APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time
Monday May 18, 2026 at 12:30 PM

Location

Updated Zoom Meeting Link
https://springfieldprep.zoom.us/j/88334577580?pwd=7LEbmGzKWavuAZS5i3MaFkWd1Z39tQ.1
Meeting ID: 883 3457 7580
Passcode: 132105

One tap mobile
+13092053325,,88334577580#,,,,*132105# US

Committee Members Present
A. Malone (remote), S. Balogun (remote), S. Monson (remote), W. Janes (remote)

Committee Members Absent
None

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Monson called a meeting of the Governance Committee of Springfield Prep to order on Monday May 18, 2026 at 12:35 PM.

C. Approve Minutes

W. Janes made a motion to approve the minutes from Governance Committee Meeting on 04-27-26.
S. Balogun seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

S. Balogun	Aye
S. Monson	Aye
W. Janes	Aye
A. Malone	Aye

II. Governance

A. Board Slate

The committee discussed ongoing board recruitment efforts and potential committee placement for prospective candidates. Meghan shared that the school is considering updates to board composition in light of upcoming vacancies and leadership transitions, while emphasizing the importance of identifying candidates whose experience and perspectives align with Springfield Prep's mission and governance needs.

Sarah asked where the committee envisioned Natasha serving if she were ultimately appointed to the board. Meghan shared that there was an opening on the Academic Achievement Committee following Sally's departure and noted that, given Natasha's role as a parent, that committee could be a strong fit. Meghan also noted that Natasha's professional background was versatile and that she could conceivably serve effectively on any of the board's committees. Anne and Sarah agreed that Academic Achievement would be a strong committee for Natasha to begin with. Meghan also discussed additional prospective candidates currently under consideration to help fill the other upcoming board vacancy.

B. ED Evaluation

Patrick gave an overview of revisions made to the Executive Director Evaluation Process document, noting that the updates primarily focused on clarifying the existing structure and incorporating feedback and suggestions raised by committee members at the prior meeting. Garth asked whether the committee was currently at the first step outlined in the process timeline, and Patrick confirmed that it was.

Sarah asked clarifying questions about how BoardOnTrack and Google Forms had been used in prior evaluation cycles, and Patrick said he would research the past process further and clarify the document as needed. The committee also discussed the

importance of maintaining a regular cadence of check-ins between the Board Chair and Executive Director to ensure that concerns or challenges could be identified and addressed early in the process.

C. Board Self Evaluation

Patrick presented a proposed discussion structure for the Board's annual self-assessment process, designed to help the Board identify a number of practical governance priorities and actionable improvements for the upcoming school year.

III. Other Business

A. Board Meeting Calendar

Meghan presented a draft 2026–27 Board and Committee Meeting Calendar outlining proposed meeting dates and schedules for the Board of Trustees and its committees. The committee was generally supportive of the proposed schedule, with the only discussion focused on moving the Governance Committee meeting time to earlier in the morning to better accommodate committee members' schedules.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:03 PM.

Respectfully Submitted,
S. Monson

Documents used during the meeting

- Draft Board Slate for 2027.pdf
- ED Evaluation Process - Draft.pdf
- Board_Self-Assessment_Discussion_Process.pdf
- Board___Committee_Meeting_Calendar.pdf