

APPROVED



**Springfield Prep**  
CHARTER SCHOOL

## Springfield Prep

## Minutes

### Governance Committee Meeting

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**Date and Time**

Monday November 25, 2024 at 8:00 AM

**Location**

This meeting is remote and will take place over Zoom.

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**Committee Members Present**

R. Leonard (remote), S. Balogun (remote), S. Monson (remote)

**Committee Members Absent**

*None*

**Guests Present**

B. Spirer (remote)

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**I. Opening Items****A. Record Attendance and Guests**

Donna Haghigat, non-voting, committee member) was absent.

**B. Call the Meeting to Order**

S. Monson called a meeting of the Governance Committee of Springfield Prep to order on Monday Nov 25, 2024 at 8:03 AM.

Bill left the meeting.

**C. Approve Prior Governance Committee Meeting Minutes**

R. Leonard made a motion to approve the minutes from Governance Committee Meeting on 09-16-24.

S. Balogun seconded the motion.

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

**Roll Call**

R. Leonard Aye

S. Monson Aye

S. Balogun Aye

## II. Governance Items

### A. Executive Director Evaluation

Sarah presented documents summarizing executive director (ED) compensation trends within the Massachusetts charter school landscape and Springfield Prep's new internal compensation performance system.

- Bill's current salary is \$174,000 with a \$5,000 bonus approved last year.
- The committee acknowledged the significant salary adjustment made the previous year to align with market rates and performance metrics.
- The MCPSA salary data shows Bill's salary falls within the higher quartiles for schools of similar size (<500 students).
- It was highlighted that Boston-based schools skew the salary data due to higher cost-of-living adjustments, while Springfield Prep's location in Western Massachusetts has lower costs.
- Comparative data from Springfield Prep's internal performance-based salary band system showed Bill's compensation aligned with his years of service (10th year).
- The committee considered a 3% increase to \$179,220 and a 4% increase to \$180,960.
- Discussion centered on balancing competitiveness with fiscal responsibility.
- Consensus was reached to increase the salary to \$180,000 and provide a \$5,000 **performance bonus**, recognizing Bill's leadership and the school's continued strong performance.

R. Leonard made a motion to recommend approving a salary increase to \$180,000 and provide a \$5,000 performance bonus.

S. Balogun seconded the motion.

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

**Roll Call**

R. Leonard Aye

S. Balogun Aye

S. Monson Aye

The board discussed Bill's performance, with a focus on accomplishments, areas for growth, and plans for the upcoming year:

Prior year accomplishments:

- Delegation of operational responsibilities to Managing Director, Ben, was praised as a significant step toward optimizing Bill's focus on strategic priorities.
- Efforts to identify internal successors, specifically Jess, were acknowledged, although additional development opportunities were discussed.
- Preparations for launching the alumni support program were highlighted, emphasizing its importance in tracking graduate success and strengthening connections with former students.

Future Focus:

- The committee emphasized the need for Bill to continue delegation efforts beyond Ben, encouraging the broader leadership team to take on additional responsibilities.
- Tracking alumni outcomes post-graduation was identified as a critical metric for evaluating Springfield Prep's long-term impact.
- Expansion of the alumni support program to include structured graduate tracking and evaluation was suggested to complement this effort.

**Succession Planning:**

- The committee discussed its need to continue to keep succession planning a topic of consideration.
- The committee discussed the importance of providing targeted leadership development for senior leaders, such as Jess and other potential internal candidates, to prepare them for succession.
- The committee discussed Bill's focus on maintaining a strong organizational culture and continuity during any future leadership transitions.
- The committee discussed some of the pros and cons of considering external candidates during any transition, including potential risks and the need for robust change management.

**III. 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 9:00 AM.

Respectfully Submitted,

S. Monson

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**Documents used during the meeting**

*None*