

**Hutchinson Elementary**

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Link** | **Location**  *(if hybrid)* |
| 9/25/23 | 5:00pm | <https://atlantapublicschools-us.zoom.us/j/8486526951?pwd=VGxSL01Gei9ZNXhlUEV2YUR4b2R5Zz09> |  |

**Notice Prepared By:** Melissa St.Joy **Date Posted: 9/19 .**

**Meeting Agenda**

(*agenda may be amended*)

*This meeting will not allow for Public Comment*

1. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   3. Fill Open Community Member Seat
   4. Fill Open Swing Seat
   5. Approval of Previous Minutes
   6. Election of Officers and Representatives
      1. Chair
      2. Vice-Chair
      3. Secretary
      4. Cluster Representative
   7. Review and Approve Public Comment Protocol
   8. Set GO Team Meeting Calendar
   9. Review, Confirm/Update, and Adopt GO Team Meeting Norms
2. **Discussion Items** 
   1. Discussion Item 1: Attendance
   2. Discussion Item 2: Parent Night September 21st
3. **Information Items** 
   1. Principal’s Update

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting link and location]**

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   3. Fill Open Community Member Seat
   4. *For High Schools*: Appoint Student Representatives
   5. Approval of Previous Minutes
   6. Election of Officers and Representatives
      1. Chair
      2. Vice-Chair
      3. Secretary
      4. Cluster Representative
   7. Review and Approve Public Comment Protocol
   8. Set GO Team Meeting Calendar
   9. Review, Confirm/Update, and Adopt GO Team Meeting Norms
4. **Discussion Items** *(add items as needed)*
   1. Discussion Item 1:
   2. Discussion Item 2:
5. **Information Items** *(add items as needed)*
   1. Principal’s Update
   2. Information Items
6. **Announcements** *(add items as needed)*
   1. 2023 GO Team G3 Summit – Saturday, September 23
   2. New GO Team Member Training and Orientation
7. **Public Comment** *(if applicable)*
8. **Adjournment**

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Recording: [insert meeting recording link]**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Community Member** |  |  |
| **Community Member** |  |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |
| **Student** *(High Schools)* |  |  |

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** **Motion** [Passes/Fails]
   2. **Fill Vacant Positions** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Appointee’s Name:** |  |

* 1. **Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Appointee’s Name:** |  |

* 1. **Fill Open Swing Member Seat:**

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| **Open Position:** | **Swing Member** |
| **Appointee’s Name:** |  |

* 1. *For High Schools:* **Appoint Student Representatives**

**Student Representative 1:** [Insert Name of Student Representative]

**Student Representative 2:** [Insert Name of Student Representative]

* 1. **Approval of Previous Minutes** [Passes/Fails]
  2. **Election of Officers and Representatives**
     1. **Chair: Result:** [Insert Name of Member Elected as Chair]
     2. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]
     3. **Secretary: Result:** [Insert Name of Member Elected as Secretary]
     4. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]
  3. **Approval of Public Comment Protocol:** **Motion** [Passes/Fails]
  4. **GO Team Meeting Calendar** *(GO Teams are required to have a minimum of 6 business meetings, with at least 4 allowing for Public Comment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Time for Public Comment? (Yes/No)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

* 1. **Adopt GO Team Norms Motion** [Passes/Fails]

1. **Adjournment: Motion** [Passes/Fails]

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Recording: [insert meeting recording link]**

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

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Community Member** |  |  |
| **Community Member** |  |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |
| **Student** *(High Schools)* |  |  |

**Quorum Established:** [Yes or No]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* 1. **Fill Vacant Positions** *(copy and complete table for each vacant position and indicate the individual who will fill the seat)*

|  |  |
| --- | --- |
| **Vacant Position:** | ***Parent, Staff, or Community*** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* 1. **Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* 1. **Fill Open Swing Seat** *(copy and complete table for each nominee – list winner where indicated)*

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| --- | --- | --- |
| **Nominee’s Name:** | **Nominated by** | GO Team Members  **In favor** |
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GO Team Members who **ABSTAINED** from voting:

**SWING SEAT RESULT:**

* 1. *For High Schools***: Appoint Student Representatives**

**Student Representative 1:** [Insert Name of Student Representative]

**Student Representative 2:** [Insert Name of Student Representative]

* 1. **Approval of Previous Minutes:** *List any amendments to the minutes:*

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

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* 1. **Election of Officers and Representatives** *(copy and complete table for each nominee for each position – list winners where indicated)*
     1. **Chair: Result:** [Insert Name of Member Elected as Chair]

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| **Officer Position:** | **Chair** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
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GO Team Members who **ABSTAINED** from voting:

* + 1. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]

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| **Officer Position:** | **Vice Chair** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
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GO Team Members who **ABSTAINED** from voting:

* + 1. **Secretary: Result:** [Insert Name of Member Elected as Secretary]

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| **Officer Position:** | **Secretary** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
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GO Team Members who **ABSTAINED** from voting:

* + 1. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

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| **Officer Position:** | **Cluster-Representative** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
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GO Team Members who **ABSTAINED** from voting:

* 1. **Review and Approve Public Comment Protocol**

[Insert or attach approved Public Comment Format]

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

Members Approving:

Members Opposing:

Members Abstaining

**Motion** [Passes/Fails]

* 1. **Set GO Team Meeting Calendar** *(GO Teams are required to have a minimum of 6 business meetings, with at least 4 allowing for Public Comment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Time for Public Comment? (Yes/No)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
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* 1. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**

[Insert or attach approved Meeting Norms]

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

Members Approving:

Members Opposing:

Members Abstaining

**Motion** [Passes/Fails]

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [Add description of discussion item and brief summary of the discussion]
   2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Information Items** *(add items as needed)*
   1. **Principal’s Update** [Add brief summary of the update and any resulting discussion]
   2. **Information Items** [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