

APPROVED



# Martin Luther King Jr. Charter School of Excellence

## Minutes

### Governance Committee Meeting

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#### Date and Time

Tuesday February 28, 2023 at 12:00 PM

#### Location

Board Of Trustees is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Feb 28, 2023 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87968080942?pwd=ZUJpSDN5c1JVRlV3S1pHV2JtMlBsQT09>

Meeting ID: 879 6808 0942

Passcode: 287420

One tap mobile

+13092053325,,87968080942#,,,,\*287420# US

+13126266799,,87968080942#,,,,\*287420# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

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+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US

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### **Committee Members Present**

Jessica Putnam (remote), Teremar Rodriguez-Vazquez (remote)

### **Committee Members Absent**

*None*

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## **I. Opening Items**

### **A. Record Attendance**

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

Jessica Putnam called a meeting of the Governance Committee of Martin Luther King Jr. Charter School of Excellence to order on Tuesday Feb 28, 2023 at 12:16 PM.

## **II. Governance**

### **A. Review Progress to Governance Committee Goals**

- Jessica being the new Chair of the committee reviewed the goals with the committee and assessed progress
  - One goal complete - two men of color added to the Board
- Added additional goals for this year - see Goals section

### **B. Draft new Trustee Interview Questions**

- Discussion held on lack of formal and consistent interview questions for interviews for new Trustees
- Action steps: Committee members to come back to the next committee meeting with 5-7 questions each to put towards a standard question database to be referred to/used when interviewing potential Trustees

### **C.**

## Review Recruitment Plan

- No recruitment process in writing, plan to draft one so the followed set of procedures can be followed
- Areas trustees are needed:
  - HR
  - finance
  - Lawyer (labor law practice?)
  - Marketing
  - Facilities/contractor/construction/architecture
  - Fundraising
  - Berkshire Bank
  - Academic
  - Capital Campaign
  - Mayor's office (ex – aide)
  - Berkshire Bank
  - Mass Mutual
  - Colleges – Springfield/Smith/Baypath/Westfield State
- Reviewed Trustees in progress/potential Trustees:
  - Darren James, waiting on Approval from DESE
  - Alton Jones, vote at next board meeting
  - Anthony Cole - waiting on resume
  - Rebecca XXX ANET Coach- waiting for an answer, Kendra reached out
  - Cynthia Normand, CFO HeadStart - Jess reached out, waiting for an answer
  - Teremar to meet with potential trustee next week
  - Stephanie XXX – Coach for ANET (moved ti RI from TN, will be moving to area in next couple of months, worked for a charter school network. Dom to contact)

### D. Review Potential Trustee Brochure

- Needs to be revised - determined to be too wordy.
- Add pictures?
- Action steps: Jess reach out to Kendra to get an editable copy

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:45 PM.

Respectfully Submitted,  
Jessica Putnam

### **Documents used during the meeting**

- MLKCSE Board of Trustees brochure, 02-04-2022.pdf