DRAFT

Martin Luther King Jr. Charter School of Excellence

Minutes

Monthly HR Committee Meeting

Date and Time
Tuesday October 11, 2022 at 5:30 PM

Committee Members Present
Emma Ford (remote), Kendra Salvador (remote), Patricia Rapinchuk (remote), Teremar Rodriguez-Vazquez (remote)

Committee Members Absent
Alena Mudry

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Patricia Rapinchuk called a meeting of the Human Resources Committee Committee of Martin Luther King Jr. Charter School of Excellence to order on Tuesday Oct 11, 2022 at 5:36 PM.

C. Approve Minutes

Teremar Rodriguez-Vazquez made a motion to approve the minutes from 8-12-2022 Finalize 22-23 MLKCSE Employee Handbook on 08-12-22.
Emma Ford seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Human Resources

A. Staff Diversity Policy

Kendra updated the Committee on the status of the Commitment to Diversity and Inclusion. Since she last shared the document with the Committee, Kendra has shared it with others, including an outside consultant and members of the team for feedback. The document was reviewed by the Committee and we agreed that it was ready to be presented to the full Board. Kendra emphasized that this will likely be an evolving document, and that specific anti-racism language will be added in the future.

B. ED Succession Plan

The Committee briefly revisited the ED Succession Plan and agreed that it is likely in final form. The document, which has been added to the HR Committee section of Board on Track, will be shared with the full Board at the next meeting, and will be reviewed at least annually in conjunction with the ED evaluation.

C. Human Resources Committee Goals

Annual update (or more frequent if needed) of the Employee Manual, the Diversity and Inclusion Policy and the ED Succession Plan.

The Committee plans to ask for Board input on any other projects that can be added to our goals.

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 6:00 PM.

Respectfully Submitted,
Patricia Rapinchuk