APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Board Meeting

Date and Time
Tuesday October 28, 2025 at 5:45 PM

Location
This meeting is in-person at Springfield Prep, 2071 Roosevelt Ave., Springfield, MA 01104. A Zoom option is also available.

Join Zoom Meeting
https://springfieldprep.zoom.us/j/82475686199?pwd=PePW6Pt59PUB8NIYBtoLryz2gbwWiB.1
Meeting ID: 824 7568 6199
Passcode: JhU25g

One tap mobile
+13052241968,,82475686199#,,,,*062865# US

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

Trustees Absent
L. McCoy

Ex Officio Members Present
B. Spirer

Guests Present

J. Yiannos (remote), M. Wagner, P. Wigmore

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 Tuesday Oct 28, 2025 at 5:50 PM.

C. Public Comment, If Any

II. Consent Agenda

A. Approve Previous Meeting Minutes

S. Fuller made a motion to approve the minutes from Board Meeting on 10-02-25.
A. Malone seconded the motion.
The board **VOTED** to approve the motion.

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

B. Vote to approve consent agenda items

III. ED Items

A. Executive Director Report

Advocacy Update: Bill reported on his attendance at the legislative hearing in Boston regarding proposed legislation affecting charter schools. He shared that testimony from public school districts centered on financial pressures, from inflation and the end of federal COVID relief funds. He noted that families have been actively engaging legislators, with roughly one-quarter of the school community already completing outreach. Sally expressed interest in supporting additional outreach to lawmakers.

Fundraising Update: Bill reported that the school has raised $300,000 toward the $350,000 annual goal. The annual appeal will be released in late November and will highlight the High School advising program. Sarah asked about staff engagement in the annual appeal event, and Sally asked how the PAC could participate. He also highlighted his desire to fundraise for the the long-term sustainability of the alumni program as the school continues to monitor costs and staffing.

SNAP Benefits Discussion: Bill provided updates on the potential expiration of SNAP benefits and outlined efforts underway to support affected families. Anne shared observations from her prior school experience, noting that financial stress on parents can translate into increased student challenges in the classroom.

IV. Finance

A. Quarterly Financials

The board received an update that Q1 financials remain on track, supported by stable revenue and full enrollment with a waitlist. It was noted that the only anticipated capital expense is the planned installation of solar panels. The board inquired about potential federal funding delays; Meghan indicated that federal funds pass through the state and no impacts have occurred to date, though the situation is being monitored. The school maintains strong reserves. At a future meeting, leadership will present additional information on the alumni program and long-term sustainability planning. Meghan left at 6:14 after her presentation.

V. Succession Committee

A. Succession Committee Report

Anne provided an update on the succession process. She walked through the committee memo, reviewed the avenues used to gather input, and shared several de-identified quotes. Sally and Sarah noted they were struck by how aligned the comments were. Garth highlighted the comment from the team chair council group about “protecting what works." Anne added that parents generally do not seem concerned about the transition. Bill also explained the role of team chairs and how they often have their finger on the pulse of the school.

Anne shared from the engagement sessions conducted the five themes: alignment to mission, preference for internal candidates, representation, transparency, and balancing excellence with staff sustainability.

Anne outlined three options for moving forward: Option A — internal-only applicants; Option B — internal and external applicants; Option C — hire an external search firm.

Anne then reviewed the committee's prior discussion and thinking for recommending an "internal first, then external if needed" approach, emphasizing a rigorous process while ensuring the best fit for the role is ultimately selected.

The board discussed the revised executive director job description, which was updated to emphasize listening skills, emotional intelligence, and classroom teaching experience. The discussion highlighted the need to address advocacy and fundraising, with the committee acknowledging that candidates may lack some desired skills but would receive support through coaching and staffing.

The process for evaluating candidates includes a performance task, a town hall presentation, and scripted interviews, with the Succession Committee set to review these processes in mid-November.

The board discussed the proposed succession timeline, noting key milestones and the importance of pacing the work thoughtfully alongside regular board business. Members expressed appreciation for the committee's leadership and guidance throughout the process.
S. Monson made a motion to The board voted to proceed with an internal-first, then external if-needed Executive Director search process.
A. Narvaez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VI. Academic Achievement

A. MCAS and Accountability Data

The board reviewed recently released MCAS data showing Springfield Prep students consistently outperforming state averages across most subjects. Jess highlighted strong overall achievement and growth, noting that prior dips in certain grade bands have improved in line with typical statewide trends; she also noted that middle school performance statewide shows a similar pattern. Subgroup analysis showed low-income students outperforming state averages, and Sherriff remarked that the data clearly reflects the school's mission and impact.

Jess outlined ongoing efforts to strengthen academic performance, including targeted staffing adjustments to support classrooms with relative dips, additional instructional capacity to meet student needs, and continued work to address chronic absenteeism.

VII. Governance

A. ED Evaluation, Compensation and Goals

Bill left the meeting at 7:32. Sarah reviewed the background and status of the ED evaluation process, summarizing the governance committee's work for board members who may not have been involved in earlier steps. The board discussed the need to revisit and refine the evaluation process once a new ED is selected, as some components will require adjustment. The board affirmed that a 4.5% salary increase for Bill, retroactive to July 1, was appropriate.
S. Fuller made a motion to Approve the Evaluation of Bill Spirer and the 4.5% salary increase retroactive to July 1.
A. Malone seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VIII. Closing Items

A. Adjourn Meeting

A. Malone made a motion to Adjourn.
W. Janes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Balogun	Aye
W. Janes	Aye
M. Frodema	Aye
L. McCoy	Absent
A. Malone	Aye
S. Fuller	Aye

Roll Call

A. Narvaez	Aye
A. Piela	Aye
S. Monson	Aye
R. Molina-Brantley	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:40 PM.

Respectfully Submitted,
S. Monson

Documents used during the meeting

- ED Report 10_28_25.pdf
- Springfield Prep_School Closure & Cap Reduction Bills_ 2025-2026 Legislative Session.pdf
- Q1_Quarterly_Financials.pdf
- ED Hiring Process Planning Memo for the Board- V2.10.28.25.pdf
- Succession Committee Report to Board 10.28.25.pdf
- SPCS. Job Description. Executive Director_VF.10.21.25.pdf
- MCAS Report for Board 10.28.25.pdf
- Bill_Spirer_Evaluation.pdf
- Bill's Strategic Priorities 2025-26 DRAFT.pdf