

**West Manor Elementary School**

**Date: September 12, 2023**

**Time: 4:00 p.m.**

**Location: Zoom**

- A. Call to order: 4:04 p.m.
- B. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Reginal Lawrence	Present
Parent/Guardian	Andrea Arnold	Present
Parent/Guardian	N. Herrera	Absent
Parent/Guardian	Eunive Kitchen	Present
Instructional Staff	Kimberly Riley Smallwood	Present
Instructional Staff	Stephanie Thomas	Present
Instructional Staff	Leandra Andrews	Present
Community Member	D. Allen	Present
Community Member	Steve Williams	Absent
Swing Seat		
Student (High Schools)		

Guests Present: D. Jacobie, M Howe

Quorum Established: **Yes** or No]

**C. Action Items**

- A. **Approval of Agenda:** Motion made by: Smallwood/ 2<sup>nd</sup> Lawrence

Members Approving: All  
 Members Opposing: None  
 Members Abstaining: N/A  
 Motion **Passes/Fails]**

- B. **Vacant Positions**

i Community Member Seat D. Allen nominated Smallwood, 2<sup>nd</sup> Mrs Kitchens  
 ii Community Member seat vacated by Kia Dixon filled by Steven Williams nominated Smallwood, 2<sup>nd</sup> Mrs Kitchens  
 Members Approving: All  
 Members Opposing: None  
 Members Abstaining: N/A  
 Motion **Passes/Fails]**

## Review and Approve Public comment Protocol

Members Approving: All

Members Opposing: None

Members Abstaining: N/A

Motion [Passes/Fails]

## D. Discussion Items

- E. School Strategic Plan
  - i. Strategic Plan & Priorities Review
  - ii. SMART Goals
- F. Data Discussion
  - i. Spring 2023 MAPS Results
  - ii. 2023 GA Milestones Results

## G. Information Items

A. Principal's Report

H. Announcements First PTO meeting 9/12 6pm

## I. Adjournment

Motion made by: Smallwood motioned ; 2<sup>nd</sup> Simmons

Members Approving: Unanimous

Members Opposing: None

Members Abstaining: None

Motion [Passes/Fails]

**ADJOURNED AT 4:29 p.m.**

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**Minutes Taken By:** R Lawrence

**Position:** Principal

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