

# Meeting Minutes

**West Manor Elementary**

**Date:** January 28, 2020

**Time:** 3:00 PM

**Location:** West Manor ES – Media Center

**I.** Call to order: 3:08 PM

**II.** Roll Call

| Role                   | Name (or Vacant)      | Present or Absent |
|------------------------|-----------------------|-------------------|
| Principal              | Dr. Reginald Lawrence | Present           |
| Parent/Guardian        | Charmaine Quaye       | Present           |
| Parent/Guardian        | Christan Duncan       | Absent            |
| Parent/Guardian        | Vacant                |                   |
| Instructional Staff    | Dietrice Bennett      | Present           |
| Instructional Staff    | Azuree Walker         | Present           |
| Instructional Staff    | Kimberly Smallwood    | Present           |
| Community Member       | Bridget Priest        | Present           |
| Community Member       | Margaret Vaughn       | Absent            |
| Swing Seat             | Mariel Lawrence       | Present           |
| Student (High Schools) | N/A                   |                   |

**Guests Present:** None

**Quorum Established:** Yes

**III.** Action Items *(add items as needed)*

- a. **Approval of Agenda:** Motion made by: Mariel Lawrence Seconded by: Azuree Walker  
**Members Approving:** R. Lawrence, C. Quaye, D. Bennett, A. Walker, K. Smallwood, B. Priest  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**
- b. **Approval of Previous Minutes:** Motion made by: Mariel Lawrence Seconded by: Dietrice Bennett  
**Members Approving:** R. Lawrence, C. Quaye, A. Walker, K. Smallwood, B. Priest  
**Members Opposing:** None  
**Members Abstaining:** None

# Meeting Minutes

## Motion Passes

### IV. Discussion Items

- a. **Discussion Item 1: Release of 2019 CCRPI**
  - i. West Manor's CCRPI rating has increased by nine points.
  - ii. West Manor has been recognized as a "Beating the Odds" school by outperforming expectations.
- b. **Discussion Item 2: Renovation Update**
  - i. West Manor is on schedule for renovation during the 2020-2021 school year.
  - ii. During the renovation, students and staff will be relocated to the previous Margaret Fain school building.
  - iii. Every teacher is expected to have their own space (i.e. music, art, & Spanish)
  - iv. Dr. Lawrence and the project committee have upcoming meetings with potential contractors (next meeting scheduled for 2/6/20).
- c. **Discussion Item 3: Strategic Planning**
  - i. The committee began discussion of our proposed strategic plan & priorities.

### V. Information Items

- a. **Power My Learning** – 3<sup>rd</sup> grade students received laptop computers through the Power My Learning grant.
- b. **Tablet 2 Read** – First and second grade students received iPads via the district's Tablet 2 Read program, which is dedicated to improving the literacy skills of our primary students.
- c. **Extended Day Tutorial** – Tutorial sessions will begin February 2020 for our 3<sup>rd</sup> – 5<sup>th</sup> grade students in preparation for the Georgia Milestones.

### VI. Announcements

- a. Data Day is scheduled for January 28, 2020 to coincide with the PTO meeting.
- b. Parents will have an opportunity to discuss their child's current progress with the teacher.

### VII. Adjournment

Motion made by: **Dietrice Bennett** Seconded by: **Kimberly Smallwood**

**Members Approving:** R. Lawrence, C. Quaye, A. Walker, B. Priest, M. Lawrence

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

## Meeting Minutes

**ADJOURNED AT** 4:21 PM

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**Minutes Taken By:** Azuree Walker

**Position:** Secretary

**Date Approved:**