

DT Howard Middle School

Date: February 23, 2026

Time: 4:45pm

Location: Virtual/YouTube:

<https://www.youtube.com/@DavidTHowardMiddle/streams>

- I. Call to order: 4:46pm
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Tekeshia Hollis	P
Parent/Guardian	Doug Brooks	P
Parent/Guardian	Deonne Malick El-Deiry <i>Chair & Cluster Advisory Team (CAT) Representative</i>	P
Parent/Guardian	Joshua Griggs	P
Instructional Staff	Regina Bryant	P
Instructional Staff	Sudie Nolan-Cassimas <i>Vice Chair</i>	P
Instructional Staff	Jason Langbehn	P
Community Member	Heena Patel <i>Secretary</i>	P
Community Member	Boyd Baker	A
Swing Seat	Jenny Reiner	P
Student (High Schools)		

Quorum Established: YES

III. Action Items

- a. **Approval of Agenda:** Motion made by: Sudie Nolan-Cassimas Seconded by: Joshua Griggs
 Members Approving: 8
 Members Opposing: 0
 Members Abstaining: 0
 Motion Passes
- b. **Approval of Previous Minutes:**
 Motion made by: Joshua Griggs Seconded by: Sudie Nolan-Cassimas
 Members Approving: 8
 Members Opposing: 0
 Members Abstaining: 0

Motion Passes

IV. Discussion Items

a. Discussion Item 1: Family Engagement Meeting Update

Details

- Tekeshia: Reported on the February 10 stakeholder engagement event with approximately 30 attendees (8 parents)
- Tekeshia: Shared feedback about communication gaps between teachers and families
- Josh: Added observations about parents needing timely information and wanting to engage with teachers without being burdensome
- Deonne: Noted the transition challenges from elementary to middle school and parents' desire to establish rapport with teachers

Conclusion

- Communication consistency needs improvement, especially with website changes
- Families transitioning from elementary to middle school need additional support
- Feedback aligns with strategic objectives for stakeholder communication

b. Discussion Item 2: FY27 Budget Proposal and Changes

Details

- Tekeshia: Presented the updated budget proposal addressing previous questions about data-driven instruction, intervention, enrichment, class sizes, and safety
- Tekeshia: Explained class sizes are consistently below the district's recommended 30 students per class
- Tekeshia: Detailed how budget allocations align with the school's ten strategic objectives
- Tekeshia: Highlighted changes from previous draft including decreased substitute allocation and addition of part-time parent liaison position
- Josh: Affirmed the decision to reallocate funds from substitutes to parent liaison position
- rbryant: Questioned the shift from master teacher leaders to instructional coaches
- Tekeshia: Clarified this was the first year the district allocated instructional coach positions

Conclusion

- 77% of the budget (approximately \$12 million of \$16 million) is allocated to direct instruction
- The budget includes two instructional coaches (one ELA, one math) as allocated by the district

- The budget aligns with all ten strategic objectives

c. Discussion Item 3: Budget Vote

Details

- Jason Langbehn: Motioned to approve the budget
- Josh: Seconded the motion
- Deonne: Called for a vote

Conclusion

- The FY27 budget was approved unanimously

d. Discussion Item 4: Principal's Report

Details

- Tekeshia: Reported current enrollment at approximately 1,192 students
- Tekeshia: Noted CCRPI attendance at 90.4%
- Tekeshia: Shared that cell phone usage is the top behavioral infraction with 186 incidents
- Tekeshia: Announced upcoming events including Beta Club induction and Black History program
- Tekeshia: Highlighted student achievements in District Technology Fair and Metro Science Fair

Conclusion

- Several students won awards at district competitions and will advance to state level competitions
- Cell phone infractions remain the top behavioral issue but are relatively low in number

e. Discussion Item 5: GO Team Elections

Details

- Tekeshia: Reminded that declarations for GO Team positions are open until February 28
- Tekeshia: Noted there are two parent/guardian seats and two instructional staff seats vacant for next year

Conclusion

- Interested candidates need to submit declarations by February 28

Challenges

- Balancing the need for parent-teacher communication while respecting teachers' time and workload
- Managing the transition from elementary to middle school for incoming students and families
- Addressing communication consistency across different platforms (Schoology, website)
- Adapting to district-level changes in budget allocations for positions like instructional coaches

Action items

Heena

- Include all emailed job descriptions and resources in the meeting minutes
- Include the family engagement presentation in the meeting minutes

Tekeshia

- Update the budget presentation on the website with answered questions
- Meet with Associate Superintendent Douglas for budget review
- Attend Staffing Conferences on Thursday
- Correct the Beta Club induction date to February 26

Deonne

- Share athletic stipend information with the GO Team when available
- Add the Accelerate APS flyer to meeting minutes
- Share information about upcoming Accelerate APS events on Facebook pages
- **Future Agenda Item**
 - Review Reading Plus data for intervention students

V. Adjournment

Motion made by: Sudie Nolan-Cassimas ; Seconded by: Joshua Griggs

Members Approving: 8

Members Opposing: 0

Members Abstaining: 0

Motion Passes

ADJOURNED AT 5:40pm

Minutes Taken By: Heena Patel

Position: Secretary

Date Approved: [Insert Date When Approved]

Job Descriptions

Instructional Coach:

POSITION SUMMARY

The Instructional Coach position is designed to build teachers’ capacity in content and pedagogy by providing and supporting ongoing content-focused professional learning coupled with content-specific coaching and feedback plus monitoring and analyzing student learning as a means of deepening teachers’ content knowledge, improving practice, and elevating student achievement.

MINIMUM REQUIREMENTS

EDUCATION:

- Master’s Degree from an accredited institution in a related field required.

CERTIFICATION/LICENSE:

- Must hold or be eligible for a certificate issued by the Georgia Professional Standards Commission at T5 or above

WORK EXPERIENCE:

- 3 years of successful teaching experience is required.

Master Teacher Leader:

POSITION SUMMARY

Master Teacher Leaders improve instructional practice and student outcomes through direct coaching, feedback, and development of a group of teachers. The Master Teacher Leader also serves as a member of the school’s leadership team and/or leads one or more strategic initiatives tied to school goals and improvement plans. Master Teacher Leaders are classroom teachers who receive significant release time (50% or more) from teacher of record duties to fulfill their teacher leadership responsibilities.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor’s degree required; Master’s, Specialist, Doctorate degree preferred

CERTIFICATION/LICENSE:

- T4 –T7 Georgia Professional Certification
- Overall TKES summative score of 21 or higher, or SGP rating of Level IV or higher

WORK EXPERIENCE:

- 4 or more years of successful teaching experience in a K-12 classroom setting, with at least 1 year of experience teaching at Atlanta Public Schools
- Experience in “experienced” and “advanced” level teacher leader career pathway roles
- Experience participating in or are willing to participate in APS’ Teacher Leader Endorsement Program

School Communication Liaison:

MINIMUM REQUIREMENTS

EDUCATION:

- Associate's degree or higher in instructional technology, marketing, visual communications, multimedia, design or related field.

CERTIFICATION/LICENSE:

- Valid driver's license and availability of private transportation.

WORK EXPERIENCE:

- 3 years work experience as a graphic designer or related position/experience, working with both print and online channels.

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication and writing skills, and editorial judgment.
- Proficient in the use of Adobe Creative Suite (including PhotoShop, Illustrator, In Design).
- Working knowledge of Java script preferred.
- Knowledge of HTML, Word Press and social media platforms.
- Must understand the requirements and distinctions of print / web / broadcast design.
- Strong technical support and troubleshooting skills.
- Ability to work in a fast-paced environment, handle multiple tasks, respond effectively to unexpected challenges, and work both independently and collaboratively with team members and staff.
- Experience with Final Cut Pro, Adobe After Effects and motion graphics a plus.

Family Engagement Breakdown

