APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Thursday March 12, 2026 at 5:45 PM

Location
This is a remote meeting.

Join Zoom Meeting
https://springfieldprep.zoom.us/j/88427754614?pwd=aPbD2YR2axE9XyY0YHvkmulHqDhRo2.1
Meeting ID: 884-2775-4614
Password: 356604
Dial by your location
(646) 558 8656 (New York)

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

Trustees Absent
A. Piela, S. Balogun

Ex Officio Members Present
B. Spirer (remote)

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Malone called a meeting of the board of trustees of Springfield Prep to order on Thursday Mar 12, 2026 at 5:50 PM.

II. Consent Agenda

A. Approve Minutes

S. Fuller made a motion to approve the minutes from Board Meeting on 01-14-26.
A. Narvaez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Q2 Financials

C. Jan 2026 Financial Report

D. SP Realty Director Appointment

E. Vote to approve consent agenda items

S. Fuller made a motion to approve consent agenda items.
A. Narvaez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Narvaez	Aye
M. Frodema	Aye
W. Janes	Aye
S. Monson	Aye
R. Molina-Brantley	Aye

Roll Call

S. Balogun	Absent
S. Fuller	Aye
A. Piela	Absent
A. Malone	Aye
L. McCoy	Aye

III. ED Items

A. Executive Director Report

Bill provided an update on the pre-submitted ED report, noting that March 31 will be his final day as Executive Director. He shared updates on the middle school leadership transition planning, since the current middle school principal is expected to transition halfway next school year. Bill emphasized that transition planning is being approached thoughtfully to ensure continuity. Anne asked a clarifying question regarding the timing of the principal transition.

B. Conflict of Interest Disclosure

Bill provided background on the submitted Conflict of Interest disclosure forms, noting that updated filings are required in connection with his upcoming transition. He shared that the forms have been completed and submitted to ensure compliance with state ethics requirements.

IV. Transition Planning

A. Transition Report

Bill provided an update on the ED transition planning, emphasizing efforts to ensure continuity across leadership and core functions. He and Meghan have conducted outreach calls with local foundations and donors to maintain relationships and support fundraising continuity. Bill noted strong staff retention and shared an expectation of relatively low turnover heading into next school year. He also discussed knowledge transfer efforts, including transition planning for the high school advising program and other key initiatives.

Meghan outlined her immediate areas of focus, including one-on-one meetings with key stakeholders and planning for the school’s organizational structure following the transition. She noted that the school does not anticipate a direct replacement for her current role, citing budget flexibility to realign responsibilities and utilize consultants to support staff development. She also shared that administrative systems and functions are becoming increasingly aligned as part of the transition process.

V. Finance

A.

FY27 Budget Planning

Marelin provided an overview of the FY27 budget development process, noting that it builds on the school's established approach of aligning resources to strategic priorities while maintaining a conservative planning posture. She highlighted key factors for the upcoming year, including elevated healthcare costs and continued uncertainty around federal funding, noting that the school is monitoring developments through relevant advocacy groups. Sally asked about the future of Department of Education funding, and Anne shared her perspective on the current federal landscape and potential implications.

Bill provided additional context on the budget process over time, noting that the school has consistently taken a disciplined approach to financial planning, balancing investment in key priorities with long-term sustainability.

B. Updated Investment Policy

Meghan gave background on the updated investment policy. The policy emphasizes a conservative approach, limiting investments to low-risk, highly liquid instruments to ensure preservation of capital and alignment with the school's cash flow needs. Ron provided additional context from the Finance Committee's discussion, noting the committee's review of allowable investment types and risk considerations. Anne asked whether a board vote was required, and Bill confirmed that the Board did need to vote on the policy.
S. Fuller made a motion to approve updated investment policy.
A. Narvaez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Mid-year Fundraising Report

The team walked the Board through the mid-year fundraising report, noting that the school has made strong progress toward its annual fundraising goal, with a significant portion of funds already secured through a combination of foundation grants and individual giving. The update highlighted continued support from key partners and steady performance in the annual appeal. Sally asked a question about recent fundraising success and sustainability of current giving trends.

D. 7Gen Contract (Executive Coaching)

Meghan provided an update on the proposed 7Gen executive coaching contract, acknowledging that although the cost may appear high on a per-hour basis, the scope includes additional supports beyond direct coaching time, such as preparation, follow-up, and broader transition support. She expressed enthusiasm for the value the contract will provide during the transition. Ron shared the Finance Committee's perspective, noting their discussion of the contract and associated costs.
W. Janes made a motion to Approve contract with 7Gen for executive coaching.
S. Fuller seconded the motion.
The board **VOTED** to approve the motion.

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

VI. Academic Achievement

A. Achievement Dashboard

Jess provided an update using her academic achievement presentation, highlighting continued strong performance across key metrics, including student outcomes above state averages in ELA and math and solid student growth percentiles. She also discussed the recently opened 8th grade seat and its impact on enrollment and planning. Anne asked how special education students are incorporated into the data sets, and Jess described how she analyzes and presents that data internally to ensure accuracy and appropriate context.

Jess also reviewed the academic dashboard, noting sustained progress toward accountability targets and strong growth trends, with student growth percentiles meeting or exceeding typical growth in both ELA and math.

VII. Governance

A. DESE Amendment - Schedule Change

Bill walked the Board through the rationale for the adjustment, which is intended to better align the school day with operational needs while maintaining sufficient instructional time.

Ron expressed support for the adjustment as both a parent and Board member. Anne asked whether a vote was required, and Bill confirmed that it was.
W. Janes made a motion to approve the DESE amendment as presented, including the corrected time reflected in the memo.
S. Fuller seconded the motion.
The board **VOTED** to approve the motion.

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

VIII. Closing Items

A. Executive Director Farewell

Board members offered remarks recognizing Bill's leadership and contributions to the school as this was his final Board 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 7:30 PM.

Respectfully Submitted,
A. Malone

Documents used during the meeting

- Q2 Financials.pdf
- 0. Dashboard Jan.pdf
- ED Report 3.12.26.pdf
- B._Spirer_23b3_Disclosure_1.27.26.pdf
- B._Spirer_Section_6_Disclosure_1.27.26.pdf
- ED Transition Report to Board 3.9.26.pdf
- MEMO. FY27 Budget Timeline.pdf

- Draft Investment & Cash Management Policy.pdf
- FY26 Annual Campaign & Fundraising Report.pdf
- MEMO.FY26 Vendor Contract Summary. March 2026.V2.pdf
- AAC_-_2.24.26.pdf
- SPCS Amendment. Schedule Change. Amendment Letter. 3.13.26.pdf