

## Meeting Summary

**West Manor Elementary**

**Date: February 18, 2020**

**Time: 3:00 PM**

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

### I. 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	Absent
Student (High Schools)	N/A	

### II. Discussion Items

- a. **Discussion Item 1:** Strategic Plan – Updates
  - i. West Manor is on pace with the five year strategic plan
- b. **Discussion Item 2:** Budget
  - i. Dr. Lawrence presented the proposed budget for the 2020-2021 school year
  - ii. Proposed budget includes a projected reduction of five students
  - iii. Budget needs to be approved prior to March 13, 2020
- c. **Discussion Item 3:** IB Updates
  - i. Mrs. Walker discussed the necessary steps we need in order to become IB authorized.
  - ii. IB authorization application will be submitted prior to the end of the current school year

### III. Information Items

## Meeting Summary

- a. Tablet 2 Read – 1<sup>st</sup> and 2<sup>nd</sup> grade students 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
- b. Extended Day Tutorial- Beginning February 18, 2020
  - i. Extended Day tutorial provided for 3<sup>rd</sup> – 5<sup>th</sup> grade students in preparation for the GA Milestones.

#### IV. Announcements

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

#### V. Adjournment

**Motion** to dismiss passed