Martin Luther King, Jr.
Charter School of Excellence

Martin Luther King Jr. Charter School of Excellence

MLKCSE Board Meeting - Annual Board Retreat

In-Person

Date and Time

Friday July 31, 2026 at 1:00 PM EDT

Location

This meeting will be held in person at the school:

285 DORSET STREET
SPRINGFIELD, MA 01108

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**1:00 PM**
	A. Call the Meeting to Order		Donna Carroll	2 m
	B. Record Attendance		Donna Carroll	1 m
	C. Approve May Minutes	Approve Minutes	Donna Carroll	5 m
	D. Approve June Minutes	Approve Minutes	Donna Carroll	5 m

		Purpose	Presenter	Time
E.	Approve Unapproved Minutes	Approve Minutes	Donna Carroll	30 m

- Committee approvals during committee meeting break out session

Approve minutes for Monthly Board Meeting on August 17, 2021

II. Executive Director's Report to the Board **1:43 PM**

A.	Executive Director's Report to the Board	Discuss	Kendra Salvador	20 m

Discussion of end of year data and progress towards goals, summer projects, looking ahead.

B.	Charter Accountability Plan 2026-2031 - Pre-approval granted	FYI	Kendra Salvador	15 m

- Review and discuss updated Accountability Plan for 2026-2031

III. Updating Elections, Appointments, and Bylaws **2:18 PM**

A.	Annual Meeting - Elections and Appointments	Vote	Diana Foskett	30 m

1. Election of Chair — VOTE
2. Election of Vice Chair — VOTE
3. Election of Treasurer — VOTE
4. Election of Clerk/Secretary — VOTE
5. Election of any additional officers provided for in the Bylaws — VOTE
6. Appointment of committee members and designation of committee chairs — VOTE

Note: Newly elected officers assume duties immediately upon election; the incoming Chair presides for
the remainder of the meeting.

B.	Policy Approval	Vote	Kendra Salvador	30 m

Discussion and vote: Revisions to the Employee Handbook for SY 2026-27 - VOTE

		Purpose	Presenter	Time
IV.	**Board Chair Updates**			**3:18 PM**
A.	Approve Meeting Schedule for 2026 - 2027	Vote	Kendra Salvador	10 m
B.	EXECUTIVE DIRECTOR OVERSIGHT AND EVALUATION	Vote	Donna Carroll	45 m

Background: DESE identified limited board oversight of the school leader during the charter renewal process. The Department has requested evidence of the Board's plans to strengthen oversight, including minutes and materials from this meeting.

- Discussion: Board oversight of the school leader — DESE's concern, prior practice, and the Board's plan going forward
- Discussion and vote: Adoption of a revised Executive Director evaluation calendar
    - Discussion and vote: evaluation and goal-setting to occur in the first quarter of the school year; evaluation
      to rely on DIBELS, iReady, and other internal metrics rather than awaiting MCAS release
    - Discussion and vote: Establishment of the salary review process, including a fixed effective date for compensation adjustments
    - Discussion and vote: Assignment of the evaluation function to the full Board, and selection of board member to compile all of the survey responses and follow up with people that fail to complete timely surveys
    - Discussion and vote: Adoption of a written description of the Board's process for evaluating the school leader for SY 2026-27
    - Discussion and vote: Setting of Executive Director goals for SY 2026-27
    - Discussion and vote: ED evaluation for 2025-2026 will be completed on new schedule this fall. Determine due date.

C.	BYLAWS REVISION	Discuss	Donna Carroll	45 m

Background: DESE has requested a comprehensive revision of the Bylaws. The Board committed to substantive discussion at this meeting, a vote at the September meeting, review by legal counsel, and submission to DESE before October 1, 2026.

- Quorum definition — majority of trustees then in office vs. authorized number
- Committee structure — consolidation to Operations and Academic committees; membership rotation
- Board composition and number of seats
- Executive Director evaluation process and calendar

		Purpose	Presenter	Time

- Trustee attendance and removal provisions
- Officer roles and terms
- Assignment of drafting responsibility and timeline to September — VOTE

		Purpose	Presenter	Time
D.	RETREAT SESSION — STRATEGIC DISCUSSION	Discuss	Kendra Salvador	30 m

(Non-voting)

- Board development, recruitment, and leadership pipeline (update officer succession plan)
- Committee assignments, schedule, rotation and trustee participation
- SY 2026-27 priorities

V. Other Business

VI. Closing Items **5:28 PM**

		Purpose	Presenter	Time
A.	Adjourn Meeting	Vote		1 m