**[Booker T. Washington High School**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order:** [Insert actual Start Time of the meeting]
2. **Roll Call**

| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| --- | --- | --- |
| **Principal** | **Dr. Angela Coaxumyoung** | **present** |
| **Parent/Guardian** | **Byron Amos** | **present** |
| **Parent/Guardian** | **Davida Huntley** | **present** |
| **Parent/Guardian** | **Shannon White** | **present** |
| **Instructional Staff** | **Dawana Conethan** | **present** |
| **Instructional Staff** | **Bryon Heath** | **present** |
| **Instructional Staff** | **Sean Freeman** |  |
| **Community Member** | **Sylvia Russell** | **present** |
| **Community Member** | **Nina Packer** |  |
| **Swing Seat** | **Dr. Avery Kenly** | **present** |
| **Student** *(High Schools)* |  |  |

**Quorum Established:** Yes

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: D. Huntley; Seconded by: A.Kenley

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** Passes

* 1. **Approval of Previous Minutes:**

Motion made by: D. Huntley; Seconded by: A.Kenley

Members Approving: 10

Members Opposing: 0

Members Abstaining: 0

**Motion** Passes

1. **Discussion Items** 
   1. **Key Takeaway from District Cluster Training** :. Principal CoaxumYoung : District Strategy Officer Mr.Norvell reviewed the process for Strategic Planning, and how BTW Cluster Strategic Plan aligns with the Districts Plan.
2. **Information Items** 
   1. **Principal’s Report**
   2. **Information Item 2** [Add brief summary of the item and any resulting discussion]
3. **Announcements** [Add brief summary of the announcements]
4. **Adjournment**

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**ADJOURNED AT** [Insert Actual Time]

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**Minutes Taken By:** [Insert Name]

**Position:** [Insert Officer Position or GO Team Member]

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