



# Martin Luther King Jr. Charter School of Excellence

## Minutes

### Monthly ED Support Committee Meeting

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#### Date and Time

Thursday December 14, 2023 at 12:00 PM

#### Location

Zoom

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#### Committee Members Present

#### Committee Members Absent

None

#### Guests Present

Kendra Salvador (remote), Teremar Rodriguez-Vazquez (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Kendra Salvador called a meeting of the Executive Director Support And Evaluation Committee of Martin Luther King Jr. Charter School of Excellence to order on Thursday Dec 14, 2023 at 12:05 PM.

#### C. Approve Minutes

## II. Executive Director Support And Evaluation

### A. Updates

- Finishing ED report
- Finished self-evaluation
- Opened donation account
- Gala - profit was \$2,175.60
- Setting up math intervention through DESE grant for 24 4th graders
- Holiday party - 12/22/23
  - Retention - 5, 10 and 15 years of service
  - Bonuses? \$200?
- Winter Wonderland - 12/14/23
- New Staff Orientation Check-in - 12/13/24
- EPIMS and SCS are submitted
- ESSER Amendments and Capital Exp. forms complete
- EOY Financial Statement complete
- MPCSA Compensation Survey complete
- DESE Staff Vacancy Survey complete
- Round 1 supervision observation will be complete by end of next week
- Last day for students 12/22 - noon dismissal
- Next monthly assembly: January 5th (8:40-9:10 grades 3-5; 9:15-9:45 grades K-2)
- Parking lot project has lift off - traffic study and site survey in progress

## III. Other Business

### A. Draft agenda for Dec. Board Meeting

- Reached out to Dean for monthly meditation
- Teremar to post/link minutes from last month's meeting
- Kendra to upload monthly ED report
- Kendra is adding monthly Board meetings and committee meetings to Board on Track

## 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 12:45 PM.

Respectfully Submitted,  
Teremar Rodriguez-Vazquez