**Peyton Forest ES**

**Meeting Minutes**

**Date: 11/20/2019**

**Time: 3:15 p.m.**

**Location: Conference Room**

1. **Call to order:** 3:15 p.m.
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | Cynthia Gunner | Present |
| **Parent/Guardian** | Curtis Wright | Absent |
| **Parent/Guardian** | Benita Ross | Present |
| **Parent/Guardian** |  |  |
| **Instructional Staff** | Battaliah Doster | Present |
| **Instructional Staff** | Jesicca Welch | Present |
| **Instructional Staff** | Dana Arnold | Present |
| **Instructional Staff** | Nancy Aragbaye | Present |
| **Instructional Staff** |  |  |
| **Community Member** |   |  |
| **Instructional Staff** |  |  |
| **Community Member** |  |  |
| **Swing Seat** | Courtney Smith | Absent |
| **Student** *(High Schools)* |  |  |

**Guests Present: None**

**Quorum Established:** Yes

1. **Action Items** *(add items as needed)*
	* **Approval of Agenda:** Motion made by: Jesicca Welch; Seconded by: Dana Arnold

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* + **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: Battalliah Doster; Seconded by: Dana Arnold

Members Approving: all

Members Opposing: none

Members Abstaining: none

**Motion** [Passes/Fails]

* + **Action Item 1:**

Motion made by: Seconded by:

**Motion** [Passes/Fails]

* + **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]

1. **Discussion Items**
	* **Discussion Item 1**: Projected Enrollment Numbers
* Estimated Projected Enrollment: 412 students
* Current enrollment: 470 students
* Principal Gunner emailed to request an increase of the projected enrollment for 2020-2021 school year. On the grounds of Peyton Forest housing two Pre-k classes. Her request was denied.
* Principal Gunner hopes the pre-k students from this school year (2019-2020) will return next school year as Kindergarteners to increase enrollment for 2020-2021 school year.
* School enrollment is decreasing due to local charter schools.
	+ **Discussion Item 2**: Benchmark Assessment Results
	+ Students did not perform, as well as, hoped.
	+ The Benchmark Assessment results revealed, the projected state test targets have been set higher than the performance of the attending students this school year.
	+ The state test targets were set based on student performance from last school year (2018-2019).
	+ Factors effecting student performance:
		- Two first year teachers have been replaced; with two veteran teachers in fourth grade this school year (2019-2020).
		- A large amount of the higher performing students no longer attends Peyton Forest.
		- We are losing enrollment to local charter schools.
* **Discussion Items 3:** School donations
	+ Ms. Ross spoke with her sister regarding donations for staff luncheon. Ms. Ross will keep us updated.
	+ Ms. Smith asked is Peyton Forest Elementary school able to accept donations funds outsides of APS funds.
	+ Ms. Smith spoke with the Urban League of Atlanta regarding funds being donating to the school. Ms. Smith will keep us updated.
1. **Information Items** *(add items as needed)*
	* **Principal’s Report** [Add brief summary of the report and any resulting discussion]
	* **Information Item 2** [Add brief summary of the item and any resulting discussion]
2. **Announcements**
3. **Adjournment**

Motion made by: Jesicca Welch; Seconded by: Dana Arnold

Members Approving: all

Members Opposing: none

Members Abstaining: none

**Motion** [Passes/Fails]

**ADJOURNED AT** 3:45 p.m.

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**Minutes Taken By:** Battalliah Doster

**Position:** Secretary

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