

Meeting Summary

[Toomer Elementary School]

Date: [12/3/18]

Time: [3:30pm]

Location: [Toomer ES media center]

I. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Caroline Brown	Present
Parent/Guardian	Celeste Walley-Jean	Present
Parent/Guardian	Tiffany Tate	Absent
Parent/Guardian	Reshell Baldini	Present
Instructional Staff	Daron Frazier	Present
Instructional Staff	Kaitlin Clark	Present
Instructional Staff	Takiyah Bailey	Present
Community Member	Susannah Davis	Present
Community Member	Vijay Maker	Present
Swing Seat	Emily Max	Present

II. Action Items

- Action Item 1:** Background check and badges – schedule date to go
- Action Item 2:** APS email, pictures for website, bios for website, update of website – Mr. Carpenter
- Strategic Plan:** Look at previous plan and update as necessary. New plan will be approved in January

III. Discussion Items

- Discussion Item 1:** School Scores – (to be discussed in Principal's report)
- Discussion Item 2:** SMART goals – discuss what these are and next steps
- Discussion Item 3:** Questions about process for candidates for Principal

IV. Adjournment

Motion [Passes]