**[Benteen Elementary School]**

**Date: [February 24, 2020]**

**Time: [3:30]**

**Location: [Conference Room ]**

1. **Call to order:** [3:35 pm ]
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | Dr. Andrew Lovett | Present |
| **Parent/Guardian** | Ms. Vanessa Sanchez | Present |
| **Parent/Guardian** | Dr. Tonya Spurley | Present |
| **Parent/Guardian** | Vacant |  |
| **Instructional Staff** | Ms. Kai Jackson | Absent |
| **Instructional Staff** | Mrs. Wilma Brightharp | Present |
| **Instructional Staff** | Ms. Michelle Partridge | Present |
| **Community Member** | Mr. Jim Williamson | Present |
| **Community Member** | Vacant |  |
| **Swing Seat** | Brian Bowers | Absent |
| **Student** *(High Schools)* |  |  |

**Guests Present:** N/a

**Quorum Established:** [Yes]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Ms. V. Sanchez]; Seconded by: [Mrs. W. Brightharp]

Members Approving: All present

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

* 1. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Ms. V. Sanchez]; Seconded by: [Ms. M. Partridge]

Members Approving: All present

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

* 1. **Action Item 1:** [2017-2020 Strategic Plan Review: the team reviewed the strategic plan to determine which items would move or be revised based on data and current status of the goal.

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [FY ’21 Budget Development presentation]
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [Reviewed the Principal’s report]
3. **Announcements**
4. **Adjournment**

Motion made by: [Ms. V. Sanchez]; Seconded by: [Ms. K. Jackson]

Members Approving: All present

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

**ADJOURNED AT** [4:30 pm]

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**Minutes Taken By:** [Ms. K. Jackson

**Position:** [Secretary]

**Date Approved:** [Insert Date the Minutes are **APPROVED** by the GO Team]