

APPROVED



**Springfield Prep**  
CHARTER SCHOOL

## Springfield Prep

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday March 8, 2017 at 5:45 PM

**Location**

370 Pine St.

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This meeting of the Springfield Prep Charter School Board will be held at 370 Pine St. on 3/8/17 at 5:45 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 3/4/17 at 5 pm.

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**Trustees Present**

A. Grant, D. Williams, J. Brown, K. Molina, R. Leonard, R. Olejarz

**Trustees Absent**

T. Walker

**Ex Officio Members Present**

B. Spirer

**Non Voting Members Present**

B. Spirer

**Guests Present**

M. Wagner, S. Balogun

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**I. Opening Items**

**A.**

## Record Attendance and Guests

### B. Call the Meeting to Order

B. Spirer called a meeting of the board of trustees of Springfield Prep to order on Wednesday Mar 8, 2017 at 5:50 PM.

### C. Approve January Minutes

K. Molina made a motion to approve minutes from the Board Meeting on 02-01-17 Board Meeting on 02-01-17.

A. Grant seconded the motion.

The board **VOTED** unanimously to approve the motion.

### D. Updates & Recognitions

Bill thanked Bob, Danielle, Alex and Rob for volunteering to attend the DESE site visit and shared pictures from the school's winter field trips.

## II. Facility Task Force Report

### A. Executive Session

K. Molina made a motion to Enter into executive session for the purpose of real estate negotiations with the intention to re-enter open session at the conclusion of real estate negotiations.

R. Leonard seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

R. Leonard Aye

R. Olejarz Aye

D. Williams Aye

A. Grant Aye

J. Brown Aye

K. Molina Aye

T. Walker Absent

## III. Finance Committee Report

### A. January Financials

Robin and Meghan gave an overview of the January financials.

R. Leonard made a motion to approve the January financials for Audit.

A. Grant seconded the motion.

The board **VOTED** unanimously to approve the motion.

Bill gave an update about the school's business management consultant. Lynne is no longer with Central Source. Bill and Meghan met with Central Source, and a new

consultant, Andres, will take Lynne place, helping with some of the school's control aspects, grants management and audit prep support. Meghan had already been taking on more of the finance work so Lynne's departure is not a cause for concern. The board asked about the terms of Central Source's contract; Bill explained that it could be terminated upon 30 days at any point should the school decide to make a change.

#### **B. Fundraising Plan Update**

Bill reported that he is currently speaking to various fundraising consultants about working together on strategic development planning and program implementation. He will report back at the board's next meeting with more updates.

#### **C. FY18 Budget Status Report**

Meghan reported that the FY18 budget will be ready to submit to the Finance Committee meeting and then the Board at each group's next meetings.

### **IV. Governance Committee Report**

#### **A. DESE Site Visit Overview**

Danielle gave an overview of how the DESE site visit works. The visit is part of the school's charter renewal process - at renewal DESE will review the annual site visit reports. DESE will review board process and progress, looking to see how the board is involved and informed in the school's oversight.

#### **B. Head of School Goals**

Alex reported out on the Governance Committee's discussion of the Head of School goals. In short, they are the benchmark for evaluation and are intended to provide common understanding of how the board is evaluating Bill. Some goals come from the Accountability Plan, while others are internal goals. It was noted that the Board on Track evaluation is more generally about the Head of School's (HoS) performance (e.g., communication and work with the board) and less focused on specific metrics. The HoS goals seek to fill this gap.

A. Grant made a motion to approve the Head of School goals.

R. Olejarz seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **C. Open Meeting Law Training**

Alex gave a presentation on the Open Meeting Laws and the board engaged in question and answer about this law. To help ensure that the board releases executive session minutes when appropriate, it was decided that the governance committee will add to its monthly checklist a check to see if there are any executive session minutes that should be released.

## **V. Academic Achievement Report**

### **A. February Academic Dashboard**

Meghan presented on enrollment, demographic and attendance data:

- The lottery took place on Friday, March 3rd
- The school filled 50 seats in K, and there are 70 students on the wait list. There are now a total of 239 students on the waitlist for next year in all grade levels combined
- Two students withdrew in February and the school enrolled two new students
- The school is just under its attendance goal but is seeing an upward trend

Bill presented on discipline and academic data:

- There was discussion about suspensions given the growing awareness of this as a problematic measure. Our goal is to have 5% or fewer students suspended over the course of the year and we are at 6%. Bill explained that there are a few students with very significant challenges; the school has been using all the resources it has to support them and keep them in school. However, when a student is physically assaultive, there are safety concerns and significant limitations on the school. There was discussion about how to accurately show just how limited these suspensions are - one idea was to present suspension by showing the number of days over the number of students times the number of days. This would show that it's a very low percentage of days that students are out for suspension.
- Round 3 ANet results were exceptional: 71% in ELA and 81% in Math. Sherriff noted that in his years analyzing ANet data, he has never seen over 80%, and never seen performance over the network this high.
- STEP results are solid but have room for growth. Given that the target STEP level will not change in the next window, we are confident that the majority of students will be on target at the next window.

## **VI. Closing Items**

### **A. Adjourn Meeting**

R. Olejarz made a motion to adjourn the meeting.

A. Grant seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM.

Respectfully Submitted,

B. Spirer