



# Martin Luther King Jr. Charter School of Excellence

## Minutes

### MLKCSE Board of Trustees Monthly Meeting

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#### Date and Time

Tuesday June 22, 2021 at 5:30 PM

#### Location

MLKCSE Multi-Purpose Room - Return to In Person Board Meetings

285 Dorset St.

Springfield, MA 01108

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#### Trustees Present

Armando Feliciano, Beth Desousa, Denise Pagan-Vega (remote), Dominic Basile-Vaughan, Emma Ford, Jennifer Wallace-Johnson, Jessica Putnam, Kiyota Garcia, Lisa Watson (remote), Mia Chandler (remote), Patricia Rapinchuk, Wilma Tynes

#### Trustees Absent

James Lightfoot

#### Guests Present

Cynthia Marie (remote), Kendra Salvador

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Wilma Tynes called a meeting of the board of trustees of Martin Luther King Jr. Charter School of Excellence to order on Tuesday Jun 22, 2021 at 5:30 PM.

**C. Meditation**

Jennifer Wallace-Johnson talked about self care and healthy boundaries. She challenged the board to change one thing and when it's her turn again we will discuss.

**D. Public Comments**

None.

**E. Vote on May Meeting Minutes**

Armando Feliciano made a motion to approve the minutes from MLKCSE Board of Trustees Monthly Meeting on 05-18-21.

Patricia Rapinchuk seconded the motion.

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

**II. Executive Director's Report to the Board**

**A. Monthly Dashboard and Updates**

Kendra shared her monthly report to the Board. For more comprehensive details, please refer to the attached report:

<https://app2.boardontrack.com/org/6noJJv/attachment/download/188843>

**III. Board Chair's Report**

**A. Upcoming Meeting Schedule**

Wilma discussed the upcoming retreat and meeting schedule for the 21-22 academic year.

July Board Retreat

Friday, July 30 (time)

Saturday, July 31 (time)

2-day retreat

Discussion regarding continuing to hold meetings on Tuesdays at 5:30 p.m. Trustees were asked to e-mail Wilma and Dom if they are able to attend on Tuesdays so that the schedule can be available at the retreat.

Goals for the end of the retreat:

- that the Trustees are well- informed, invested and comfortable to take on leadership roles
- everyone will understand how the board operates.

Committee chairs are asked to meet with Board Chairs regarding leading a portion at the retreat.

Wilma and Dom will get Board on Track books to the Trustees two weeks before the retreat. Trustees will receive pre-work from the books to prepare for the retreat.

#### **IV. Treasurer's Report**

##### **A. Review May financials**

Jess shared details of the Finance Committee meeting on June 16, 2021. For more comprehensive details, please refer to the attached report:

<https://app2.boardontrack.com/org/6noJJv/attachment/download/188844>

<https://app2.boardontrack.com/org/6noJJv/attachment/download/188845>

##### **B. Audit Update**

- Still working on compiling the information for the audit
- Cynthia said that it looks like we will not have a federal audit
- Won't avoid it next year or the year after

##### **C. Independent Investigation**

Investigation completed. Final bill has been submitted for payment.

#### **V. Academic Excellence Committee**

##### **A. End of Year Data Review**

Dom shared details of the End of the Year Data. For more comprehensive details, please refer to the attached report:

<https://app2.boardontrack.com/org/6noJJv/attachment/download/187952>

<https://app2.boardontrack.com/org/6noJJv/attachment/download/188407>

Discussed effect pandemic had.

##### **B.**

## Summer Enrichment Program

<https://app2.boardontrack.com/org/6noJJv/attachment/download/187953>

## VI. Human Resources Committee

### A. Employee Handbook

Pat shared details regarding the employee handbook and meeting with Kendra and Jackie Wheeler of HR Knowledge.

Jackie went through handbook and made some suggested revisions, bringing things into compliance and being more consistent.

Pat discussed some of HR Knowledge's services available to the school and the employees.

Beth Desousa made a motion to authorize the HR Committee to approve the Employee Handbook.

Jessica Putnam seconded the motion.

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

## VII. Other Business

### A. New Business

Committee Leadership

- 4 leadership roles will be opening up soon
- Volunteers to Chair Committee(s)
  - Governance
  - Strategic planning – James agreed to chair
  - Academic excellence

Changing Committee Assignments

- Mia would like to switch to Development (Friends Board) and the Committee Advisory Board.
- She will come off of HR Committee now.

Mia introduced Margarette Jacobs. Margarette may consider joining the Advisory Board.

Mia will pass along to Ron that anyone interested in being a board member can reach out to Beth. Beth would be happy to go to a MLK Family Services board meeting.

Recognition of Service

Beth thanked Lisa for her years of service to the Board.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

Jennifer Wallace-Johnson made a motion to adjourn the Monthly Board Meeting and go into Executive Session.

Dominic Basile-Vaughan seconded the motion.

The board **VOTED** 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 7:10 PM.

Respectfully Submitted,  
Emma Ford