

APPROVED



**Springfield Prep**  
CHARTER SCHOOL

## Springfield Prep

# Minutes

## Governance Committee Meeting

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### **Date and Time**

Wednesday December 21, 2016 at 5:45 PM

### **Location**

370 Pine St.

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This meeting of the Springfield Prep Charter School Governance Committee will be held at 370 Pine St. on 12/21/16 at 5:45 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 12/19/16 at 10 am.

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### **Committee Members Present**

A. Grant, B. Spierer, D. Williams, R. Leonard

### **Committee Members Absent**

*None*

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## **I. Opening Items**

### **A. Call the Meeting to Order**

D. Williams called a meeting of the Governance Committee of Springfield Prep to order on Wednesday Dec 21, 2016 at 5:50 PM.

### **B. Record Attendance and Guests**

### **C. Approve Minutes**

A question was raised as to whether the board entered executive session to discuss real estate negotiations. The committee asked for the minutes to be changed to reflect this

and decided to approve the minutes with this change. NOTE: Following the meeting, it was determined that the board never entered executive session during the meeting in question.

R. Leonard made a motion to approve minutes from the Governance Committee Meeting on 10-19-16 with the discussed edits. Governance Committee Meeting on 10-19-16.

D. Williams seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

D. Williams Aye

A. Grant Abstain

R. Leonard Aye

**II. Governance**

**A. Board Assessment Plan**

It was decided that at the January 4 meeting, Danielle would request that board members complete their assessments. Following that, Bill will work with BoardOnTrack to determine who has yet to complete the assessments and Danielle will send out another reminder email.

**B. Fiscal Policies and Procedures**

The committee discussed the updated policies and procedures and will recommend their approval to the board in January.

**C. Board Recruitment**

The committee agreed to suggest Sherriff to the full board for consideration and have Kelvin and Kate can speak to his candidacy. Additionally, Bill and Bob will meet to discuss possible board members.

**D. Review Board Goals Dashboard and Board Responsibility Matrix**

It was noted that the board has yet to do an Open Meeting Law training. Alex and Bill will work together to prepare an OML presentation for the board.

**III. Closing Items**

**A. Adjourn Meeting**

It was decided to reschedule meetings to Tuesdays; the committee will revisit this schedule in April.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:28 PM.

Respectfully Submitted,

D. Williams