APPROVED

Martin Luther King Jr. Charter School of Excellence

Minutes

Board of Trustees' Meeting

Date and Time
Tuesday March 17, 2026 at 5:30 PM

Location
Join Zoom Meeting
https://mlkcs-org.zoom.us/j/85139071899?pwd=KpZamWGW3EgnctIG2xSnriwK4GEybb.1

Meeting ID: 851 3907 1899
Passcode: 774454

One tap mobile
+13126266799,,85139071899#,,,,*774454# US (Chicago)
+16469313860,,85139071899#,,,,*774454# US

Dial by your location
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• +1 309 205 3325 US
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• +1 719 359 4580 US
• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)
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• +1 669 444 9171 US
• +1 669 900 6833 US (San Jose)
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Passcode: 774454
Find your local number: https://mlkcs-org.zoom.us/u/kdRjUjgw4d

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

Trustees Absent
Sherard Johnson

Guests Present
Kendra Salvador (remote)

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 Jaynes-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 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 6:35 PM.

Respectfully Submitted,
Donna Carroll

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