**[Benteen Elementary School]**

**Date: [November 4, 2019]**

**Time: [3:30]**

**Location: [Conference Room]**

1. **Call to order:** [3:46]
2. **Roll Call**

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| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Dr. Andrew Lovett** | **Present** |
| **Parent/Guardian** | **Ms. Vanessa Sanchez** | **Absent** |
| **Parent/Guardian** | **Dr. Tonya Sims** | **Present** |
| **Parent/Guardian** | *Vacant* |  |
| **Instructional Staff** | **Ms. Kai Jackson** | **Present** |
| **Instructional Staff** | **Mrs. Wilma Brightharp** | **Present** |
| **Instructional Staff** | **Ms. Michelle Partridge** | **Present** |
| **Community Member** | **Jim Williamson** | **Present** |
| **Community Member** | *Vacant* |  |
| **Swing Seat** | **Brian Bowers** | **Present** |
| **Student** *(High Schools)* |  |  |
| **Guest** | **Sydney Ahearn** | **Present** |
| **Guest** | **Mr. Christian Padgett** | **Present** |
| **Guest** | **Mr. Gerard Latimore** | **Present** |

**Guests Present:** [Sydney Ahearn]

**Quorum Established:** [Yes]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Mr. Jim Williamson]; Seconded by: [Mr. Brian Bowers]

Members Approving: All members in attendance

Members Opposing: N/A

Members Abstaining: N/A

**Motion** [Passes]

* 1. **Approval of Previous Minutes:** *List amendments to the minutes: Change /y/ to /i/ in Jacobi (last name); add the year 2020 to dates instead of 2019*

Motion made by: [Mrs. Wilma Brightharp]; Seconded by: [Mr. Jim Williamson]

Members Approving: All in attendance

Members Opposing: N/A

Members Abstaining: N/A

**Motion** [Passes]

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [Seats to Fill: 1 parent member seat]
   2. **Discussion Item 2**: [Family Engagement and Communication Committee: excelling, progressing, emerging; will continue to improve communication with parents and guardians; Weekly Communicator folders are sent home every Wednesday to communicate with parents and guardians]
   3. **Discussion Item 2**: [Sydney Ahearn with Pre-K DLI update: looking to launch at Benteen 2020-2021 school year; students who are zoned for Benteen will have priority, Classroom will be a 50:50 model, half of the day will be taught in English and the other part of the day would be taught in Spanish; base curriculum is given in both languages; enrollment will open in January]
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [CCRPI]
   2. **Information Item 1:** [61.2; reviewed GMAS data with strategic plan; need to increase number of students scoring in the Proficient & Above/ Developing & Above categories; currently 305 students enrolled; improved attendance rate]
   3. **Information Item 2:** [How will close the gap? What’s our plan of action?]
   4. **Information Item 3:** [ 90 minute planning every Wednesday; Planning at Faculty Meetings every 2nd and 4th Tuesday of each month]
   5. **Information Item 4:** [ Incentives for parents to make sure their student is present and ready to learn each and every day]
3. **Announcements** [N/A]
4. **Adjournment**

Motion made by: [Dr. A. Lovett]; Seconded by: [Ms. K. Jackson]

Members Approving: All in attendance

Members Opposing: N/A

Members Abstaining: N/A

**Motion** [Passes]

**ADJOURNED AT** [5:27]

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**Minutes Taken By:** [Ms. K. Jackson]

**Position:** [Secretary]

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