APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Wednesday January 14, 2026 at 5:45 PM

Location

Join Zoom Meeting
https://springfieldprep.zoom.us/j/87056534556?pwd=mm83KKOfBJ4a206gG9uxVjD63rCb4T.1
Meeting ID: 870-5653-4556
Password: 203013
Dial by your location
(646) 558 8656 (New York)

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

Trustees Absent
R. Molina-Brantley

Ex Officio Members Present
B. Spirer (remote)

Guests Present
M. Wagner (remote), P. Wigmore (remote), W. Soref (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 Wednesday Jan 14, 2026 at 5:47 PM.

C. Public Comment, If Any

None

II. Consent Agenda

A. Approve Previous Meeting Minutes

S. Fuller made a motion to approve the minutes from Board Meeting on 10-28-25.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Updates to Fiscal Policies and Procedures

C. November Financial Dashboard

D. Vote to approve consent agenda items

S. Fuller made a motion to Approve consent agenda as presented.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

M. Frodema	Aye
W. Janes	Aye
A. Malone	Aye

III. ED Items

A. Executive Director Report

Bill provided highlights and additional context to his prepared Executive Director report, including that the upcoming Governance and Finance Committee meetings will be moved.

IV. Finance

A. Cash Management Strategy

Meghan reviewed the cash management memo shared with the Board and provided additional context on its purpose and implementation.

Trustees asked clarifying questions about how the school's cash balances are currently managed and what external support or advice the school relies on. Meghan explained that our bank partners have supported and will continue to support implementation of the school's cash management approach. Mary Kate noted the question regarding advisory support as a topic for the Finance committee.

Amy noted that the development of the cash management strategy has been a multi-year process and reflected continued progress toward implementation.

A trustee asked a question regarding the school's level of reserves. In response, Meghan and Bill explained that reserve levels are influenced in part by the school's long-term financing decisions, including the timing of the school's mortgage at historically favorable interest rates, as well as the school's intentionally conservative financial approach. They also noted that, as a charter school, Springfield Prep does not have taxing authority and must plan ahead for long-term capital needs, including future building repairs and replacement costs.
M. Frodema made a motion to To approve the investment of up to $1.6 million into CD's/T-Bills, as presented.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

W. Janes	Aye
S. Monson	Aye
S. Balogun	Aye
L. McCoy	Aye
S. Fuller	Aye
A. Malone	Aye

V. Academic Achievement

A. School Schedule Consideration

Jess presented an overview of proposed adjustments to school dismissal times, including comparisons to peer schools and the rationale informing the proposal.

Sally asked about the impetus for considering a change. Jess explained that a consistent theme from staff feedback is that the school day feels long, and that schedule adjustments are being explored as a potential support for staff retention. Bill added that this feedback has been reiterated through the Team Chair Council and noted that an adjusted dismissal time could also reduce the need for staff alternative schedules related to their childcare obligations.

Bill shared that informal parent outreach to date has been generally supportive of the proposal. Shawna asked what additional outreach beyond surveys was being conducted. Bill described other methods the school uses to engage families and gather feedback, noting that parents had expressed support during similar discussions in the past.

Mary Kate asked how the proposed dismissal change would interact with the school's existing Friday half-day schedule. Jess clarified that the Friday half day serves a different purpose, providing time for teacher planning, collaboration, and other instructional preparation work. Garth asked follow-up questions related to the history of the Friday half-day structure.

Jess also noted that extracurricular activity schedules tend to align more closely with local district dismissal times, which are more consistent with the proposed change. Sarah acknowledged that access to extracurricular activities is an important consideration, while emphasizing that staff retention remains her highest priority.

Amy suggested that a point on outside obligations be included among the reasons outlined in the presentation materials. Sherriff noted that no board vote was required at this stage, but that the board supports staff continuing to develop the proposal and providing updates as the work progresses.

Meghan and Jess left the meeting at 6:35pm.

VI. Succession Committee

A. Executive Director Search Process and Decision

Amy and Anne shared reflections on the town hall process, noting that the sessions generated many thoughtful and challenging questions from stakeholders. Mary Kate observed that the feedback reflected the seriousness with which the community is engaging in the process.

Wendy summarized the recommendations outlined in the memo presented to the Board and reviewed the overall process to date. Board members expressed a shared view that, throughout the process, Meghan has demonstrated the skills and leadership capacity necessary for the role.

The Board expressed appreciation to Garth and Amneris for their work conducting reference checks. Sherriff thanked Wendy for organizing and managing a thorough and comprehensive process, and Wendy, in turn, thanked Shawna Wells for her support and partnership throughout the work.
A. Piela made a motion to authorize the Board leadership to proceed with negotiations with Meghan Wagner regarding the Executive Director role.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

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

B. Executive Director Transition Timeline

Bill thanked the Board for its time and leadership throughout the succession planning process. He shared that an external professional opportunity has emerged that would require an April 1 start date, which would necessitate a March 31 departure from Springfield Prep.

Amneris asked clarifying questions regarding the logistics and timing of the transition. Bill explained that the transition framework previously discussed with the Board would be followed, with appropriate adjustments to reflect the accelerated timeline.

Bill reviewed the operational plan to support continuity during the transition, including Meghan's role in overseeing day-to-day operations and shared decision-making on major matters. He also noted that Shawna Wells will continue to support the transition process. Bill emphasized that the school has a deep and capable leadership bench, with multiple team members already assuming or prepared to assume increased leadership responsibilities.

Mary Kate asked about plans to backfill Meghan's role. Bill clarified that the Chief Operating and Financial Officer role will not be directly backfilled at this time; instead, the school has internally promoted a finance position to Director of Finance to maintain continuity and capacity and that other changes are in motion to backfill Meghan's many roles.

Anne shared that she felt comfortable with the transition plan and the steps outlined.

C. Executive Director Employment Offer

Anne Malone proposed entering executive session to conduct strategy sessions in preparation for negotiations, and to reconvene in open session at the conclusion of the executive session.

Bill asked whether the Board wished for him, Wendy, and Patrick to remain in the executive session. After discussion, the Board requested that Bill remain. Wendy and Patrick Wigmore exited the meeting at 6:35pm.
A. Malone made a motion to enter executive session for the purpose of conducting strategy sessions in preparation for negotiations with Meghan Wagner.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

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

Garth reviewed updates to the Executive Director Employment Agreement developed with school counsel, Krokidas & Bluestein, noting the prior agreement was outdated. He reported that the updated agreement is ready for use.

Garth proposed a 15-month initial contract term due to the April 1 start date, rather than a standard 12-month term. The Board agreed.

Garth recommended setting compensation using the 2026–27 salary schedule to align with the majority of the contract term and simplify implementation. The Board agreed.
Bill provided an overview of the school's compensation system and outlined options for adjusting compensation beyond the salary scale to reflect the increased responsibility of the Executive Director role. Board members discussed balancing adherence to the salary system with the need for a meaningful increase.

The Board reached consensus on a 5% increase above scale, noting this approach appropriately reflects increased responsibility, remains within the posted salary range, and allows room for future growth. Members expressed a preference for base salary adjustments rather than bonuses. Bill noted that off-scale compensation is rare but appropriate in limited circumstances. The Board declined to authorize separate negotiation authority.

Garth noted that the proposed salary reflects the anticipated 2% COLA included in the 2026–27 salary schedule. The Board agreed to proceed.

The Board reviewed the proposed vote language authorizing the Board Chair and Vice Chair to extend an offer of employment to Meghan Wagner as Executive Director at an annual salary of $186,556 for the term April 1, 2026 through June 30, 2027.
S. Fuller made a motion to exit Executive Session and reconvene in Open Session.
A. Malone seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

W. Janes made a motion to Authorize Board Chair Sherriff Balogun and Vice Chair Anne Malone to extend an offer of employment to Meghan Wagner for the position of Executive Director at an annual salary rate of $186,556 effective April 1, 2026 through June 30, 2027 and to negotiate other contract terms as they deem appropriate, subject to review by counsel.
M. Frodema seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VII. Governance

A. Current Executive Director Compensation

Bill shared that at its 10/28 meeting, the Board approved an increase in his salary of 4.5%. He noted that he believed this was based on a minor misinterpretation of the compensation scale and requested that the board amend his salary to $190,667, down from $192,927.90, which reflects the current scale.

A. Malone made a motion to Amend compensation for Bill from an annual salary rate of $192,927.90 to an annual salary rate $190,667, retroactive to July 1, 2025.

S. Balogun seconded the motion.

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

Roll Call

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

VIII. Closing Items

A. Adjourn Meeting

Motion to adjourn Sally moves, Garth seconds

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

S. Monson

Documents used during the meeting

- FY26 November Dashboard.pdf
- ED Report 1.8.26.pdf
- Cash Management Board Memo.pdf
- School schedule analysis for Board.pdf
- Final Memo to the Board- ED Hiring Process Summary and Scorecard.pdf