

## West Manor Elementary School

Date: **January 23, 2024**

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	Present
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: E. Kitchens; Seconded by: M. Simmons  
 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: E. Kitchens; Seconded by: M. Simmons  
 Members Approving: Unanimous  
 Members Opposing: None  
 Members Abstaining: None  
 Motion **Passes/Fails]**

## IV. Discussion Items

- a. **Discussion Item 1:** Dr. Lawrence reviewed the budget presentation and process for the 2024-2025 school year and addressed any questions regarding the budget
- b. **Discussion Item 2:** Dr. Lawrence addressed questions regarding upcoming field trips and schoolwide activities

## V. Information Items

- a. **Principal's Report**
  - i. MAP Reading Data
  - ii. Reading Bowl - West Manor advanced to the districtwide Reading Bowl to be held on January 27th
  - iii. West Manor Basketball Team
  - iv. Sneaker Ball on February 16th

## VI. Announcements

- a. No additional announcements were made

## VII. Adjournment

Motion made by: E. Kithcen; Seconded by: D. Allen

Members Approving: Unanimous

Members Opposing: None

Members Abstaining: None

Motion [Passes/Fails]

**ADJOURNED AT 4:27 PM**

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**Minutes Taken By:** R. Lawrence

**Position:** Principal

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