APPROVED

Springfield Prep
CHARTER SCHOOL

Springfield Prep

Minutes

Governance Committee Meeting

Date and Time
Thursday February 5, 2026 at 8:00 AM

Location
Join Zoom Meeting
https://springfieldprep.zoom.us/j/82947409263?pwd=Gk95iSrGVrozlyMWsBxv35yjdStwsq.1
Meeting ID: 829 4740 9263
Passcode: 850897

One tap mobile
+13126266799,,82947409263#,,,,*850897# US

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

Committee Members Absent
None

Guests Present
B. Spirer (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 Thursday Feb 5, 2026 at 8:02 AM.

C. Approve Minutes

S. Balogun made a motion to approve the minutes from Governance Committee Meeting on 10-20-25.
W. Janes seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

II. Governance

A. Governance Scope of Work (Jan-Jun 2025)

Bill reviewed the Governance Scope of Work attachment. He connected this work to both his anticipated leadership transition and the broader board transition planning process. The discussion focused on clarifying the board's role in the next phase of transition planning, including oversight of process design, stakeholder engagement, and succession strategy.

Sarah provided an update on a recent call with the charter school association, which can provide guidance and resources to support the board's transition planning efforts.

B. Board Recruitment & Succession Planning

Bill provided an update on board recruitment efforts and reviewed the types of candidates that may benefit the board, as well as some potential candidates. The board discussed desired skills and experience, particularly identifying a need for financial expertise to strengthen capacity in the Treasurer role.

Sarah expressed agreement with the proposed candidates and asked whether any current committee members should also be considered for board service. Bill shared that to his knowledge, the one non-voting committee members was not interested in joining the board at this time.

The board also discussed officer succession planning:

- Anne has expressed interest in serving as **Board Chair**.
- Sarah has expressed interest in serving as **Vice Chair**.
- The **Secretary** role was discussed, with Garth highlighted as someone whose skills and traits align well with the position. He will connect with Bill and/or Meghan to discuss this.

The board noted the importance of aligning recruitment strategy with anticipated officer transitions and long-term governance sustainability.

C. Conflict of Interest Disclosure

Bill discussed his future employment with Open Architects, a vendor of the school's, and reviewed the related conflict of interest disclosure requirements.

Garth asked whether there were any potential long-term conflict considerations. Bill noted that, per the state ethics requirements, he would not do any work on the Springfield Prep contract in any way once he is in his new role.

Sherriff asked whether there were any upcoming contracts involving the organization, noting that he serves as the backup signatory for agreements related to that entity. The board discussed the importance of following what is outlined in the disclosures if any such matter arises.

III. Transition Planning

A. Board's Role During Transition

Shawna Wells joined the meeting at 8:23 AM to facilitate a discussion regarding the board’s role during the Executive Director transition process.

Shawna shared examples from other organizations navigating leadership transitions and reviewed recommended goals and process elements. She emphasized the importance of tolerating a learning curve for a new Executive Director, particularly in areas such as fundraising and board management. She outlined key milestones that typically occur during the first year of leadership transition.

A board member asked whether the school’s position in a more sustaining phase, rather than a growth phase, would impact the transition process. Shawna noted that during transitions, staff or families may comment that “things feel different,” and advised the board not to interpret such feedback as indicative of instability.

Garth asked about the characterization of the school as being in a sustaining mode, referencing comments made during the recent town hall, and noting that growth and change is a part of the school's DNA and will always be a part of the director role.

Sherriff asked about appropriate ways to connect Meghan with peer supports in similar roles. Shawna noted she would connect her with peer networks, provide executive preparation support, and serve as a sounding board for advice. Bill referenced the importance of evaluation processes to support professional growth and noted that MPCSA has a new leaders group that could provide additional support.

Anne reflected on gaining a clearer understanding of the needs involved in a founder transition. Garth emphasized the importance of ensuring the new Executive Director feels comfortable reaching out to the board. Shawna recommended focusing on smaller issues early in the transition to build comfort and trust.

Shawna departed the meeting at 8:57 AM.

Bill then discussed next steps in transition planning and clarified roles moving forward.

B. ED Goals & Performance Evaluation Process

Bill discussed transition planning next steps, with a focus on timing.

C. Transition Plan and Timeline

Sherriff asked about Meghan's current role and plans for backfilling responsibilities as she transitions into the Executive Director position.

Bill outlined adjustments under consideration, including responsibilities that will be incorporated into the Executive Director update and structural changes intended to ensure the role is sustainable. He discussed potential strategies to manage the number of direct reports to Meghan and redistribute responsibilities as needed to support long-term effectiveness.

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 9:04 AM.

Respectfully Submitted,
A. Malone

Documents used during the meeting

- Governance Scope of Work (Jan-Jun 2025).pdf
- FY26 Board Recruitment & Succession Plan - updated for 2.5.26.pdf
- B. Spirer_Section 6 Disclosure_1.27.26.pdf
- B. Spirer_23b3 Disclosure_1.27.26.pdf
- ED Evaluation Process [Updated] - Draft.pdf

- ED Transition Plan - Executive Summary.pdf