

DRAFT



# Martin Luther King Jr. Charter School of Excellence

## Minutes

### HR Committee Meeting

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#### Date and Time

Wednesday March 1, 2023 at 12:00 PM

#### Location

Board Of Trustees is inviting you to a scheduled Zoom meeting.

Topic: HR Committee Meeting

Time: Mar 1, 2023 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84651034980?pwd=YUIEaW8rV2p3d2s1VFJrdXRpWUE3dz09>

Meeting ID: 846 5103 4980

Passcode: 354681

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/kc9yHxGwdb>

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Meeting was held on March 3, 2023 at 12:30 pm

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#### **Committee Members Present**

Patricia Rapinchuk, Teremar Rodriguez-Vazquez

#### **Committee Members Absent**

Alena Mudry, Kendra Salvador

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

### **II. Human Resources**

#### **A. ED Evaluation**

The Committee members reviewed the report consolidating the evaluations completed by Board members, selected staff members and the Executive Director and reviewed the process for taking the raw data to create a unified performance evaluation memo of the Executive Director. It was agreed that the report containing the data should be divided among the 2 members present and the Board Chair to create drafts of each section consistent with the sample evaluation memo on Board on Track and past evaluations. It was also agreed that the three participants would exchange their drafts by Friday, 3/10/2023 and that another meeting would be scheduled for the week of March 13 to review all drafts and make any necessary edits. Teremar agreed to create the final document for review, with a goal of submitting it to the full Board by 3/16/2023 to be included on the agenda for the next full Board meeting on March 21, 2023.

### **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 1:30 PM.

Respectfully Submitted,  
Patricia Rapinchuk