APPROVED

Martin Luther King Jr. Charter School of Excellence

Minutes

Monthly Board Meeting

Date and Time
Tuesday August 17, 2021 at 5:30 PM

Location
285 Dorset Street
Springfield, MA

Trustees Present
Armando Feliciano, Dominic Basile-Vaughan, Emma Ford, James Lightfoot (remote), Jessica Putnam, Kiyota Garcia, Patricia Rapinchuk, Wilma Tynes

Trustees Absent
Beth Desousa, Denise Pagan-Vega, Jennifer Wallace-Johnson, Mia Chandler

Guests Present
Kailey Boyd, Teremar Rodriguez-Vasquez

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 Aug 17, 2021 at 5:40 PM.
Wilma introduced the new guests - Kailey Boyd and Teremar Rodriguez-Vasquez.

C. Meditation

Pat read the new mission statement.

D. Public Comment

None.

E. Vote on July Meeting Minutes

Armando Feliciano made a motion to approve the minutes from 2021 Annual Board of Trustees Retreat - Special Board Meeting on 07-31-21.
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/193514
https://app2.boardontrack.com/org/6noJJv/attachment/download/193515
https://app2.boardontrack.com/org/6noJJv/attachment/download/193516
https://app2.boardontrack.com/org/6noJJv/attachment/download/193517
https://app2.boardontrack.com/org/6noJJv/attachment/download/193518
https://app2.boardontrack.com/org/6noJJv/attachment/download/193520

Discussion regarding going back to school, COVID protocols, wearing masks and social distancing.

B. 2021-2022 Priorities

https://app2.boardontrack.com/org/6noJJv/attachment/download/193525

Kendra will provide specific target and goals at the next academic excellence meeting.

C. Preliminary MCAS Results

MCAS results were not available for discussion at this meeting.

III. Board Chair's Report

A. Ratify Charter Amendments

https://app2.boardontrack.com/org/6noJJv/attachment/download/193124

https://app2.boardontrack.com/org/6noJJv/attachment/download/193526

Discussion regarding changes to mission statement and letter to the Commissioner.
Patricia Rapinchuk made a motion to approve the new mission statement.
Jessica Putnam seconded the motion.
The board **VOTED** to approve the motion.

IV. Treasurer's Report

A. Review July Financial Statements

https://app2.boardontrack.com/org/6noJJv/attachment/download/193522

https://app2.boardontrack.com/org/6noJJv/attachment/download/193523

Jess discussed audit and July financials.

B. Audit Update

Will be all set to file audit November 1. Audit will be ready for review at the October meeting.

C. Vote on Fiscal Policy and Procedure Manual

Vote on fiscal policy and procedure manual has been tabled to August 24 meeting.

V. Human Resources Committee

A. Ratify Employee Handbook

https://app2.boardontrack.com/org/6noJJv/attachment/download/193125

Pat discussed policies, reporting, returning school property, use of personal property property.

Discussions regarding changes to handbook, format of handbook (table of contents), use of personal property, changes regarding returning property, policies and reporting that employees should follow.
Patricia Rapinchuk made a motion to approve new employee handbook.
Jessica Putnam seconded the motion.
The board **VOTED** to approve the motion.

VI. Governance Committee

A. 2022 Officer Elections

Tabled for discussion in September.

B. 2021-2022 Board Committee Goals

Dom discussed and reviewed Committee Goals from Board On Track.
Dom talked about Governance Committee and Human Resources Committee goals.
Jess talked about Finance Committee goals.
James talked about Strategic Planning Committee goals.

Wilma asked Board Chairs to finalize the goals for their committees.

VII. Other Business

A. Vote on Student Family Handbook

Vote has been tabled to August 24 meeting.

VIII. Closing Items

A. Adjourn Meeting

Dominic Basile-Vaughan made a motion to Adjourn meeting.
Kiyota Garcia 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 7:05 PM.

Respectfully Submitted,
Emma Ford