

## West Manor Elementary School

Date: **November 14, 2023**

Time: **4:00**

Location: **Zoom**

- I. Call to order: 4:02 PM
- II. 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	Absent
Instructional Staff	Dr. Marcy Simmons	Present
Instructional Staff	Stephanie Thomas	Present
Instructional Staff	Leandra Andrews	Present
Community Member	D. Allen	Present
Community Member	Steve Williams	Absent
Swing Seat	Kimberly Riley Smallwood	
Student (High Schools)	N/A	

Quorum Established: **Yes** or No]

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

- a. **Approval of Agenda:** Motion made by: M. Simmons; Seconded by: L. Andrews  
 Members Approving: Unanimous  
 Members Opposing: None  
 Members Abstaining: None  
 Motion **Passes/Fails]**
- b. **Approval of Previous Minutes:** List amendments to the minutes:  
 Motion made by: L. Andrews; Seconded by: K. Smallwood  
 Members Approving: Unanimous  
 Members Opposing: None  
 Members Abstaining: None  
 Motion **Passes/Fails]**

- c. **Action Item 1: Motion:**
  - i. approval of strategic planMotion made by: M. Simmons; Seconded by: L. Andrews  
Members Approving: Unanimous  
Members Opposing: None  
Members Abstaining: None  
Motion [Passes/Fails]
- d. **Action Item 2: Motion:**
  - i. ranking of strategic plan prioritiesMotion made by: K. Smallwood; Seconded by: S. Thomas  
Members Approving: Unanimous  
Members Opposing: None  
Members Abstaining: None  
Motion [Passes/Fails]

#### IV. Discussion Items

- a. **Discussion Item 1:** Dr. Lawrence reviewed the budget process for the 2024-2025 school year and addressed any questions regarding the budget
- b. **Discussion Item 2:** Dr. Lawrence reviewed and discussed the most recent MAP testing data and provided information on the upcoming

#### V. Information Items

- a. **Principal's Report**
  - i. Dr. Lawrence shared information about the October Fall Festival, ApYes Awards, West Manor Chorus, and the HR Leadership awards

#### VI. Announcements

- a. Public Comment made by W. Howe regarding the district's Literacy Policy

#### VII. Adjournment

- Motion made by: K. Smallwood; Seconded by: S. Thomas  
Members Approving: Unanimous  
Members Opposing: None  
Members Abstaining: None  
Motion [Passes/Fails]

**ADJOURNED AT 4:25 PM**

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**Minutes Taken By:** R. Lawrence

**Position:** Principal

**Date Approved:** [Insert Date When Approved]