



# Harriet Tubman Village Charter School

*A Leader in Me School*



## **EMERGENCY BOARD MEETING**

**The Board Chairperson has Declared an  
Emergency Meeting of the Board of Directors  
Wednesday, March 11th, 2020, at 6:30PM in School Library  
6880 Mohawk Street, San Diego, CA 92115 – (619) 668-8635    [www.tubmancharter.org](http://www.tubmancharter.org)**

**NOTE: This meeting will take place as described in CA Education and Government Code as shown below.**

**Emergency Meetings-** In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting **without** complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: 1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board. 2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board.

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)



# Harriet Tubman Village Charter School

*A Leader in Me School*



## **I. CALL TO ORDER**

- A. Roll Call of Board Members
- B. Pledge to the American Flag
- C. Approval of the Agenda- any changes for either the full agenda or the consent calendar must be made at this time

- II. PUBLIC COMMENT**— Anyone wishing to address the Board on agenda, non–agenda, and/or Closed Session items may do so. Individual speakers will be limited to three (3) minutes. Total public input on any one subject will be limited to fifteen (15) minutes, and may be extended at the discretion of the Board Chairperson. Comments on an agenda item may be taken when the agenda item is discussed by the Board. Comments on non–agenda items will be heard before the Consent Motion if there are three written requests or less per topic. If there are more than three written requests per topic, then the comments from the audience will be held until the end of the Agenda.

## **III. DISCUSSION/ACTION ITEMS**

- A. Declaration that an emergency situation exists warranting an emergency meeting of the Tubman Board of Directors
- B. Consideration and action of resolution granting emergency powers to the CEO & Principal (see below)

## **IV. ADJOURNMENT**



# Harriet Tubman Village Charter School

*A Leader in Me School*



## **RESOLUTION OF EMERGENCY ACTION FOR MARCH 11, 2020**

**BACKGROUND:** IN DECEMBER 2019 an outbreak of respiratory illness due to novel Coronavirus (a disease now known as COVID-19) was identified and has impacted and has impacted more than 75 countries of the United States. As of March 4th, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California. Officials expect the number of cases in California, United States, and worldwide to increase. As of March 4th, 2020, Governor Newsom declared a State of Emergency to enable State and Local agencies to operate more effectively.

### **RESOLUTION:**

1. The CEO & Principal and/or his designee of Harriet Tubman Village Charter School (HTVCS) are hereby authorized to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at HTVCS, including but not limited to: the relocation of students and staff, provision of alternative educational options, provisions of leave of absence to employees with pay due to quarantine or recently returning from level 3 countries or sick from COVID19 or illnesses with similar symptoms (e.g. cough, fever, shortness of breath), or co-habitants of any individuals without any impact to their benefit time, directing staff to serve as disaster service workers, and/or make alterations, repairs, or improvements to school property.
2. Take action and approve, declaring emergency conditions exist with HTVCS as a result of the threat of COVID-19 virus.
3. Authorize under the provisions of section 20113 of the California Public Contract: “The CEO & Principal and/or designee to enter into any and all contracts necessary, without advertising or inviting bids, and for any dollar amount necessary to respond to the emergency conditions at HTVCS, including, but not limited to: the relocation of students and staff; continued instruction of students; maintenance of food supplies, instructional materials, operational support supplies, equipment in support in possible virtual learning, and provision of adding personnel such as nurses; and the flexibility with use of custodial staff, notwithstanding section 20114, to enable and support HTVCS.”

**APPROVED THIS ELEVENTH DAY OF MARCH 2020:**

---

**Eric Sams, Board President**

---

**Ryan Woodard, CEO & Principal**



# Harriet Tubman Village Charter School

*A Leader in Me School*



Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the Harriet Tubman Village Charter School encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (619) 668-8635 or [llagrone@tubmancharter.org](mailto:llagrone@tubmancharter.org) by noon of the business day prior to the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you. 72 Hours prior to each Regular Board meeting, a copy of all available documents supporting the agenda items are available on the website

## **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

Harriet Tubman Charter School (School) welcomes your participation at the School's Board of Directors meetings. The purpose of a public meeting of the Board of Directors (Board) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas and "Request to Speak" Forms** are available at the door to the meeting. If you wish to speak, please fill out the speaker slip and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
- 2. Public Communication on Non-Agenda Issues:** This is an opportunity for members of the audience to raise issues that are not specifically on the agenda. You will be given an opportunity to speak for a maximum of three (3) minutes & total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue & not respond or take action. The Board may provide direction to staff to respond to your concerns or you may be offered the option of returning with a citizen-requested item.
- 3. Agenda Items:** To address the Board on agenda items, please specify the item on which you wish to speak on your "Request to Speak". You will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
- 4. Public Records:** Any public records relating to an agenda item for an open session of the Board that are distributed to the Board members shall be available for public inspection at the School office. Minutes of each Board meeting will also be available at the School office.
- 5. Americans with Disabilities Act (ADA):** Upon request three days in advance, the School will furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate assistance in order to participate in Board meetings are invited to contact the Board Secretary, at (619) 668-8635 or [llagrone@tubmancharter.org](mailto:llagrone@tubmancharter.org) by noon of the third business day preceding the Board meeting.
- 6. Translation Services:** Translation services are available by notifying the above school office by noon on the third business day preceding the Board meeting.
- 7. Board Documents:** 72 Hours prior to each Regular Board meeting, Board Agenda will be posted to the school website and a copy of all available documents are available upon request.