

Meeting Summary

West Manor Elementary
Date: September 10, 2019
Time: 4:30 PM

Location: West Manor ES – Media Center

XII. Roll Call

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

XIII. Action Items (add items as needed)

- A. **Approval of Agenda: Motion [Passes/Fails]**
- B. **Fill Vacant Positions (copy and complete table for each vacant position)**

Vacant Position:	
Appointee's Name:	

- C. **Fill Open Community Member Seat:**

Open Position:	Community Member
Appointee's Name:	Bridget Priest

- D. **Fill Open Swing Seat**

Open Position:	Swing Seat
Appointee's Name:	Mariel Lawrence

- E. **Approval of Previous Minutes [Passes/Fails]**

- F. **Election of Officers**

- i. **Chair: Result: Mariel Lawrence**
- ii. **Vice Chair: Result: Charmaine Quaye**
- iii. **Secretary: Result: Azuree Walker**
- iv. **Cluster Representative: Result: Christan Duncan**

Meeting Summary

- G. *For High Schools: Appoint Student Representative – N/A*
Student Representative: [Insert Name of Student Representative]
- H. **Approval of Public Comment Format: Motion** [Passes/Fails]
- I. **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. **Adopt GO Team Norms Motion** [Passes/Fails]

XIV. Adjournment: Motion [Passes/Fails]