

Meeting Minutes

West Manor Elementary

Date: January 28, 2020

Time: 3:00 PM

Location: West Manor ES – Media Center

- I. Call to order: 3:08 PM
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Reginald Lawrence	Present
Parent/Guardian	Charmaine Quaye	Present
Parent/Guardian	Christan Duncan	Absent
Parent/Guardian	Vacant	
Instructional Staff	Dietrice Bennett	Present
Instructional Staff	Azuree Walker	Present
Instructional Staff	Kimberly Smallwood	Present
Community Member	Bridget Priest	Present
Community Member	Margaret Vaughn	Absent
Swing Seat	Mariel Lawrence	Present
Student (High Schools)	N/A	

Guests Present: None

Quorum Established: Yes

III. Action Items *(add items as needed)*

- a. **Approval of Agenda:** Motion made by: [Mariel Lawrence](#) Seconded by: [Azuree Walker](#)
Members Approving: R. Lawrence, C. Quaye, D. Bennett, A. Walker, K. Smallwood, B. Priest
Members Opposing: None
Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes:** Motion made by: [Mariel Lawrence](#) Seconded by: [Dietrice Bennett](#)
Members Approving: R. Lawrence, C. Quaye, A. Walker, K. Smallwood, B. Priest
Members Opposing: None
Members Abstaining: None

Motion Passes

IV. Discussion Items

- a. **Discussion Item 1: Release of 2019 CCRPI**
 - i. West Manor’s CCRPI rating has increased by nine points.
 - ii. West Manor has been recognized as a “Beating the Odds” school by outperforming expectations.
- b. **Discussion Item 2: Renovation Update**
 - i. West Manor is on schedule for renovation during the 2020-2021 school year.
 - ii. During the renovation, students and staff will be relocated to the previous Margaret Fain school building.
 - iii. Every teacher is expected to have their own space (i.e. music, art, & Spanish)
 - iv. Dr. Lawrence and the project committee have upcoming meetings with potential contractors (next meeting scheduled for 2/6/20).
- c. **Discussion Item 3: Strategic Planning**
 - i. The committee began discussion of our proposed strategic plan & priorities.

V. Information Items

- a. **Power My Learning** – 3rd grade students received laptop computers through the Power My Learning grant.
- b. **Tablet 2 Read** – First and second grade students received iPads via the district’s Tablet 2 Read program, which is dedicated to improving the literacy skills of our primary students.
- c. **Extended Day Tutorial** – Tutorial sessions will begin February 2020 for our 3rd – 5th grade students in preparation for the Georgia Milestones.

VI. Announcements

- a. Data Day is scheduled for January 28, 2020 to coincide with the PTO meeting.
- b. Parents will have an opportunity to discuss their child’s current progress with the teacher.

VII. Adjournment

Motion made by: [Dietrice Bennett](#) Seconded by: [Kimberly Smallwood](#)

Members Approving: R. Lawrence, C. Quaye, A. Walker, B. Priest, M. Lawrence

Members Opposing: None

Members Abstaining: None

Motion Passes

Meeting Minutes

ADJOURNED AT 4:21 PM

Minutes Taken By: Azuree Walker

Position: Secretary

Date Approved: