

**HARLEM PUBLIC SCHOOLS**  
**Special Board Meeting**  
**August 22, 2022**

**ROLL CALL/CALL TO ORDER**

Chairperson Johnathan Walker called the meeting to order at 6:00 PM. Trustees present were Johnathan Walker, Kathleen Adams (via phone), and Leslie J. Horn. Mike King and Valerie Blackcrow were absent. Dr. Arlene Bigby, Superintendent; Cassie Handran, Business Manager/Clerk and 4 guests were also present.

**A. JOB DESCRIPTIONS**

Motion by Leslie J. Horn to approve revisions made to the following Job Descriptions:

- Administrative Assistant
- Assistant Activities Director
- Special Education Coordinator

Second by Kathleen Adams and motion carried 3 for, 2 absent (King and Blackcrow).

**B. HANDBOOKS**

Motion by Leslie J. Horn to approve 2022-23 Harlem School Handbooks with revisions. Second by Kathleen Adams and motion carried 3 for, 2 absent (King and Blackcrow).

**C. CONSIDERATION OF CONTRACTS FOR 2022-23 COACHES/EXTRA-CURRICULAR POSITIONS**

Motion by Leslie J. Horn to hire Mitchell King as JH Head Football coach for the 2022-23 SY, per the C.B.A. Second by Kathleen Adams and motion carried 3 for, 2 absent (King and Blackcrow).

**D. SUB/EXTRAHELP/VOLUNTEER LIST APPROVAL**

Motion by Leslie J. Horn to approve the sub/extra help/volunteer list of applicants below with the district reserving the right to withdraw the offer based upon the results of the background check and age requirement.

Courtney Bell                      Substitute Teacher      \$17.46/hr

Second by Kathleen Adams and motion carried 3 for, 2 absent (King and Blackcrow).

**E. ADJOURN**

Motion by Leslie J. Horn to adjourn at 6:29 PM. Second by Kathleen Adams and motion carried 3 for, 2 absent (King and Blackcrow).