

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
Community Member		
Community Member		
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

Members Abstaining: none

Motion [Passes/Fails]

ADJOURNED AT [3:50 p.m.]

Minutes Taken By: [Dana Arnold]

Position: [Secretary]

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