GO TEAMS
STRONG SCHOOLS START WITH ME!

Meeting Minutes

West Manor Elementary
Date: September 9, 2025
Time: 3:00 PM
Meeting Recording

I. **Call to order:** 3:04 PM
II. **Roll Call**

Role	Name *(or Vacant)*	Present or Absent
Principal	**Dr. Reginald Lawrence**	**Present**
Parent/Guardian	**Tiffany Hill**	**Present**
Parent/Guardian	**Kierra Lockett**	**Present**
Parent/Guardian	**Akumba Bynum Roberson**	**Absent**
Instructional Staff	**Trey Adams**	**Present**
Instructional Staff	**John Devia**	**Present**
Instructional Staff	**Timothy Edwards**	**Present**
Community Member	**Steve Williams**	**Absent**
Community Member	**Tom Ford**	**Absent**
Swing Seat	**Brittany Tuesno**	**Present**
Student *(High Schools)*	**N/A**	

Quorum Established: [Yes or No]

III. **Action Items**

a. **Approval of Agenda:** Motion made by: [B. Tuesno]; Seconded by: [J. Devia]
Members Approving: Unanimous
Members Opposing: None
Members Abstaining: None
Motion [Passes/Fails]

b. **Approval of Previous Minutes:** *List amendments to the minutes: none*
Motion made by: [T. Adams]; Seconded by: [J. Devia]
Members Approving: Unanimous
Members Opposing: None
Members Abstaining: None
Motion [Passes/Fails]

IV. Discussion Items

a. **Discussion Item 1:** Dr. Lawrence presented the school's strategic plan
   i. West Manor's strategic plan focuses on increasing MAP scores by 5% and decreasing student absences by 3%

b. **Discussion Item 1**: Dr. Lawrence reviewed fall MAP and Spring Milestones data
   i. MAP Growth showed a decline in ELA; however, this was not in correlation with Milestones data

c. **Discussion Item 2**: Dr. Lawrence led the team in a discussion of ways to improve stakeholder engagement.
   i. The team suggested continuing with current communications, including Class Dojo, the parent portal, emails, and the school's website

V. Information Items

a. **Principal's Report:** Dr. Lawrence discussed leveling and potential budgeting adjustments.
   i. West Manor is projected to have 252 students; however, the fifteen-day count's enrollment was 238 students.
   ii. Due to the lack of projected enrollment, there is a projected $83,000 decrease in this year's budget
   iii. The district used the school's reserve funds to offset the budget decrease
   iv. No personnel changes were needed

VI. Announcements

a. Diane Jacobi introduced herself as the school governance liaison
b. Diane Jacobi shared that there will be a strategic planning session on September 27th at the Atlanta College and Career Academy

VII. Adjournment

Motion made by: [T. Adams]; Seconded by: [J. Devia]
Members Approving: Unanimous
Members Opposing: None
Members Abstaining: None
Motion [Passes/Fails]

ADJOURNED AT [3:39 PM]

Minutes Taken By: T. Adams
Position: Secretary
Date Approved: October 7, 2025