

## **Meeting Minutes**

[Peyton Forest ES]
Date: [10/24/2018]

Time: [3:00 p.m.]

**Location:** [Conference Room]

I. Call to order: [3:25 p.m.]

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Cynthia Gunner	Present
Parent/Guardian	Curtis Wright	Present
Parent/Guardian		
Parent/Guardian		
Instructional Staff	Battaliah Doster	Present
Instructional Staff	Jessica Welch	Present
Instructional Staff	Dana Arnold	Present
Instructional Staff	Elaine Nevers-Williams	Present
Instructional Staff	Larissa Barker	Absent
<b>Community Member</b>		
<b>Community Member</b>		
Swing Seat		
Student (High Schools)		

**Guests Present: Ms. Gibson** 

**Quorum Established:** [Yes]

**III.** Action Items (add items as needed)

a. **Approval of Agenda:** Motion made by: []; Seconded by: [Insert Name]

Members Approving: Members Opposing: Members Abstaining: **Motion** [Passes/Fails]

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

Motion made by: [Elaine Nevers Williams]; Seconded by: [Battaliah Doster]

Members Approving: all Members Opposing: none Members Abstaining: none



## **Meeting Minutes**

Motion [Passes/Fails]

c. **Action Item 1:** 

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving: Members Opposing: Members Abstaining:

Motion [Passes/Fails]

d. Action Item 2: [Add description and any discussion of Action Item]

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving: Members Opposing: Members Abstaining: Motion [Passes/Fails]

- IV. Discussion Items (Principal Gunner reviewed our Strategic Plan)
  - a. Discussion Item 1: (Strategic Plan (increase reading scores by 10%, 3rd 5th grade). We did not meet our target. 4th and 5th met the goal, but 3rd grade did not. Math goal: 10% increase we did meet this goal. Implementation of IB was also a part of our strategic plan. We have made some progress with IB implementation (IB Learner of the Month & Teacher of the Month). The next step will include creating units. This goal will continue. Principal Gunner is attempting to see if there is money in the budget to give teachers who volunteer to help create units. Our other initiative is to increase attendance. We have made great strides. Our goal is 97%, we are very close at around 96% each month. Our last initiative is regarding informing and engaging the community. Possible ways to engage the community would be to offer GED and/or Literacy classes. Spring Social/Picnic in the park is being considered. Celebration of Room Parent was discussed. Leveling: One, 1st grade teacher was affected by leveling.
  - b. We have a parent that has agreed to serve on the GO Team. She will be in attendance at our next meeting.
  - c. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
- V. Information Items (add items as needed)
  - a. **Principal's Report** [Add brief summary of the report and any resulting discussion]
  - b. **Information Item 2** [Add brief summary of the item and any resulting discussion]
- VI. Announcements Next Go Team Meeting, 11/14/18 at 3:00 p.m.
- VII. Adjournment

Motion made by: [Elaine Nevers Williams]; Seconded by: [Principal Gunner]

Members Approving: all Members Opposing: none



## **Meeting Minutes**

Members Abstaining: none Motion [Passes/Fails]

ADJOURNED AT [3:50 p.m.]

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Minutes Taken By: [Dana Arnold]

Position: [Secretary]

Date Approved: [4:00 p.m.]