

Meeting Minutes

West Manor Elementary School

Date: **March 16, 2021**

Time: **4:00 PM**

Location: **Virtual Via Zoom**

- Call to order: **4:07 PM**
- Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Reginald Lawrence	Present
Parent/Guardian	Crystal Hall	Absent
Parent/Guardian	Christan Duncan	Present
Parent/Guardian	Leah McAllister	Present
Instructional Staff	Timothy Pirtle	Present
Instructional Staff	Azuree Walker	Present
Instructional Staff	Dietrice Bennett	Present
Community Member	Margaret Vaughn	Present
Community Member	Donald Walker	Present
Swing Seat	Mariel Lawrence	Present
Student (High Schools)	N/A	

Quorum Established: **Yes**

- **Action Items** *(add items as needed)*
 - **Approval of Agenda:** Motion made by: **M. Lawrence** Seconded by: **A. Walker**
Members Approving: T. Pirtle, R. Lawrence, M. Vaughn, D. Walker, C. Duncan, D. Bennett, L. McAllister
Members Opposing: None
Members Abstaining: None
Motion: Passes
 - **Approval of Previous Minutes:** *List amendments to the minutes:* None
Motion made by: **A. Walker**; Seconded by: **T. Pirtle**
Members Approving: R. Lawrence, D. Bennet, D. Walker, C. Hall, M. Lawrence, L. McAllister
Members Opposing: None
Members Abstaining: None
Motion: Passes

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- **Approval of 2021 - 2022 Budget:** Motion made by: [M. Lawrence](#) Seconded by: [D. Bennett](#)
Members Approving: A. Walker, M. Vaughn, T. Pirtle, L. McAllister, D. Walker, C. Duncan
Members Opposing: None
Members Abstaining: None
Motion: Passes

- **Discussion Items**

- Review of 2021-22 projected school year budget
 - Dr. Lawrence stated that the projected budget includes a decrease in funds due to the projected loss of twenty-seven students.
 - The proposed budget is in alignment with the strategic plan for the upcoming school year
- IB Authorization visit and update
 - West Manor's authorization visit is scheduled for March 22-23.
 - The authorization visit will be conducted virtually and will include interviews with students, parents, and staff.
 - Mrs. Walker reviewed potential interview questions with parents

- **Information Items**

- **Renovation Update**
 - Renovation of West Manor is slated to be completed by July 31, 2021

- **Announcements**

- No Announcements were made

- **Adjournment**

Motion made by: [D. Bennett](#); Seconded by: [M. Lawrence](#)
Members Approving: D. Walker, M. Lawrence, A. Walker, T. Pirtle, R. Lawrence, M. Vaughn, L. McAllister
Members Opposing: None
Members Abstaining: None
Motion: Passes

ADJOURNED AT [4:47PM](#)

Minutes Taken By: [D. Bennett](#)

Position: [Secretary](#)

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Date Approved: [Insert Date When Approved]

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