

APPROVED



# Martin Luther King Jr. Charter School of Excellence

## Minutes

### Board of Trustees' Meeting

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#### Date and Time

Tuesday March 17, 2026 at 5:30 PM

#### Location

Join Zoom Meeting

<https://mlkcs-org.zoom.us/j/85139071899?pwd=KpZamWGW3EgnctlG2xSnriwK4GEybb.1>

Meeting ID: 851 3907 1899

Passcode: 774454

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One tap mobile

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• +1 309 205 3325 US

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### **Trustees Present**

Alton Jones (remote), Caleb Pointdujour (remote), Denise Pagan-Vega (remote), Diana Foskett (remote), Donna Carroll (remote), Nealon Jayne-Lewis (remote), Teremar Rodriguez-Vazquez (remote)

### **Trustees Absent**

Sherard Johnson

### **Guests Present**

Kendra Salvador (remote)

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## **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 Tuesday Mar 17, 2026 at 5:32 PM.

### **C. Public Comment**

No public in attendance.

### **D. Approve Minutes from February 10, 2026**

Denise Pagan-Vega made a motion to approve the minutes from Board of Trustees Meeting on 02-10-26.

Nealon Jayne-Lewis 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**

Kendra presented comprehensive updates on school operations.

### **ACADEMIC PERFORMANCE:**

Kendra presented comprehensive updates on school operations and academic progress.

#### **Details**

- Kendra: Completed mid-year formative assessments for all staff and second round of observations for academic team
- Kendra: Mid-year literacy and math data shows students are where they should be and on track to perform better than last year
- Kendra: 78% of MTSS students showed growth on mid-year reading tests, 75% had no behavior incidents, and almost half have 95% or higher attendance
- Kendra: School had first reportable discipline incident in mid-March (two 5th grade girls fighting in bathroom)
- Kendra: School is undergoing tiered monitoring review for special education with DESE orientation scheduled and documents due Monday
- Kendra: Six more students selected as Young Scholars, prioritizing 4th graders as it's their last chance

#### **Conclusion**

- Academic progress is strong and trending positively
- Special education monitoring review is in progress

### **ENROLLMENT AND LOTTERY UPDATES:**

Kendra reported on enrollment status and lottery results.

#### **Details**

- Kendra: School is at full enrollment with 360 students
- Kendra: Lottery accepted 54 kindergartners, 1 second grader, and 1 fourth grader
- Kendra: Subsequent lottery scheduled for May to build waitlist
- Kendra: New student orientation scheduled for next Thursday from 6-7:30 PM
- Kendra: Goal is to get waitlist into double digits at every grade level

#### **Conclusion**

- School successfully filled all available seats
- Continued recruitment efforts planned

### **TRANSPORTATION ISSUES:**

Denise and the board discussed ongoing bus transportation problems.

## Details

- Kendra: More than half of the 5 big buses and 2 minibuses are often late
- Denise: Suggested writing a letter to Superintendent Sona Dinal about ongoing issues impacting students
- Kendra: Previously reached out to Patrick Roach with limited improvement
- Kendra: DESE got involved when issue affected all charter schools, resulting in temporary improvement
- Board Of: Asked about the bus tracking app not working properly
- Kendra: Some parents have better response when they contact First Student directly
- Kendra: Example of parent considering withdrawal because bus stop across busy street couldn't be moved one block
- Nealon: Raised safety concerns about students crossing busy streets
- Kendra: Not all bus stops have crossing guards
- Kendra: School van acquisition will help with long-term solution for transportation issues

## Conclusion

- Director of ops to monitor for another week as weather improves
- If no improvement, will draft letter to superintendent
- Van purchase will provide alternative transportation option

## FACILITIES AND OPERATIONS UPDATES:

Kendra provided updates on facilities projects and operational matters.

## Details

- Kendra: Original OPM for parking lot renovation had to withdraw due to cancer recurrence
- Kendra: Met with two recommended replacements, more inclined toward engineer's recommendation
- Kendra: Sent proposed OPM contract to lawyer for review
- Kendra: Van purchase delayed due to tax exemption form having incorrect entity name (Martin Luther King Charter School of Excellence instead of Friends of Martin Luther King Charter School of Excellence)
- Kendra: Called IRS for third time to get corrected paperwork
- Kendra: All inspections have passed and are on timeline
- Kendra: Technology auditing complete for MCAS testing (ELA scheduled for April 7-8)

## Conclusion

- Facilities projects moving forward with new OPM pending legal review

- Van acquisition awaiting corrected IRS documentation

### **FINANCIAL UPDATES AND BUDGET PLANNING:**

Kendra and Diana discussed financial status and budget projections.

#### **Details**

- Kendra: First round federal funding projections show 7-9% increase, but using conservative estimate of half that amount in draft budget
- Kendra: DESE webinar indicated 15% reduction anticipated in Title I funding due to statewide decrease in low-income student percentages
- Kendra: Allocated 85% of current year's Title I funding in budget planning
- Kendra: ESSA grants monitoring (Title I, II, and 4) mostly approved, awaiting response on four indicators requiring additional documentation
- Kendra: All funds transferred from Beacon to Munson except CD locked until March 22nd
- Kendra: CD earning only 0.1% interest, will transfer on maturity date
- Kendra: Munson Bank representatives registered for community breakfast
- Kendra: Draft budget and spending plan will be ready for review at next board meeting

#### **Conclusion**

- Conservative budget approach being used
- Bank transition nearly complete
- Budget will be presented at next meeting

Diana Foskett made a motion to Approve RFP for New Auditor.

Alton Jones seconded the motion.

### **INDEPENDENT AUDITOR RFP**

Diana presented the Finance Committee's recommendation for a new auditor.

#### **Details**

- Diana: Finance Committee discussed in detail the issues with current auditor including unexpected up-charges
- Diana: Committee strongly agreed that an RFP should go out for new independent auditor

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

Denise Pagan-Vega made a motion to Approve Amendments to Enrollment Policy.

Teremar Rodriguez-Vazquez seconded the motion.

### **ENROLLMENT POLICY AMENDMENTS**

The board discussed and approved proposed amendments to the enrollment policy.

#### **Details**

- Kendra: Proposed shortening response time from 1 week to 3 business days for families to accept enrollment offers
- Kendra: Proposed adding email as communication method in addition to written letters
- Kendra: Proposed adding staff children preference after sibling preference in lottery rankings
- Board Of: Questioned timing of follow-up calls relative to email notifications
- Alton: Raised concerns about families not checking email daily and when the clock starts
- Denise: Asked about families without email access
- Kendra: Explained paper applications still available for equitable access
- Donna: Suggested language change from "as a preference" to "receive preferential selection"
- Diana: Recommended changing "before slash on" to "on or before"
- Board members: Discussed automated calls on same day as email to ensure notification
- Kendra: Proposed adding "how did you hear about us" field to track recruitment effectiveness

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

### **III. Committee Updates**

#### **A. Academic Excellence**

##### **ACADEMIC EXCELLENCE COMMITTEE REPORT**

Diana summarized the Academic Excellence Committee meeting and mid-year data.

##### **Details**

- Diana: Mid-year reading data is fantastic with 77% growth in closing reading skill gaps
- Diana: Last year's second graders (current third graders) are struggling as an outlier cohort
- Diana: Speculation that this cohort may have been developmentally impacted by being home during COVID
- Diana: Teachers are aware and targeting this cohort for interventions in upcoming year as fourth graders
- Diana: Without this cohort, overall reading scores would be even higher

##### **Conclusion**

- Reading performance is strong overall
- Targeted interventions planned for struggling third grade cohort

#### **B.**

## **Finance Committee**

### FINANCE COMMITTEE REPORT

Diana reported on the Finance Committee status.

#### **Details**

- Diana: Committee did not meet this month due to agenda not being posted to Board on Track after time change
- Diana: Accountant distributed numbers to all finance committee members
- Diana: Reviewed numbers personally, everything looks good and on track
- Diana: Munson Savings Bank account now showing up in financial reports

#### **Conclusion**

- Finances are on track as expected for this stage of school year

## **C. HR Committee**

### HR COMMITTEE REPORT

Teremar summarized the HR Committee meeting from the previous Friday.

#### **Details**

- Teremar: Committee met Friday at 4:45 PM
- Teremar: Tommie from HR and Kendra attended
- Teremar: Discussed summer planning and handbook updates
- Teremar: Reviewed and recommended approval of school leader succession plan

#### **Conclusion**

- Succession plan ready for board approval
- Summer planning underway

Diana Foskett made a motion to Approve HR Leadership Succession Planning.

Denise Pagan-Vega seconded the motion.

### SCHOOL LEADER SUCCESSION PLAN APPROVAL

The board reviewed and approved the succession plan.

#### **Details**

- Board Of: Kendra completed the succession plan form
- Board Of: Plan includes information about what new executive director would need to know about board operations, job description, and board support
- Diana: Made motion to approve the succession plan
- Denise: Seconded the motion

- All board members voted yes via chat

### **Conclusion**

- Succession plan approved unanimously

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

## **D. Governance Committee**

### **SPRING GOVERNANCE TRAINING AND SUPPORT**

Diana reminded board members about available training opportunities.

#### **Details**

- Diana: Spring governance support sign-up sheets available for open meeting law webinars
- Diana: Webinars cover various topics for board leaders
- Diana: Standing agenda item to discuss open meeting law demonstrates commitment to DESE
- Diana: Shows dedication to proper minutes despite past issues with previous board members
- Diana: Webinars are one-hour lunchtime Zoom sessions

#### **Conclusion**

- Training resources available for board members
- Attendance encouraged but optional

## **IV. Board Chair Updates**

### **A. Update on Transition and discuss roles to be filled.**

#### **BOARD TRANSITION AND RECRUITMENT**

Teremar discussed upcoming board leadership transition and recruitment needs.

#### **Details**

- Teremar: April will be last meeting as chair
- Teremar: Want to leave board organized before departure
- Teremar: Diana and Donna cannot manage board alone, need everyone's help
- Teremar: Active recruiting ongoing, which is one of the hardest tasks
- Teremar: Community breakfast next week will be huge opportunity for recruiting, especially bank representatives
- Teremar: Board has lost several members due to life changes
- Teremar: This is smallest the board has been in a while
- Teremar: Will send personal emails asking people to step up during transition

- Teremar: Being chair or vice chair is not daunting when working with Kendra
- Teremar: Kendra makes board work manageable and helps even beyond required duties
- Donna: Welcomed Caleb officially to his first board meeting
- Caleb: Apologized for being quiet, getting used to the process
- Teremar: Offered to meet with Caleb for crash course on Board on Track

### **Conclusion**

- Board transition planning is critical priority
- Recruitment efforts will intensify
- Support needed from all board members during transition period

## **V. Other Business**

### **A. Open Meeting Law Education and Training**

#### **OPEN MEETING LAW COMPLIANCE**

Teremar and Diana discussed strategies for improving open meeting law compliance.

#### **Details**

- Teremar: Compliance with open meeting law has been a struggle but Diana has done amazing job getting back on track
- Teremar: Resources shared from DESE and Association of Charter Schools
- Teremar: Summer retreat includes PowerPoint on open meeting law requirements
- Teremar: Posting minutes and agendas has gotten much better but can improve
- Teremar: Need to share responsibility across board members rather than placing burden on one or two people
- Diana: Open meeting law is not hard, just requires remembering technical details
- Diana: Key requirements are posting meeting notices and posting approved minutes
- Diana: Easy to forget to push button to publish minutes after voting
- Diana: Recommended checking off each step: notice posted, minutes voted, minutes published
- Kendra: Asked for clarification on whether draft minutes should be posted immediately or wait for approval
- Diana: Minutes should be attached to next meeting agenda for approval, then published after vote
- Diana: Board on Track has drop-downs that automate the process
- Diana: System sends reminder bell to post minutes after approval vote

### **Conclusion**

- Continued focus on open meeting law compliance needed
- Streamlined processes and shared responsibility will help

- Board on Track automation features should be utilized

## **B. Community Breakfast Planning**

### COMMUNITY BREAKFAST PLANNING

Brief discussion about the upcoming community breakfast event.

#### **Details**

- Donna: Will be attending community breakfast on March 25
- Teremar: Also attending
- Nealon: Invited retired teacher to attend, registered two tickets without names
- Kendra: Will take names at check-in
- Kendra: Lead team meeting with architect to plan presentation
- Kendra: Walkthrough scheduled for Tuesday
- Kendra: Munson Bank representatives registered and will attend

#### **Conclusion**

- Multiple board members attending
- Presentation being finalized
- Event seen as recruitment opportunity

## **C. Executive Director Performance Review**

### EXECUTIVE DIRECT PERFORMANCE REVIEW

Teremar outlined timeline for completing overdue review.

#### **Details**

- Teremar: Review for current year is behind schedule to Kendra's detriment
- Teremar: Closed the review process
- Teremar: Diana and Board Of will work to complete review and present to board at April meeting
- Teremar: Executive session planned for April meeting to discuss review
- Teremar: Completion will satisfy DESE recommendation on board oversight of leaders
- Teremar: Need everyone present at April meeting due to multiple important items

#### **Conclusion**

- Review will be completed and presented in April
- Executive session required for discussion
- Full board attendance needed at April meeting

## **VI. Closing Items**

### **A.**

## **Action Items**

### **Kendra:**

- Update enrollment policy amendment letter with March 17, 2026 date and submit to DESE by Friday
- Fix formatting issues in enrollment policy application documents before submission
- Transfer CD funds from Beacon to Munson on March 22nd when maturity date arrives
- Draft budget and spending plan for review at next board meeting
- Have director of ops monitor bus timeliness for another week as weather improves
- Draft letter to Superintendent Sona Dinal about transportation issues if no improvement seen
- Ensure follow-up calls to lottery families are made on or before third business day after email notification
- Complete walkthrough for community breakfast presentation on Tuesday
- Finalize community breakfast presentation with lead team and architect

### **Teremar and Diana:**

- Complete executive director performance review and present to board at April meeting

### **Teremar:**

- Meet with Caleb for crash course on Board on Track this week or next
- Send personal emails to board members asking for help during transition period

### **Director of Ops:**

- Monitor bus timeliness for one week as weather improves
- Draft letter to superintendent about transportation if issues continue

### **School Lawyer:**

- Review proposed OPM contract for parking lot renovation project

### **All Board Members:**

- Attend April board meeting for executive director review and other critical items
- Consider attending spring governance support webinars on open meeting law
- Attend community breakfast on March 25 for recruitment opportunities
- Share responsibility for open meeting law compliance tasks

## **B. Adjourn Meeting**

Donna Carroll made a motion to Adjourn Meeting.

Nealon Jayne-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 6:35 PM.

Respectfully Submitted,  
Donna Carroll

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

- Executive Director's Report to the Board March 2026.pdf
- MLKCSE Enrollment Policy\_Proposed draft amendment 2.24.26.docx
- Academic Committee Report March 2026.pdf
- MLK Balance Sheet February 2026.pdf
- Budget vs. Actual February Summary.pdf
- MLKCSE\_School\_Leader\_Succession\_Planning\_2025 2.pdf