**[Toomer Elementary]**

**Date: [January 21, 2020]**

**Time: [5:00 pm]**

**Location: [Toomer Library]**

1. **Call to order:** [4:36 pm]
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Caroline Brown** | **Present** |
| **Parent/Guardian** | **Catherine Harper** | **Present** |
| **Parent/Guardian** | **Celeste Walley-Jean** | **Present** |
| **Parent/Guardian** | **Bianca Betts** | **Absent** |
| **Instructional Staff** | **JaBria Cooper** | **Present** |
| **Instructional Staff** | **Kaitlin Clark** | **Present** |
| **Instructional Staff** | **Khadija Washington** | **Present** |
| **Community Member** | **Vijay Makar** | **Present** |
| **Community Member** | **Neill Davis** | **Present** |
| **Swing Seat** | **Joseph Wang** | **Present** |

**Quorum Established:** [Yes]

1. **Action Items** *(add items as needed)*
	1. **Approval of Agenda:** Motion made by: [Celeste Walley-Jean]; Seconded by: [Kaitie Clark]

Members Approving: unanimous

Members Opposing:

Members Abstaining:

**Motion** [Passes]

* 1. **Approval of Previous Minutes:** Motion made by: [Celeste Walley-Jean]; Seconded by: [Joseph Wang]

Members Approving: unanimous

Members Opposing:

Members Abstaining:

1. **Information Items**
	1. **Principal’s report:** summary of data
		* Look back on notice and wonderings from previous meeting
		* 
2. **Discussion Items**
	1. Ranking priorities and budget development
		1. (2) Develop protocols & systems to support student needs (something needs to be done to address star rating)
		2. (1) Focus on instructional practices
			1. Closing achievement gap
			2. Increase percentage of students at proficient or above
		3. (3) Focus on math as we have focused on literacy
3. **Announcements**
	1. Moving February meeting date – NOT moving it. Meeting will still be 2/27
	2. Attend budget training before February meeting date
	3. March budget approval date: March 3rd (
4. **Public Comment**
	1. Afterschool program
5. **Adjournment**

Motion made by: [Kaitie Clark]; Seconded by: [Joseph Wang]

Members Approving: Unanimous

Members Opposing:

Members Abstaining:

**Motion** [**Passes**]

**ADJOURNED AT** [6:15 PM]

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**Minutes Taken By:** [Kaitie Clark ]

**Position:** [Secretary]

**Date Approved:**