no public comment.

II. Consent Agenda

A. Approve minutes from the previous board meeting

M. Frodema made a motion to approve the minutes from Board Meeting on 03-06-25.
R. Leonard seconded the motion.
Garth and Shawna decided to abstain because they were not yet approved to be voting members at the previous meeting. Sally noted that the minutes incorrectly included her as voting even though she was absent at the last meeting, so this needed to be corrected.
The board **VOTED** to approve the motion.

Roll Call

L. McCoy	Abstain
A. Malone	Aye
R. Molina-Brantley	Absent
M. Frodema	Aye
A. Piela	Aye
S. Fuller	Aye
S. Monson	Aye
A. Narvaez	Absent
S. Balogun	Aye
R. Leonard	Aye
W. Janes	Abstain

B. School Calendar for SY25-26

C. Contract Approval - Greenhouse Applicant Tracking System

D. February Financial Dashboard

E. Vote to approve consent agenda items

M. Frodema made a motion to approve the consent agenda as presented.
R. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Leonard	Aye
A. Malone	Aye
S. Balogun	Aye
S. Fuller	Aye
S. Monson	Aye
W. Janes	Abstain

Roll Call

L. McCoy	Abstain
A. Narvaez	Absent
R. Molina-Brantley	Absent
M. Frodema	Aye
A. Piela	Aye

III. Executive Director Items

A. Executive Director Report

- Bill provided an update on the school's activities, mentioning the many culminating events as we near the end of the school year.
- He shared that the school had a successful report card conference with 98% attendance from families. This attendance rate is the result of the team's work to prioritize and strategize around in-person meetings with families.
- He announced that Meghan, currently serving as CFO on a part-time basis, will be returning full-time in a Chief Operating & Financial Officer role, and he welcomed her return. Meghan shared in the excitement of being back full-time.
- Bill shared an update on a recent opportunity to explore expansion opportunities, which school leaders have determined is not right for the school at this time.
- He discussed the potential impact of the Supreme Court's decision on charter schools, which are still uncertain. He has been in communication with the Massachusetts Charter Public School Association around this decision.
- Shawna asked a question about the potential impacts of the Supreme Court case, and Bill discussed some potential outcomes, noting that no determination has been made yet.

B. SY24-25 Staff and Family Survey Report

- Bill presented the staff and family survey report, highlighting the high participation rates and high positive responses. He shared that his interpretation of this data is that there is very high overall satisfaction among staff members and families.
- The data showed little discrepancy between white and non-white staff members, indicating a strong sense of belonging and inclusion at the school.
- 97% of staff believe their colleagues do high-quality work, which speaks to the caliber of staff members the school is able to recruit and retain.
- Bill discussed some feedback received in the survey related to pay and schedule flexibility. While this feedback appeared to be from a small number of people, he noted that it is something the school took note of. It took some small, but hopefully meaningful, steps to be responsive to this feedback, such as modifying the blackout day policies. Additionally, school leaders plan to take a deeper look into the implications of a shorter school day, considering what might be possible within our model and how it could impact our mission.

- Bob mentioned a recent *Globe* article about the challenges in retaining school staff and praised Springfield Prep for building a school that is an enjoyable and fulfilling place to work.
- Shawna praised the school's ability to make changes to improve working conditions based on staff feedback. Bill and Shawna discussed the evaluation process and how they will revisit this data with staff in the future to reflect on the impact of the changes implemented.
- Bill shared that family survey responses were also positive. A key data point that is also analyzed to determine family satisfaction is enrollment and attrition.
- Additionally, Bill shared that there was an 82% positive response rate related to school discipline and a 14% neutral rate. While slightly lower than other areas, the neutrals indicate a small number of people have a negative view of the school's approach to discipline.

IV. Academic Items

A. Enrollment Policy Revision

S. Fuller made a motion to submit this amended policy to DESE, as presented.
S. Monson seconded the motion.

- Bill noted that with policy change, it is typically brought before the committee before bringing to the full board. However, due to timing, they are bringing before the board first. Based on the board's preference after review, they could choose to vote today or hold for further discussion and vote at the next meeting.
- Jess shared the proposed change in the school's backfilling policy to better meet parent demand and better support student needs.
- Jess shared that the elementary school wait list is quite lengthy, averaging 64 students per grade, which decreases to an average of 26 students per grade in middle schools.
- The current policy, under which the school backfills in all grades, creates some challenges in the middle school grades, specifically related to meeting the needs of such a wide range of student needs: those who are brand new to the educational rigor at the school and those who have received this since early elementary school. She and Bill shared their belief that this change would continue the school's approach to backfilling, while slightly reducing this challenge in the middle school grades.
- The proposed policy would continue to backfill grades K-4, as required by Massachusetts guidelines, and offer more flexibility in backfilling grades 5-8.
- This change would involve adding one more student to each homeroom in grades K-4 and adjusting target class sizes in the middle school. The aim is to make more seats available in elementary school grades.
- Mary Kate asked if this policy would lead to over enrollment, noting that this was a compliance finding in the school's recent renewal process. Jess clarified that this new policy will not lead the school to be over enrolled, and noted that the

compliance finding was related to a misinterpretation of state enrollment guidance and has been corrected.
- Sherriff supported the decision, called it data-driven and mission aligned, noting that the outcomes for students are better for those that are a part of our school for a longer period of time.
- Bill clarified that the policy would need to be approved by the State Department of Education before it could be implemented.
- The board members supported taking a vote on the policy today, as presented.

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

Roll Call

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

B. Spring Academic & Culture Dashboard

- Bill discussed the school's academic performance, highlighting strong results in math and English Language Arts (ELA) based on interim assessment data. He noted that the school's projection for this year's Massachusetts Comprehensive Assessment System (MCAS) scores is likely to be similar to last year's, with the potential for a slight drop in ELA scores.
- Jessica explained that the projection tool used is less accurate this year due to changes in the ANet assessment.
- Bill noted there was no significant change warranting a review in terms of the culture, enrollment, attendance, or discipline data
- The discussion also touched on a decreasing emphasis on state test data in public opinion in Massachusetts, and the potential for the pendulum to shift back towards accountability.
- Reflecting on culture, Bill discussed the high staff retention rate, projected at 86%, and the hiring of new staff members to fill open roles.
- He also mentioned that there are a number of expectant parents among staff members and teachers next year, yet again! Bill highlighted the importance of maintaining continuity during leaves and the role of the associate teacher program in this process.
- Bill shared updates on high school enrollment, with over half of the students attending selective schools next year.

- Bill mentioned the successful placement of a student at Deerfield Academy and the ongoing alumni support program. He also discussed plans to develop a new database tool to support data collection for the alumni support program.
- Sherriff said he was pleased about the continued focus on the alumni program and its alignment with the strategic plan.

V. Finance Items

A. FY26 Budget

- Meghan presented the proposed budget for the upcoming year, which was similar to the FY25 budget.
- The budget included a 4% increase in revenue and a 2% cost of living increase to salaries in addition to step level increases.
- Meghan also discussed the anticipated increase in healthcare costs and the plan to pre-fund the capital account with the excess surplus from the current year.
- Amy noted that the committee reviewed the budget closely, found it to be in line with the school's past budgets and strategic priorities, and is supportive of the budget that Meghan is presenting.

R. Leonard made a motion to approve the proposed FY26 budget as presented.
A. Malone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Transfer of surplus to capital reserve account

W. Janes made a motion to approve a transfer of up to $250,000 of FY25 operating surplus funds to the capital reserve account before the end of the fiscal year to pre-fund the capital reserve account.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Frodema	Aye

Roll Call

A. Narvaez	Absent
S. Fuller	Aye
R. Leonard	Aye
S. Monson	Aye
S. Balogun	Aye
A. Piela	Aye
R. Molina-Brantley	Absent
L. McCoy	Aye
A. Malone	Aye
W. Janes	Aye

VI. Governance & Compliance Items

A. Open Meeting Law Training Report

- Garth reported out on open meeting law webinar held by the state. He shared the headline from the training that anything the board does is open to the public.
- Guidelines were reviewed in the training, such as quorum rules, committee discussions, and more.
- Garth reflected that Springfield Prep seems very careful to meet these requirements. He offered materials from the training or to discuss further as needed.
- Bill thanked Garth for attending and reinforced the importance of allowing the public access to discussions and decisions being made about our students.

B. Board Effectiveness Assessment Results

- Sarah reviewed the results from the board self-assessment, which was completed by 8 of 9 board members. The board was in agreement on many strengths and challenges.
- The survey results were reviewed in more detail by the governance committee.
- Fundraising was identified as a challenge, as well as opportunities to have more consistent engagement with the school community. Given the school's strong fundraising results, Sarah shared that the Governance Committee discussed how this could be related to a lack of information, and it recommended more frequent reporting on fundraising goals.
- Sarah shared that the committee also shared the desire to communicate the school events calendar to create more opportunities for engagement by board members, or even just awareness of the many events that take place at the school.

C. Plan for June 5th Annual Meeting

- Bill discussed the upcoming June 5th in-person meeting, which would focus on strategic succession planning.

- He shared that this meeting would be focused on thinking more deeply about succession planning principles, a timeline, and a process.
- He shared that Shawna Wells would be facilitating the conversation and noted that he and Shawna are working on designing the session.
- Meghan suggested that attendees could watch the dance team's recital before the meeting, which is taking place that day.
- Bill also highlighted the upcoming 10th anniversary celebration for the school and encouraged board members to attend.

VII. Closing Items

A. Adjourn Meeting

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

Roll Call	
S. Monson	Aye
W. Janes	Aye
A. Narvaez	Absent
S. Balogun	Aye
S. Fuller	Aye
A. Piela	Aye
L. McCoy	Aye
R. Leonard	Aye
R. Molina-Brantley	Absent
A. Malone	Aye
M. Frodema	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:42 PM.

Respectfully Submitted,
S. Monson

B. Upcoming meetings and events

Documents used during the meeting

- SPCS Calendar SY25-26 - Updated Draft.pdf
- 0. SP FY25 February Financial Dashboard.pdf
- ED Report for 5.1.25.pdf
- Staff & family survey report - 2024-25 vf2.pdf
- SPCS Enrollment Policy. Redlined.pdf

- Memo re proposed enrollment policy changes 4.29.25.pdf
- Academic and Culture Dashboard for 4.16.25.pdf
- SPCS FY26 Proposed BUDGET .pdf
- Budget Memo for the Board - May 2025 vf.pdf
- Springfield Preparatory Charter School - BED Report 2025.pdf