APPROVED

Martin Luther King Jr. Charter School of Excellence

Minutes

Monthly MLKCSE Board Meeting

Monthly Meeting of the MLKCSE Board of Trustees

Date and Time
Tuesday October 20, 2026 at 5:30 PM

Location
Topic: Monthly MLKCSE Board Meeting

Join Zoom Meeting:
https://mlkcs-org.zoom.us/j/88216732831?pwd=s6geaJi8is5tuYTvXUgp93ynGzMECd.1

Meeting ID: 882 1673 2831
Passcode: 573504

One tap mobile:
+19292056099,,88216732831#,,,,*573504# US (New York)
+13017158592,,88216732831#,,,,*573504# US (Washington DC)

Join by SIP:
• 88216732831@zoomcrc.com

Join instructions:
https://mlkcs-org.zoom.us/meetings/88216732831/invitations?signature=KgPXLDniYk-bRo1qpicZGBxUNLVICLZnlnJbo7lBbnk

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Trustees Present
Allison Sullivan (remote), Alton Jones (remote), Donna Carroll (remote), Nealon Jaynes-Lewis (remote), Sherard Johnson (remote), Tim Battle (remote)

Trustees Absent
Caleb Pointdujour, Denise Pagan-Vega

Guests Present
Alena Mudry (remote), Brooke Darling - MP CPAs (remote), Kendra Salvador (remote), Megan Garnett (remote), Sharon Blazejowski - MP CPAs (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 Oct 20, 2026 at 5:34 PM.

C. Public Comment

No public in attendance.

D. Approve Minutes from September 15, 2026

Donna Carroll made a motion to approve the minutes from Monthly MLKCSE Board Meeting on 09-15-26.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes from Academic Committee Meeting - June 11, 2026

Donna Carroll made a motion to approve the minutes from June Academic Excellence Committee Meeting on 06-11-26.
Sherard Johnson seconded the motion.
The board **VOTED** to approve the motion.

F. Approve Minutes from Finance Committee Meeting - June 11, 2026

Motion to approve the minutes from.
This item was added to the agenda in error as these minutes had been previously approved by the Board. The below entry of "Motion passed" is to note that these minutes were previously approved.
The board **VOTED** to approve the motion.

G. Approve Minutes from Development Committee Meeting - May 13, 2026

Donna Carroll made a motion to approve the minutes from Lead Team #2 Meeting on 05-13-26.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** to approve the motion.

H. Approve Minutes from Human Resources Committee Meeting - March 13, 2026

Donna Carroll made a motion to approve the minutes from Human Resources Committee Meeting on 03-13-26.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** to approve the motion.

I. Approve Minutes from Executive Session Meeting - April 14, 2026

Donna Carroll made a motion to approve the minutes from Executive Session Meeting on 04-14-26.
Sherard Johnson seconded the motion.
The board **VOTED** to approve the motion.

J. Approve Minutes from Strategic Planning Committee Meeting - April 7, 2025

Donna Carroll made a motion to approve the minutes from Strategic Planning Quarterly Meeting on 04-07-25.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** to approve the motion.

K. Approve Minutes from Executive Session Meeting - March 18, 2025

Donna Carroll made a motion to approve the minutes from Executive Session on 03-18-25.
Sherard Johnson seconded the motion.
The board **VOTED** to approve the motion.

L. Approve Minutes from Strategic Planning Committee Meeting - January 13, 2025

Donna Carroll made a motion to approve the minutes from Strategic Planning Quarterly Meeting on 01-13-25.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** to approve the motion.

II. Executive Director's Report to the Board

A. Executive Director's Report to the Board

Executive Director’s Report

Academics and School Operations:

Kendra reported that beginning-of-year assessments were complete and small-group literacy and math interventions had begun across all grade levels. Writing instruction is being strengthened within literacy blocks, and special education professional development continues.

Individual language goals have been established for multilingual learners. Student success plans have been drafted and will be shared with families during November report card conferences.

The first Parent Advisory Council meeting is scheduled for October 28. More than 140 parent surveys have been collected to inform attendance improvement efforts. Overall student attendance is approximately 95%.

Kendra reported no reportable discipline incidents. The school is fully enrolled, maintains a waiting list, and is accepting applications for the 2027–2028 enrollment lottery.

HVAC Replacement Proposal:

Kendra presented a proposal from Carrier Commercial Service to replace 13 rooftop HVAC units that are reaching the end of their useful lives.

The estimated project cost is approximately $675,000. Potential incentives of up to $214,000 could reduce the net cost to approximately $461,000. Megan confirmed that funds are available. The work is expected to begin in the spring.

Technology and Staffing:

Two new servers, funded by a $35,000 grant, are scheduled for installation on Veterans Day. An RFP process is underway to replace the school's public address system. Device insurance was offered to staff and students; participation was limited in its first year, although the coverage has already benefited a participant whose device was damaged.

A new special education teacher is scheduled to begin November 2. Hiring for a lunch/recess/bus monitor position is nearly complete, pending a reference check.

The school nurse position remains open. Substitute nurses currently provide coverage for all school days. Recruitment continues following interviews with more than 10 candidates.
Donna Carroll made a motion to Approve the Proposal from Carrier Commercial Service to Replace HVAC Units.
Tim Battle seconded the motion.
HVAC Replacement Proposal

Kendra presented a proposal from Carrier Commercial Service to replace 13 rooftop HVAC units that are reaching the end of their useful lives.

The estimated project cost is approximately $675,000. Potential incentives of up to $214,000 could reduce the net cost to approximately $461,000. Megan confirmed that funds are available. The work is expected to begin in the spring.
The board **VOTED** unanimously to approve the motion.

III. Committee Updates

A. Academic Excellence

Academic Excellence Committee Report

Kendra reviewed the five-year strategic plan, accountability plan goals, and beginning-of-year DIBELS and iReady assessment data. Priorities include literacy, writing, structured academic environments, character development, instructional coaching, and culturally responsive practices.

Early-grade assessment results show encouraging progress associated with the school's implementation of the science of reading. Older cohorts have had less exposure to this approach. Fifth grade requires particular attention, including support for approximately 20 students with IEPs in a cohort of approximately 60 students.

Teachers are using flexible small groups to address specific skill gaps and adjusting groups as students progress. Content meetings and an intellectual preparation initiative are intended to deepen teachers' content knowledge and strengthen instructional planning. A partnership with Warner Elementary includes reciprocal school visits every other month.

Allison raised the importance of supporting teachers and preventing burnout. Kendra explained how content meetings and instructional preparation are intended to help teachers manage these demands.

Allison offered to provide professional development on executive functioning and related strategies for students with IEPs. Kendra welcomed the offer and requested Allison's published book review on the topic.

Follow-up: Kendra and Allison will coordinate a staff professional development session. Student assessment data will continue to guide intervention and coaching adjustments.

B. Finance Committee

Tim Battle made a motion to Approve the Financial Statements for Period Ending 06/30/2026.

Allison Sullivan seconded the motion.

Finance Committee Report

Tim Battle reported that the Finance Committee had reviewed the school's finances at its meeting the previous week. No concerns or unusual items were identified.

FY2026 Audit Presentation and Financial Statements

Sharon Blazejowski and Brooke Darling of MP CPAs presented the audit results for the fiscal year ending June 30, 2026, for MLKCSE and Friends of MLK.

The auditors reported a clean, unmodified opinion with no audit findings, material weaknesses, or significant deficiencies in internal controls. They reported no difficulties or disagreements with management. Prior-year findings concerning late MTRS remittances and financial report submissions were resolved.

Financial highlights included approximately $11 million in assets and deferred outflows, $3.1 million in liabilities, and $7.9 million in net position. Operating revenues totaled approximately $9.4 million, and operating expenses totaled approximately $8.6 million. Net position increased by approximately $762,000.

The auditors reviewed the adoption of GASB Statements 103 and 104 and explained that a single audit was not required this year because the federal expenditure threshold had increased to $1 million. One legal response letter remained outstanding, with final financial statements due October 30.

Kendra recognized Megan Garnett's work supporting the audit.
The board **VOTED** unanimously to approve the motion.

C. Governance and Human Resources Committee

Governance and Human Resources Committee

The Governance and HR Committee met and discussed items for training. These items were discussed later in the meeting under the Board Chair Updates.

D. Development Committee

Development Committee Report

Alton reported that O'Shane developed a spreadsheet to identify board members' connections with Springfield-area businesses and support fundraising outreach. The spreadsheet will be distributed to board members for completion.

The Development Committee's slide deck will be presented at the next meeting. Board members were asked to review it in advance.

The board discussed the need to determine a direction for potential school expansion, including prekindergarten or middle school expansion. This decision will inform space planning and the architectural and engineering assessment.

Engineers are scheduled to visit the school on October 26 at 11:00 a.m. to assess electrical, plumbing, and other infrastructure needs. A subsequent Lead Team meeting will review the findings.

Follow-up: Board members will complete the business relationship spreadsheet and review the development materials before the next meeting. Further discussion and a decision regarding the direction of potential expansion are planned for that meeting.

IV. Board Chair Updates

A. Board Chair Updates

Board Chair Updates—Board Participation and Training

Donna reminded trustees to RSVP to meeting invitations in BoardOnTrack so quorum can be confirmed in advance.

Board onboarding training is being developed with BoardOnTrack and the Massachusetts Public Charter School Association. The training will be offered live, recorded for future use, and required for all trustees.

Donna also reported that a board leadership succession plan is being developed to complement the existing executive director succession plan. The template to create such a succession plan is provided for review and we will address it at a future meeting.

B. Executive Director Oversight and Evaluation

Executive Director Evaluation

Donna reported that Kendra submitted her self-evaluation following technical difficulties with the submission process.

Board members will receive a survey through BoardOnTrack to evaluate Kendra's performance for the 2025–2026 school year. Donna will establish and communicate a completion deadline.

C. Bylaws Revision

Bylaws Update

Donna reported that the proposed bylaws revisions were submitted to DESE following review and feedback from legal counsel. DESE acknowledged receipt. Further action will depend on DESE's review and feedback.

D. Executive Session

Executive Session

Donna reported that the planned executive session would not be held because sufficient advance notice had not been provided. If still needed, the executive session will be rescheduled with appropriate notice.

V. Other Business

A. New Items for Discussion?

There were no new items suggested for discussion.

VI. Closing Items

A. Adjourn Meeting

Donna Carroll made a motion to Adjorun.
Nealon Jaynes-Lewis seconded the motion.
The board **VOTED** 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 6:47 PM.

Respectfully Submitted,
Donna Carroll

Documents used during the meeting

- MLKCSE 5-Year Strategic Plan (2026-2031).pdf
- Executive Director's Report to the Board October 2026.pdf
- Academic Committee Report - September 2026.pdf
- Budget vs. Actual September Summary.pdf
- MLK Sept 2026 Balance Sheet.pdf
- RTU Replacement Project Budget Proposal.pdf
- 2026 Board Communication Letter - MLKCSE 10202026.pdf
- Martin Luther King Jr. Charter School of Excellence 2026 Financial Statements DRAFT 10.15.2026.pdf

- MLKCSE_Board_Development_Update_October_2026_ED_Review (1).pdf
- Board Leadership Succession Planning Template.docx