DRAFT

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Succession Committee Meeting

Date and Time
Thursday December 18, 2025 at 4:00 PM

Location
https://springfieldprep.zoom.us/j/87586725577?pwd=wnrTaVguAOH6GvCG75YqabETTrJSpl.1

Dial by your location
(646) 931 3860

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 Thursday Dec 18, 2025 at 4:08 PM.

C. Approve 12/04/25 Minutes

A. Piela made a motion to approve the minutes from Succession Committee Meeting on 12-04-25.
S. Monson seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

II. Executive Director Interview

A. Interview Status Update

Anne provided the committee with time to review the memo that had been shared in advance of the meeting. After the review period, Anne offered background and context on the memo and its role in the succession process. Committee members then shared their thoughts and reactions, with agreement among board members on the level of rigor and the thorough feedback generated throughout the interview process.

Bill clarified the committee's role and outlined next steps. The discussion then shifted to the proposed town hall meeting that was planned as part of the process. Wendy described the town hall structure, including how questions would be collected, reviewed, and shared in advance.

Shawna asked about the pre-selection of questions, and it was confirmed that Anne and Sarah would co-host the session. Bill noted that turnout can be difficult to predict. Amy asked whether the process would clarify if there would be additional candidates, and it would be clarified, if asked, that there are no other candidates at this stage.

Bill reviewed the public meeting requirements and emphasized the need to treat the town hall as a public board meeting. The group expressed comfort with proceeding under the applicable open meeting requirements. Bill asked whether the initially proposed time allotted for questions would be sufficient, and the group agreed that the question period should be extended. It was also suggested that introductory remarks be shortened in order to allow more time for questions and discussion.

The committee discussed potential question themes, including prior classroom experience, long-term sustainability, balancing administrative and instructional responsibilities, assessment outcomes, and approaches to trust- and relationship-building in the role. Shawna offered guidance on how to frame questions in a way that would elicit clear and useful responses aligned with the committee's goals.
S. Monson made a motion to advance Meghan Wagner to the next stage of the Executive Director selection process.

L. McCoy seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

B. Closing and Next Steps

Bill clarified the reference process.

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 4:47 PM.

Respectfully Submitted,
A. Malone

Documents used during the meeting

- Second Round Panel Interview Summary and Process Outcomes 12.18.pdf