APPROVED

Martin Luther King Jr. Charter School of Excellence

Minutes

Summer Board Meeting

Date and Time
Saturday July 26, 2025 at 1:00 PM

Location
IN PERSON AT 285 Dorset St. Springfield, MA

Trustees Present
Alton Jones, Diana Foskett, Donna Carroll, James Lightfoot (remote), Nealon Jaynes-Lewis, Teremar Rodriguez-Vazquez

Trustees Absent
Bertha Wecher, Darren James, Denise Pagan-Vega, Kiyota Garcia, Sherard Johnson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Teremar Rodriguez-Vazquez called a meeting of the board of trustees of Martin Luther King Jr. Charter School of Excellence to order on Saturday Jul 26, 2025 at 1:04 PM.

C. Approve May Minutes

Donna Carroll made a motion to approve the minutes from Monthly Board of Trustees Meeting on 05-20-25.
Nealon Jaynes-Lewis seconded the motion.

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

D. Approve June Minutes

Diana Foskett made a motion to approve the minutes from Monthly Board of Trustees Meeting on 06-17-25.
Alton Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director's Report to the Board

A. Executive Director's Report to the Board

All Details for Executive Director's Report are encapsulated in the Annual Report to DESE and Charter Review, which follow.

B. Annual Report to DESE

KENDRA SALVADOR PRESENTS:

- Faithfulness to Charter
- Key Design Elements
- Data Reports from DESE site
- Every year has been incremental improvement - goal for next year is 0 suspensions
- Dissemination - sharing best practices with other charter schools
- Academic Student Performance - growth on internal assessments and project proficiency
- ELL Programs has done very well - strong learners
- Finances are strong; budget was updated with updated numbers
- Key Design Element vs Object Measure (Met, Not Met, and how)
- Recruitment and Retention Plans (At, Above, or Below CI percentage)
- School Data Tables - Admin Roster, Staff/Teaching, BoT

Very detailed, comprehensive reports. No further questions/concerns noted.

Diana Foskett made a motion to Finalize Annual Report.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Charter Renewal Application

KENDRA SALVADOR PRESENTS 10 CRITERION:

- Faithfulness to Charter
- Examination of Key Design Elements
- Amendment Requests and Approval Status
- Access and Equity - focus on students with disabilities, neuro-divergent learners
- Compliance - two area of findings we had to address: 1) max enrollment number (360), and 2) BoT not complying with Open Meeting Laws; discussion of corrective measures
- All Dissemination back to 2021
- MCAS Performance
- School Culture and Family Engagement
- School Viability
- Governance - Discussion of how members of Board uphold their responsibilities
- Plans for Next Five Years - three NEW Key Design Elements
- Appendices

No further questions/concerns noted.
Donna Carroll made a motion to Approve Charter Renewal Application.
Diana Foskett seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Committee Updates

A. Academic Excellence

B. Finance Committee

DIANA FOSKETT PRESENTS:

- School is strong financial condition
- School is in process of transferring money into other banks for both diversification and higher-yield interest

KENDRA SALVADOR PRESENTS FY2026 CAPITAL PLAN:

Capital Improvement Projects include 7 items:

- Purchase a van - more accurate cost estimate is $55k
- Paint outside of building
- Parking lot repaving, repairs, and expansion
- Resurface the All-Purpose Room floor
- HVAC units replacement
- Re-tile the the floors

- Build out additional 21,000 sq. ft. space in building

Some of these were previously approved, some are new or updated. No further discussion/concerns noted.
Diana Foskett made a motion to Approve Capital Plan and Amend Prior Spending Plan to Reflect Increased Cost of School Van to $55k.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. HR Committee

KENDRA SALVADOR PRESENTS:

HR Committee reviewed existing Employee Handbook in detail and recommends approval of the following updates to the handbook:

- Better definition of work hours
- PTO - borrowing against it prior to accrual
- Call-out procedure more clearly defined
- Dress code and appearance m

No further questions/concerns noted.

Diana Foskett made a motion to Approve Update Employee.
Teremar Rodriguez-Vazquez seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Board Chair Updates

A. Approve Meeting Schedule for 2025 - 2026

Diana Foskett made a motion to Approve Meeting Schedule for 2025-2026.
Nealon Jaynes-Lewis seconded the motion.
TEREMAR PRESENTS SCHEDULE:
Do we need both a November and December 2025 meeting? Will keep for now and amend later, as needed.
The board **VOTED** to approve the motion.

V. Other Business

A. Discuss Summer Retreat

Summer Retreat was productive as we assigned new members to committees, set goals for committees, and created schedule for upcoming year's board and committee meetings.

Need to encourage higher attendance at future meetings.

VI. Closing Items

A. Adjourn Meeting

Alton Jones made a motion to Motion to Adjourn.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** unanimously 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 2:24 PM.

Respectfully Submitted,
Donna Carroll

Documents used during the meeting

- MLKCSE Annual Report FINAL V1.pdf
- MLKCSE Charter Renewal Application 2025.pdf
- MLKCSE Capital Plan FY26.pdf
- 2025-2026 Meetings.docx