APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Thursday July 24, 2025 at 6:00 PM

Location

Join Zoom Meeting
https://springfieldprep.zoom.us/j/87326517916?pwd=HW6hiYJIP2CXa2HWH2IeGeSlJKgHWv.1
Meeting ID: 873-2651-7916
Password: 152355
(646) 558 8656

Trustees Present
A. Malone (remote), A. Piela (remote), M. Frodema (remote), R. Molina-Brantley (remote), S. Fuller (remote), S. Monson (remote), W. Janes (remote)

Trustees Absent
A. Narvaez, L. McCoy, S. Balogun

Trustees who left before the meeting adjourned
W. Janes

Ex Officio Members Present
B. Spirer (remote)

Guests Present
M. Wagner (remote), P. Wigmore (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Malone called a meeting of the board of trustees of Springfield Prep to order on Thursday Jul 24, 2025 at 6:02 PM.

C. Public Comment, If Any

There was no public comment.

II. Consent Agenda

A. Approve previous meeting minutes

S. Fuller made a motion to approve the minutes from Board Meeting on 06-05-25.
M. Frodema seconded the motion.
The board **VOTED** to approve the motion.

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

III. ED Items

A. Executive Director Report

Bill introduced Patrick Wigmore, the new Special Projects Manager. He shared updates on summer programming, camp scholarships, and new staff onboarding. He also reported a loss of $75,000 of federal funds (Title II, III, and IV) since the board approved the FY26 budget. Meghan noted that while this loss of funds is unfortunate, the school is working to mitigate the impact this loss will have on programs by strategically reducing other budget lines and reallocating funds. Bill shared that the school remains fully staffed heading into the fall and only has a small group of new staff members starting this year, a testament to its strong retention from last year.

IV. Governance Items

A.

Succession Committee

Bill gave an overview of the succession planning committee, noting that it will be beneficial to have a small group working on succession processes and reporting to the full board. He thanked members for volunteering and shared that the committee would consist of Anne, Sarah, Amy, and Shawna.
W. Janes made a motion to appoint A. Malone, L. McCoy, S. Monson, and A. Piela to the Succession Committee.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. 2024-25 DESE Annual Report

Bill gave an overview of the Annual Report. He highlighted three sections:

1. The Accountability Plan - He noted that the school's goals were ambitious, as encouraged by DESE, so the school did not meet all of these. However, given the school's strong performance on the state's accountability metrics, this is not an issue from a school performance or charter accountability perspective.
2. Dissemination section - He noted that this is not an area the board discusses frequently, but that this reflects the significant amount of collaboration the school does with others, and the investment of time and energy that goes into this collaboration and sharing.
3. The Recruitment & Retention Plan - He noted that recruitment rates were slightly below the comparison index but that this was not concerning, and that retention rates were excellent across subgroups.

Amy and Anne acknowledged the hard work of teachers and staff in maintaining high compliance rates and meeting goals consistently.

Meghan noted that final financials would be added prior to submission, so the board decided to wait to vote on this until the board had a chance to review preliminary end-of-year financials. No vote was taken at this time.

C.

Charter Amendment: Enrollment Policy Revision (second revision)

Bill explained that this amendment is substantially the same as the one the board approved at its previous meeting. It is being presented for another vote because prior to submitting the amendment request, he noticed some additional technical changes that were required. He explained that this policy has already been provisionally approved by DESE.

W. Janes made a motion to approve the Charter Amendment revision as presented.
A. Piela seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Space & Services Agreement

The board discussed the proposed Space & Services Agreement between the School and the Friends of Springfield Prep. Bill explained how this outlines the space and service benefits Friends will receive from the school, and provides a fair market value payment to reflect this. Amy raised a question about the clarity of the quarterly payment language. The board discussed this and agreed that the language was acceptable because payments would be reflected clearly by quarterly invoices.

W. Janes made a motion to approve the Space & Services Agreement, as presented.
R. Molina-Brantley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E.

Student Opportunity Act Progress Report

Bill explained how the Student Opportunity Act (SOA) requires schools to account for, and report on, how increased funds are used to address performance gaps. He explained that Springfield Prep's SOA plan focuses on closing achievement gaps between students with disabilities and English learners. He highlighted the strategies the school is implementing, including high-quality instructional materials and a multi-tiered system of support. He reported that these are aligned with the approaches the school uses for all students. He noted that no vote is required.

V. Finance Items

A. End of Year Financial Report

M. Wagner presented preliminary end-of-year FY25 financials, noting an anticipated surplus of approximately $200,000. She explained that state regulations limit the amount of surplus the school can carry forward, and recommended transferring $190,000 to the capital reserve fund to stay within allowable thresholds and to support future capital needs. She also noted that audit fieldwork is underway and the financials presented are expected to be final, but may be adjusted slightly.

Because the DESE Annual Report relies on the finalized financials, the board agreed to vote on both the financial report and the revised DESE Annual Report at this time.
M. Frodema made a motion to approve the financial end-of-year report as presented by M. Wagner, including the transfer of $190,000 into the capital reserve account, and to approve the 2024–25 DESE Annual Report with the final financials inserted.
S. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VI. Closing Items

A. Upcoming meetings and events

The next board meeting will be held remotely on September 4, 2025.
W. Janes left at 6:55 PM.

B. Adjourn Meeting

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

Roll Call

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

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 7.24.25.pdf
- MA Open Meeting Law Excerpt .pdf
- SPCS 2024-25 Annual Report Final Draft.pdf
- SPCS Amendment - Amendment Letter - Enrollment Policy 7.24.25 vf.docx.pdf
- SPCS Enrollment Policy. w_ Proposed Edits 25-26 v2 Provisionally Approved CLEAN.docx.pdf
- SPCS Enrollment Policy. w_ Proposed Edits 25-26 _ v2 DESE Provisionally Approved REDLINE.pdf
- Space and Services Agreement - Final draft (2219489.4).pdf
- Student Opportunity Plan Progress Report 2024-25 [as submitted].pdf
- 1. SPCS FY25 June Details.pdf
- 2. SPCS FY25 June.pdf
- 3. SP Friends FY25 June.pdf
- 4. SP Realty FY25 June.pdf
- 6. SPCSFY25 June Cash Flow.pdf

- 5. SP FY25 June SNP.pdf
- 7. SPCS FY25 June Grants.pdf