

**West Manor Elementary**

Date: **October 17, 2023**

Time: **4:00 Pm**

Location: **Zoom**

- I. Call to order: **4:08 PM**
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Reginal Lawrence	Present
Parent/Guardian	Andrea Arnold	Present
Parent/Guardian	Nadine 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	Damien Allen	Absent
Community Member	Steve Williams	Absent
Swing Seat	Kimberly Riley Smallwood	Present
Student (High Schools)	N/A	

Quorum Established: **Yes** or No]

**III. Action Items**

- a. **Approval of Agenda:** Motion made by: [M. Simmons]; Seconded by: [S. Thomas]  
 Members Approving: None  
 Members Opposing: None  
 Members Abstaining: None  
 Motion **Passes/Fails]**
- b. **Approval of Previous Minutes:** List amendments to the minutes:  
 Motion made by: [E. Kitchen]; Seconded by: [S. Thomas]  
 Members Approving: None  
 Members Opposing: None  
 Members Abstaining: None  
 Motion **Passes/Fails]**

**IV. Discussion Items**

- a. **Discussion Item 1:** Continuous Improvement Plan Presentation

- i. Continuous Improvement Plan and Strategic Plan Alignment
    - ii. Strategic Plan Update
  - a. **Discussion Item 2:** MAP Data: Spring 2023 to Fall 2023
    - i. Dr. Lawrence shared current MAP data and upcoming MAP testing dates
  - b. **Discussion Item 3 :** Fall Festival
    - i. Fall Festival is scheduled for October 27th.
    - ii. Parent volunteers are needed
  - c. **Discussion Item 4:** Parent Data Day
    - i. Data Day was held on October 10th.
    - ii. Parents met with teachers via Zoom to discuss MAP data, MAP goals, and pertinent instructional information

## V. Information Items

- a. **Principal's Report**
  - i. Attendance
  - ii. Vision Screening
  - iii. Immunization

## VI. Announcements

## VII. Adjournment

Motion made by: [K. Smallwood]; Seconded by: [L. Andrews]

Members Approving: None

Members Opposing: None

Members Abstaining: None

Motion [Passes/Fails]

**ADJOURNED AT 4:33 PM**

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**Minutes Taken By:** [K.Smallwood]

**Position:** [Swing Seat]

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