Martin Luther King, Jr.
Charter School of Excellence

Martin Luther King Jr. Charter School of Excellence

Minutes

MLKCSE Board Meeting - Special Meeting

Date and Time
Tuesday July 28, 2026 at 5:30 PM

Location
Board Of Trustees is inviting you to a scheduled Zoom meeting.
Topic: MLKCSE Board of Trustees Meeting - SPECIAL MEETING
Time: Jul 28, 2026 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://mlkcs-org.zoom.us/j/2994882775?
pwd=Z2R0cHcveVl4Ukp5cFJ3dGhWbWNUUT09&omn=83848436529

View meeting insights
https://mlkcs-org.zoom.us/launch/edl?muid=0391dd37-2817-4344-985e-bf99a7a58f52
Meeting ID: 299 488 2775
Passcode: Sk3wMR

One tap mobile
+19292056099,,2994882775#,,,,*754930# US (New York)
+13017158592,,2994882775#,,,,*754930# US (Washington DC)

Join by SIP
• 2994882775@zoomcrc.com
Join instructions

---

https://mlkcs-org.zoom.us/meetings/83848436529/invitations?signature=-E-pwXs6SbGMoIOc34yVWfq0WsdwBYObquqyzSuNA3k

---

Trustees Present
Alton Jones (remote), Caleb Pointdujour (remote), Donna Carroll (remote), Nealon Jaynes-Lewis (remote), Sherard Johnson (remote)

Trustees Absent
Denise Pagan-Vega, Diana Foskett, Teremar Rodriguez-Vazquez

Trustees who left before the meeting adjourned
Sherard Johnson

Guests Present
Kendra Salvador (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Donna Carroll called a meeting of the board of trustees of Martin Luther King Jr. Charter School of Excellence to order on Tuesday Jul 28, 2026 at 5:34 PM.

II. Special Meeting Matters

A. Discussion: Board Trustee Transition

The Board was informed that Diana, the current board chair, is dealing with a sudden family emergency and is unable to continue in her role at this time. Kendra and the secretary are co-facilitating in her absence.

Details:

- Donna: Diana is dealing with a very difficult, emergent family situation and will not be able to continue as board chair for now. She will work with Kendra and the secretary on any transition of information.
- Kendra: Raised concerns about DESE monitoring the organization, noting past compliance issues with open meeting law, missing officer positions (Vice Chair, Treasurer), and the need to update bylaws. Emphasized the importance of having minimum required Board members and filled officer positions.

- Kendra: Suggested discussing Board officer positions and potential restructuring at the Friday Board Retreat, including reducing the number of committees and incorporating more committee work into main board meetings.

Conclusion:

- Diana's transition will be managed collaboratively by Kendra and Donna (Board Secretary).
- Board restructuring, officer positions, and bylaws will be discussed at the Friday retreat.

B. Discussion and Vote to Confirm Allison Sullivan as a Trustee of the Board of Trustees

Sherard Johnson made a motion to Confirm Allison Sullivan as a Trustee of the Board of Trustees.
Nealon Jaynes-Lewis seconded the motion.
Allison Sullivan was recommended as a new Trustee to maintain the historical connection between the school's Board and MLK Family Services, as required by the current bylaws.

Details:

- Donna: Allison Sullivan has been involved with MLK Family Services for years and serves on their Board. She is an Occupational Therapy Doctor who regularly brings AIC students into the school. She is familiar with the school and very interested in serving.
- Alton: No questions; expressed support.
- Sherard: Made the motion to confirm Allison Sullivan as a Trustee.
- Nealon: No questions; seconded the motion.

Conclusion:

- Motion to confirm Allison Sullivan as a Board Trustee was made, seconded, and passed by vote.

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

C. Discussion and Vote to Confirm Tim Battle as a Trustee of the Board of Trustees

Alton Jones made a motion to Confirm Tim Battle as a Trustee of the Board of Trustees.
Nealon Jaynes-Lewis seconded the motion.
Tim Battle was recommended as a new Trustee due to his finance background, which could strengthen the Board's Finance Committee.

Details:

- Donna: Tim Battle is an internal auditor at People's Bank with a bachelor's degree in finance. He is a local Springfield resident and expressed interest in joining the Board and the Finance Committee.
- Alton: Expressed support, calling it a great addition, and moved to approve.
- Nealon: Seconded the motion.

Conclusion:

- Motion to confirm Tim Battle as a Board Trustee was made, seconded, and passed by vote.

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

D. Discussion and Votes Regarding School Leader SY24-25 Evaluation and Compensation

The agenda included a discussion and vote on releasing executive session minutes related to the School Leader Evaluation and Compensation, as well as a vote on compensation.

Details:

- Donna: Noted that the Board had previously discussed Kendra's performance evaluation and agreed on a compensation figure in executive session.
- Alton: Recalled that the executive session was intentionally kept non-public and was uncertain about the requirement to release those minutes.
- Kendra: Recalled that DESE indicated during the site renewal visit that the school leader evaluation was not a valid reason to go into executive session, and that executive session minutes should be public. Suggested tabling the vote until the Friday retreat to avoid errors.
- Alton: Agreed to table, noting possible confusion about which school year's compensation had already been voted on.

Conclusion:

- The discussion and vote on school leader evaluation and compensation were tabled until the Friday Board retreat.
- Clarification will be sought before Friday regarding executive session minutes and compensation status.

E. Discussion and Vote to Approve the SY26-27 Annual Report for Submission to the Massachusetts Department of Elementary and Secondary Education (DESE)

FY27 BUDGET & SPENDING PLAN REVIEW:

The budget previously voted on in May was reviewed with updated figures following DESE's release of final per-pupil tuition numbers.

Details:

- Kendra: The final per-pupil tuition resulted in a total of $7.9 million, increasing the projected surplus to approximately $400,000. Grant amounts (highlighted in yellow) are still pending final figures for FY27. All other line items remain unchanged from the May vote.
- Donna: Confirmed that only the top revenue line changed and that the favorable variance does not require a re-vote.
- Alton: Agreed, recalling the anticipated increase and concurring no re-vote was needed.

Conclusion:

- No re-vote required; the May-approved budget stands with the updated per-pupil tuition figure.
- Grant line items will be updated as final figures are received.

CAPITAL PLAN REVIEW & VOTE:

The five-year capital plan was reviewed and updated with revised estimated completion dates and cost estimates for potential improvement projects.

Details:

- Kendra: Highlighted key projects including a potential gym expansion (estimated $20–22 million as a standalone modular building), parking lot expansion (at a standstill), and solar panels (added as a potential revenue-generating and cost-saving initiative). Emphasized the plan is a living document and not binding.
- Alton: Confirmed the plan is not set in stone and noted the PA system as a consideration.
- Sherard: Noted two placeholder date fields (marked with X's) that need to be updated with the proper date after the vote.

Conclusion:

- Motion to approve the capital plan was made by Sherard, seconded, and passed by vote.
- Kendra will update the document with today's date after the meeting.

25-26 ANNUAL REPORT TO DESE:

The annual report, required by DESE and due by the 31st, was reviewed. It covers charter faithfulness, academic performance, finances, enrollment, board information, and compliance.

Details:

- Kendra: Summarized the report's key sections: key design elements (civic participation, positive character development, experiential learning, individualized student support), MCAS performance (slight improvement, no decline), curriculum, EL and IEP student outcomes, finances, enrollment (fully enrolled), capital plan, and board/leader information.
- Donna: Confirmed the Board information section reflects the current school year and does not yet need updates for new trustees. Requested a spelling correction to their last name (two R's, two L's).
- Kendra: Noted a formatting issue in one section that the director of operations will correct; content will not change.

Conclusion:

- Motion to approve the 25-26 Annual Report to DESE was made by Donna, seconded by Sherard, and passed by vote.
- Kendra will correct the spelling of the secretary's name and update the capital plan section before submission.

Sherard Johnson made a motion to Approve FY2026 Capital Plan.
Donna Carroll seconded the motion.
The board **VOTED** to approve the motion.
Donna Carroll made a motion to Approve the MLKCSE 2025-2026 Annual Report to DESE.
Sherard Johnson seconded the motion.
The board **VOTED** to approve the motion.
Sherard Johnson left at 6:02 PM.

F. Audit Engagement Letter

Alton Jones made a motion to Approve the Audit Engagement Letter with MP, P.C.
Nealon Jaynes-Lewis seconded the motion.
The Board reviewed and voted on renewing the audit engagement letter with the current auditing firm, MP P.C., for one additional year.

Details:

- Kendra: Explained that the Board had attempted to find a new auditing firm via RFP but received only one response from an unfamiliar firm with unknown charter school experience. The CFO (Megan) recommended staying with MP P.C. for one more year and reissuing an RFP next year.

- Kendra: Also noted that this year is expected to be the first year without a single audit since COVID, which should simplify the process.
- Alton: Moved to approve; nealon seconded.

Conclusion:

- Motion to approve the audit engagement letter with MPPC was passed by vote.
- A new RFP will be issued next year to seek alternative auditing firms.
- Donna (Board Secretary) will e-sign the governance signature page and return it to Kendra.

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

III. Friday Board Retreat

A. Overview and Agenda Planning

The upcoming **in-person** Board Retreat was discussed, including logistics, agenda topics, and attendees.

Details:

- Donna: Proposed using the retreat as a working group session to address tabled items and key governance topics, including the school leader performance evaluation and compensation, bylaws review, board officer positions, and annual meeting scheduling.
- Kendra: Suggested ordering lunch given the 1:00 PM start time; the group agreed.
- Alton: Requested that the previously edited version of the bylaws be printed and available to avoid redundant discussion.
- Kendra: Confirmed she has the last version of the bylaws with edits and will print hard copies for all attendees.
- Donna: Confirmed that newly approved trustees Allison Sullivan and Tim Battle will be invited. Allison is already aware and plans to attend; Tim will be contacted and invited.
- Kendra: Noted that new trustees' votes do not count until DESE approves them, and that their resumes need to be submitted to Alena for DESE processing.

Conclusion:

- Friday retreat: 1:00–5:30 PM, in person at the school, business casual or casual attire.
- Agenda to include: bylaws review, board officer elections/restructuring, committee consolidation discussion, school leader evaluation and compensation, and annual meeting scheduling.
- Kendra will print bylaws with prior edits.

- Donna will notify and invite Allison Sullivan and Tim Battle and communicate the DESE approval process to them.

IV. 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 6:11 PM.

Respectfully Submitted,
Donna Carroll

Documents used during the meeting

- MLKCSE Budget & Spending Plan 26-27.pdf
- MLKCSE 2025-26 Annual Report (WORKING DRAFT).docx.pdf
- MLKCSE Capital Plan FY27_Last updated 3.24.26 - Captial Plan.pdf
- Martin Luther King Jr Charter School of Excellence 2026 Engagement Letter.pdf