

# Meeting Minutes

**West Manor Elementary**

**Date: February 18, 2020**

**Time: 3:00 PM**

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

**I. Call to order: 3:09 PM**

**II. Roll Call**

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Reginald Lawrence	Present
Parent/Guardian	Charmaine Quaye	Absent
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	Present
Swing Seat	Mariel Lawrence	Present
Student (High Schools)	N/A	

**Guests Present: None**

**Quorum Established: Yes**

**III. Action Items**

- a. **Approval of Agenda:** Motion made by: **Mariel Lawrence** Seconded by: **Dr. Reginald Lawrence**  
**Members Approving:** D. Bennett, A. Walker, K. Smallwood, B. Priest, & M. Vaughn  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*  
 Motion made by: **D. Bennett** Seconded by: **K. Smallwood**  
**Members Approving:** R. Lawrence, A. Walker, B. Priest, M. Vaughn, & M. Lawrence  
**Members Opposing:** None  
**Members Abstaining:** None

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### Motion Passes

- c. **Action Item 1:** No actions were taken during this meeting

Motion made by:

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

### IV. Discussion Items

- a. **Discussion Item 1: Strategic Plan – Updates**

- i. West Manor is on pace with the district's and cluster's five-year strategic plan.

- b. **Discussion Item 2: Budget**

- i. Dr. Lawrence presented the proposed budget for the 2020 – 2021 school year  
ii. The proposed budget includes a projected reduction of five students  
iii. According to the proposed budget, West Manor is not predicted to have a reduction in staff

- c. **Discussion Item 3: IB Updates**

- i. Mrs. Walker discussed the necessary steps we need in order to become an authorized IB school  
ii. Mrs. Walker and the administrative team are in the process of completing our IB application and it will be submitted prior to the end of the current school year  
iii. IB authorization visit should occur at the start of the 2020 – 21 school year.

### V. Information Items

- a. **Tablet 2 Read** – 1<sup>st</sup> and 2<sup>nd</sup> graders are enjoying use of the iPads during literacy instruction  
i. Teachers will begin allowing the students to take home their iPads beginning in early March

### VI. Extended Day Tutorial – Beginning February 18, 2020

- i. Extended Day tutorial is provided for 3<sup>rd</sup> – 5<sup>th</sup> grade students in preparation for the Georgia Milestones.

### VII. Announcements

- a. Third grade students are competing in a statewide reading completion using the MyOn digital platform  
i. The tournament is aligned with the NCAA's Final Four basketball tournament

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- ii. Students have received prizes and are excited about moving forward in the competition

### VIII. Adjournment

Motion made by: [K. Smallwood](#) Seconded by: [M. Lawrence](#)

**Members Approving:** Dr. Lawrence, D. Bennett, A. Walker, B. Priest, M. Vaughn

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

**ADJOURNED AT** [4:22 PM](#)

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**Minutes Taken By:** [M. Lawrence](#)

**Position:** [Chairperson](#)

**Date Approved:**