APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Succession Committee

Date and Time
Wednesday November 19, 2025 at 4:00 PM

Location
Join Zoom Meeting
https://springfieldprep.zoom.us/j/83416242377?pwd=GImoTP0m93S2mPKgbaYZaFkywwiRtb.1
Meeting ID: 834 1624 2377
Passcode: 907901

One tap mobile
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Committee Members Present
A. Malone (remote), A. Piela (remote), L. McCoy (remote), S. Monson (remote)

Committee Members Absent
None

Guests Present
B. Spirer (remote), P. Wigmore (remote), W. Soref (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Malone called a meeting of the Succession Committee Committee of Springfield Prep to order on Wednesday Nov 19, 2025 at 4:03 PM.

C. Approve 10/20/25 Minutes

S. Monson made a motion to approve the minutes from Succession Committee on 10-20-25.
A. Piela seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

A. Malone	Aye
S. Monson	Aye
L. McCoy	Aye
A. Piela	Aye

II. Committee Items

A. Application Update

Wendy presented an application update, reporting that no applications had been received yet, though the deadline was set for November 25th, and the committee was not concerned about the lack of submissions given the current busy period for school leaders.

B. Hiring Process

Wendy outlined the application requirements and confirmed the interview timeline: first-round interviews on December 4 and second-round panel interviews on December 15 or 16 should there be a candidate who applies and proceeds to that stage.

Anne and Wendy will do the initial application review, followed by first-round interviews with the succession committee and second-round interviews with panels, including board members, staff, and student government representatives.

The December 4 board meeting will be replaced by a Succession Committee meeting with candidate interviews. Due to scheduling constraints, the committee agreed the first round would be conducted remotely, with subsequent stages held in person. Wendy reviewed the full process, including panel interviews, a January 6 town hall, and reference checks, with the committee reconvening after the holiday break to evaluate candidates and determine next steps. Sarah suggested the reference date be changed to allow for additional time to receive responses.

Shawna Wells joined the meeting at 4:29 PM.

Wendy provided an overview of the materials interviewers will receive. She confirmed that internal and external candidates will follow the same process, if needed, and that individual interviewer ratings will be synthesized for committee decision-making.

The group reviewed the candidate scoring system. Amy asked how to introduce more nuance into scoring beyond a simple yes/no structure. Shawna noted that more detail is not always better but agreed that a middle-ground option could be useful. After discussion, the committee agreed to maintain the yes/no framework while adding “strong yes” and “strong no” options to capture meaningful distinctions without overcomplicating the process. For the second-round panel interviews, participants will receive summary notes, and their input will contribute to evaluating must-have criteria.

The committee also discussed planning for the January 6 town hall during the staff PD Day, where candidates will present their vision and answer questions. Wendy emphasized a positive, non-debate format, with board members facilitating. Sarah raised how to manage difficult or off-topic questions; Wendy will prepare guidance and planned responses to ensure consistent facilitation.

C. Closing and Next Steps

The group reconfirmed the agreed-upon next steps and overall process, and Bill posted the December 4th succession committee meeting.

III. 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 5:00 PM.

Respectfully Submitted,
A. Malone

Documents used during the meeting

- Executive Director Hiring Process for Succession Committee.pdf
- Succession Committee 11.19.pdf