

APPROVED



Martin Luther King Jr. Charter School of Excellence

Minutes

Finalize 22-23 MLKCSE Employee Handbook

Date and Time

Friday August 12, 2022 at 4:30 PM

Committee Members Present

Emma Ford (remote), Patricia Rapinchuk (remote), Teremar Rodriguez-Vazquez (remote)

Committee Members Absent

None

Guests Present

Kendra Salvador (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

II. Human Resources

A. Edit final revisions to 22-23 MLKCSE Employee Handbook

Committee members reviewed, discussed and edited all new and amended sections of the Employee Handbook, which included policies and procedures on employee referral

bonuses, pay increase for advanced degrees, reporting concerns and complaints, requesting accommodations, work hours, dress code and paid time off.

B. Approve 22-23 Employee Handbook

Patricia Rapinchuk made a motion to approve the Employee Handbook with the revisions.

Teremar Rodriguez-Vazquez seconded the motion.

It was noted that the full Board voted to authorize the Human Resources Committee to approve the Employee Handbook.

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

III. 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 6:25 PM.

Respectfully Submitted,
Patricia Rapinchuk

Documents used during the meeting

- MLKCS Employee Handbook 2022 - 2023 School Year.docx