**[SCHOOL NAME]**

**Date: May 21st 2020**

**Time: 5:00 PM**

**Location: Zoom Virtual Meeting**

1. **Call to order:** Meeting called to order by Mr. Brown at 5:04 P.M.
2. **Roll Call:** Roll taken by S. Bryant

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | Artesza Portee | P |
| **Parent/Guardian** | Hattie Way | P |
| **Parent/Guardian** | Tishawn Bilal | P |
| **Parent/Guardian** | Mark Gresham | A |
| **Instructional Staff** | Linda Williams | P |
| **Instructional Staff** | Travis Brown | P |
| **Instructional Staff** | Sonjyia Bryant | P |
| **Community Member** | Sandra Foreman | P |
| **Swing Seat** | Johna Rhooms | P |

**Guests Present:** No Guest Present

**Quorum Established:** Yes

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: Linda Williams; Seconded by: Johna Rhooms

Members Approving: Rhooms, Way, Bilal, Williams, Brown, Bryant, Foreman

Members Opposing: None

Members Abstaining: None

**Motion** Passes

* 1. **Approval of Previous Minutes:**

Motion made by: Sandra Foreman; Seconded by: Tishawn Bilal

Members Approving: Rhooms, Way, Bilal, Williams, Brown, Bryant, Foreman

Members Opposing: None

Members Abstaining: None

**Motion** Passes

1. **Discussion Items**
   1. **FY21 Budget Update**: 2020-21 revised budget needed to be reduced by $236,000. This was achieved by not replacing the media specialist and making cuts in other areas such as supplies.
2. **Information Items** 
   1. **Principal’s Report Vacancies**:

\*School principal and 1 ELA position. Both positions should be filled soon.

\*Students seem to be very engaged with the distance learning classes. Ninety eight percent participation

\*Sylvan also participated in virtual author chats, book distribution and a virtual prom for our 8th grade students.

\*Teachers were celebrated during teacher appreciation week with a home cooked meal cooked by Mr. Portee and served by the admin team.

1. **Announcements:** Team members were reminded to take the self-assessment survey and the principal assessment.
2. **Adjournment**

Motion made by: Sandra Foreman; Seconded by: Tishawn Bilal

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

**ADJOURNED AT** 5:35

-----------------------------------------------------------------------------------------------------------------------------

**Minutes Taken By:** Sonjyia Bryant

**Position:** Secretary

**Date Approved:**