

[Herman J. Russell West End Academy]

Date: [10/25/2022]

Time: [5:00 PM]

Location: [Virtual- Zoom]

I. Call to order: 5:23PM

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Ms. Tonetta Green	Present
Parent/Guardian	Ms. Lashandra Clark	Present
Parent/Guardian	Ms. Monique Lewis	Absent
Parent/Guardian	Ms. Joyce Lewis	Absent
Instructional Staff	Ms. Victoria Robinson	Present
Instructional Staff	Ms. Marsha Leverette	Present
Instructional Staff	Ms. Samantha Porter	Present
Community Member	Mr. Eric White	Present
Community Member	Ms. Mori Russell	Absent
Swing Seat	Patrice Jordan	Present

Quorum Established: [Yes]

III. Action Items *Approval of the Agenda*)

a. **Approval of Agenda:** Motion made by: [Ms. M. Leverette]; Seconded by: [Clark]

Members Approving: (5) Ms. Clark, Ms. Robinson, Ms. Leverette, Ms. Porter, Mr. White

Members Opposing: 0 Members Opposing

Members Abstaining: 0 Members Abstaining

Motion [Passes]

b. **Approval of Previous Minutes:**

List amendments to the minutes: None/No Corrections

Motion made by: [Ms. Clark]; Seconded by: Ms. Leverette

Members Approving: (5) Ms. Clark, Ms. Robinson, Ms. Leverette, Ms. Porter, Mr. White

Members Opposing: 0 Members Opposing

Members Abstaining: 0 Members Abstaining

Motion [Passes]

Action Item 1: Filling Vacant Seat- Swing Seat

c. **Motion: Principal Green nominated Patrice Jordan to fill the Swing Seat vacancy**

Motion made by: Ms. V. Robinson ; Seconded by: M. Leverette

Members Approving: Principal Green; Ms. Clark, Ms. Robinson, Ms. Leverette, Ms. Porter, Mr. White, Ms. Jordan , Mr. Williams

Members Opposing: 0 opposing

Members Abstaining: 0 abstaining

Motion [Passes]

IV. Discussion Items (*Continuous Improvement Plan*) Presentation presented by Principal Green which included the Needs Assessment, Smart Goals and Monitoring Measures ; Map data.

- a. **Discussion Item 1:** [Continuous Improvement Plan- process starts with Strategic Plan. Strategic Plan is the guide for the work we are doing. Begins with developing questions about what HJRWEA needs. Prioritizing those needs leads to the Needs Assessment. This process began during May and summer '22.
Current Academic Percentages:
Goals: 5% increase Literacy;5% Increase Math; (Attendance) increase from 81% to 85%
- b. **Discussion Item 2:** [PTO vs PTA } Principal Green stated that this is a multistep year long process. PTO: all dues come to the school whereas with PTA a portion of dues goes to the national organization. These things were presented to parents in the last Title 1 meeting, where parents voted for PTO. Ms. Lane, Parent Liaison, is gathering more information on this topic.
- c. **Discussion Item3:** Changing the vision and mission statement of HJRWEA. Principal Green stated that Ms. Yoo, STEAM Coordinator, is leading in this effort. The first step is to create a culture that starts with the vision and mission statement. Ms. Yoo revised our current mission/vision statements gathering input from teachers and staff. There are many things we will need to change in our school once we decide on the new Steam mission and vision. Some will be of great expense to change such as the signage around the school. Principal Green stated that the Vision is what we see for our school; whereas Mission is what our daily work entails. Principal Green is seeking feedback.

V. Information Items: *Principals Report*

- a. **Principal's Report:** Principal Green shared the principals report slide presentation that included data and the Strategic Plan. She stated that we are working towards filling two vacancies and are actively recruiting. They are being aggressive with their search, with no current leads. The process for higher is something they are looking to do earlier better than later for next year.

- VI. Announcements** Mr. Eric White from Community in Schools needed to leave the meeting early to assist with an emergency for one of our families. He provided a summary of what Community in Schools does to support students and families.
 - VII. Ms. Leverette – Reminded the team that this week is Red Ribbon Week with each day having a different theme. She also stated that Friday will be the attendance and behavior incentive activity and that Curriculum night is on Wednesday.**
 - VIII. Semi- Final Game for Soft Ball – Ms. Robinson**
- IX. Adjournment**
Motion made by: [Ms. Porter](#); Seconded by: [Ms. Clark](#)
Members Approving: (5) Ms. Clark, Ms. Robinson, Ms. Leverette, Ms. Porter, Ms. Jordan
Members Opposing: No Members Opposed
Members Abstaining: No Members Abstained
Motion Passes

ADJOURNED AT 6:12 PM

Minutes Taken By: [\[Samantha Porter\]](#)

Position: [Secretary](#)

Date Approved: [October 27, 2022](#)