

Meeting Minutes

West Manor Elementary

Date: September 10, 2019

Time: 4:30 PM

Location: West Manor ES – Media Center

XV. Call to order: 4:33 PM

XVI. Roll Call

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

Quorum Established: [Yes or No]

XVII. Action Items (add items as needed)

A. **Approval of Agenda:** Motion made by: **Mariel Lawrence** Seconded by: **Reginald Lawrence**

Members Approving: **Charmaine Quaye**

Members Opposing: **None**

Members Abstaining: **None**

Motion [**Passes/Fails**]

B. **Fill Vacant Positions (copy and complete table for each vacant position)**

Vacant Position:	Community
Nominee's Name:	Bridget Priest
GO Team Members In favor	Reginald Lawrence, Mariel Lawrence, Charmaine Quaye, Kimberly Smallwood, Margaret Vaughn, Christan Duncan

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GO Team Members Opposed	
GO Team Members Abstaining	

C. Fill Open Community Member Seat:

Open Position:	Community Member
Nominee's Name:	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

D. Fill Open Swing Seat *(copy and complete table for each nominee for each position – list winners where indicated)*

Open Position:	Swing Seat
Nominee's Name:	Mariel Lawrence
Nominated by	Kimberly Smallwood
GO Team Members In favor	Reginald Lawrence, Charmaine Quaye, Margaret Vaughn, Christan Duncan, Bridget Priest
GO Team Members Opposed	None
GO Team Members Abstaining	None

SWING SEAT RESULT: Mariel Lawrence

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

Motion made by: **Mariel Lawrence** Seconded by: **Reginald Lawrence**

Members Approving: Kimberly Smallwood, Charmaine Quaye, Christan Duncan, Margaret Vaughn, Bridget Priest

Members Opposing: None

Members Abstaining: None

Motion **[Passes/Fails]**

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F. Election of Officers *(copy and complete table for each nominee for each position – list winners where indicated)*

i. Chair: Result: Mariel Lawrence

Officer Position:	Chair
Nominee's Name:	Mariel Lawrence
GO Team Members In favor	Reginald Lawrence, Charmaine Quaye, Kimberly Smallwood, Margaret Vaughn, Christan Duncan
GO Team Members Opposed	None
GO Team Members Abstaining	None

ii. Vice Chair: Result: Charmaine Quaye

Officer Position:	Vice Chair
Nominee's Name:	Charmaine Quaye
GO Team Members In favor	Reginald Lawrence, Mariel Lawrence, Kimberly Smallwood, Margaret Vaughn, Christan Duncan
GO Team Members Opposed	None
GO Team Members Abstaining	None

iii. Secretary: Result: Azuree Walker

Officer Position:	Secretary
Nominee's Name:	Azuree Walker
GO Team Members In favor	Reginald Lawrence, Mariel Lawrence, Kimberly Smallwood, Margaret Vaughn, Christan Duncan, Charmaine Quaye
GO Team Members Opposed	None
GO Team Members Abstaining	None

iv. Cluster Representative: Result: [Christan Duncan](#)

Officer Position:	Cluster-Representative
Nominee's Name:	Christan Duncan
GO Team Members In favor	Reginald Lawrence, Charmaine Quaye, Kimberly Smallwood, Margaret Vaughn, Mariel Lawrence, Christan Duncan
GO Team Members Opposed	None
GO Team Members Abstaining	None

G. For High Schools: Appoint Student Representative

Student Representative: [N/A](#)

H. Review and Approve Public Comment Format

Public Comment Format: (also posted on the school's GO Team webpage)

Twenty minutes are allotted for public comment at the end of the GO Team meeting agenda.

Stakeholders wishing to comment must email the chairperson at least one day prior to the meeting.

Each speaker will be granted two minutes to make a comment.

The time keeper will hold up a red card to give the speaker a 30 second warning.

A timer will sound off once the two minutes has ended.

Motion to adopt made by: [Dr. Reginald Lawrence](#) **Seconded by:** [Christan Duncan](#)

Members Approving: Reginal Lawrence, Charmaine Quaye, Kimberly Smallwood, Margaret Vaughn, Christan Duncan, Bridget Priest

Members Opposing: None

Members Abstaining: None

Motion [[Passes](#)/[Fails](#)]

- I. **Set GO Team Meeting Calendar** (*GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment*)

	Date	Time	Location	Public Comment Permitted? (Yes/No)
1	September 10, 2019	4:30 PM	West Manor ES – Media Center	NO
2	October 15, 2019	4:30 PM	West Manor ES – Media Center	YES
3	November 19, 2019	4:30 PM	West Manor ES – Media Center	YES
4	January 14, 2020	4:30 PM	West Manor ES – Media Center	YES
5	February 18, 2020	4:30 PM	West Manor ES – Media Center	YES
6	March 17, 2020	4:30 PM	West Manor ES – Media Center	YES
7	April 22, 2020	4:30 PM	West Manor ES – Media Center	YES
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- J. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**
 Members Approving: Dr. Reginald Lawrence
 Members Approving: Christan Duncan
 Members Approving: Charmaine Quaye
 Motion [Passes/Fails]

XVIII. Discussion Items

- A. **Discussion Item 1: Renovation – Project Committee**
 i. Dr. Lawrence provided a brief overview of the projected renovations for West Manor that are scheduled to take place during the 2020 – 2021 school year.

XIX. Information Items

- A. **Principal’s Report**
 i. Dr. Lawrence discussed preliminary Milestones Data.
 ii. CCRPI scores are scheduled to be released in October
- B. **Information Item 2 – First Month of School**
 i. Dr. Lawrence reviewed our current enrollment of 275 students which is close to the project enrollment made by the district.

XX. Announcements – No announcements were made

XXI. Adjournment

Motion made by: Mariel Lawrence Seconded by: Charmaine Quaye

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Members Approving: Dr. Reginald Lawrence, Kimberly Smallwood, Christan Duncan,
Margaret Vaughn, Bridget Priest

Members Opposing: None

Members Abstaining: None

Motion [Passes/Fails]

ADJOURNED AT 5:32 PM

Minutes Taken By: Mariel Lawrence

Position: Chair

Date Approved: September 11, 2019