

HARLEM PUBLIC SCHOOLS
Working Board Meeting
March 2, 2022

ROLL CALL/CALL TO ORDER

Chairperson Johnathan Walker called the meeting to order at 6:03PM. Trustees present were Johnathan Walker, Kathleen Adams, and Valerie Blackcrow. Mike King and John Young were absent. Dr. Arlene Bigby, Superintendent; Cassie Handran, Business Manager/Clerk; and Teresa Cornell, Interim Business Manager were also present.

A. REVIEW JOB DESCRIPTIONS

Trustees reviewed the following Job Descriptions:

- Technology Director
- Facilities Director
- Activities Director
- Business Manager School Clerk
- School Nurse

Approval for these Job Descriptions will be set for the next Regular Board Meeting.

The following Job Descriptions are to be reviewed:

- Head Cook
- Assistant Cook
- Secretary
- Classroom Aid (Paraprofessional)

B. ADJOURN

The next Regular Board Meeting was rescheduled for March 23, 2022.

Motion by Kathleen Adams to adjourn at 7:10 PM. Second by Valerie Blackcrow, motion carried 5 for.

Johnathan Walker, Chairperson

Cassie Handran, Clerk