

# Meeting Minutes

## West Manor Elementary School

Date: **October 16, 2019**

Time: **3:00 pm**

Location: **West Manor Elementary School**

I. Call to order: **3:05 pm**

II. Roll Call

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

Guests Present: **N/A**

Quorum Established: **Yes**

### III. Action Items

- a. **Approval of Agenda:** Motion made by: **D. Bennett** ; Seconded by: **R. Lawrence**  
**Members Approving:** R. Lawrence, D. Bennett, A. Walker, C. Quaye, B. Priest, M. Lawrence, K. Smallwood  
**Members Opposing:**  
**Members Abstaining:**  
**Motion Passed**
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*  
 Motion made by: **D. Bennett**; Seconded by: **R. Lawrence**  
**Members Approving:** R. Lawrence, D. Bennett, A. Walker, C. Quaye, B. Priest, M. Lawrence, K. Smallwood

## Meeting Minutes

Members Opposing:

Members Abstaining:

Motion Passed

### IV. Discussion Items

- a. **Discussion Item 1:** Public release of the CCRPI scores will be by the end of the month. We will be focused on how many progress points were earned and if it increased from last year.
- b. **Discussion Item 2:** West Manor is on track to be renovated for the 2020-2021 school year. Renovations will include addition of a gym, classrooms, office and parking spaces. Each instructional support person will have their own space. The funding was supported by the SPLOST. We will finalize our temporary location by Winter Break.
- c. **Discussion Item 3:** Student attendance at West Manor has declined. We are looking into additional incentives to encourage daily attendance. Staff attendance is also a concern since the new calendar does not include a fall break for teachers.
- d. **Discussion Item 4:** Climate surveys are being completed by students, staff and parents. Students were given the surveys in class, parents received a link for the survey by way of Class Dojo. Staff received a survey link to their work emails.

### V. Information Items

- a. **Principal's Report** Cluster Night was a huge success. Dr. Lawrence encouraged the team to find ways to increase community involvement and advocate for the great things going on in the cluster. Suggestions included putting flyers in local businesses, attending the local town hall meetings, and engaging city council representatives for this area.
- b. **Information Item 2** Red Ribbon Week is October 21-25, 2019. Students will participate in different activities all week to bring awareness to drug use and bullying
- c. **Information Item 3** Scholastic Book Fair October 21-25, 2019

### VI. Announcements Pink Friday October 18, 2019. Staff and students will wear pink in support of breast cancer awareness

### VII. Adjournment

Motion made by: M. Lawrence; Seconded by: A. Walker

Members Approving: R. Lawrence, D. Bennett, A. Walker, C. Quaye, B. Priest, M. Lawrence, K. Smallwood, M. Vaughn

## Meeting Minutes

Members Opposing:

Members Abstaining:

**Motion** Passed

**ADJOURNED AT** 3:41 pm

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**Minutes Taken By:** Azuree Walker

**Position:** GO Team Secretary

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