Meeting Summary

[Humphries Elementary School]
Date: [August 23, 2023]
Time: [3:30 pm]
Location: [Virtual - Zoom]

I. **Call to Order at 3:30 pm**
II. **Roll Call**

Role	Name *(or Vacant)*	Present or Absent
Principal	Jaron Trimble	Present
Parent/Guardian	Tiara Barnes	Present
Parent/Guardian	Abigail Reese-Kelly	Present
Parent/Guardian	Kenya Spencer	Absent
Instructional Staff	Dammeon Marshall	Present
Instructional Staff	Alexa Smith	Present
Instructional Staff	Oreta Campbell	Present
Community Member	Michael Charles	Present
Community Member	VACANT	
Swing Seat	VACANT	

A quorum is present.

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

Vacant Position:	[Swing]
Appointee's Name:	Deborah Sumlin

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

Open Position:	Community Member
Appointee's Name:	Tabled until next meeting

  D. **Approval of Previous Minutes** [Passes]
  E. **Election of Officers**
    i.   **Chair: Result:** [Abigail Reese - Kelly]
    ii. **Vice Chair: Result:** [tabled until next meeting]
    iii. **Secretary: Result:** [Oreta Campbell]
    iv. **Cluster Representative: Result:** [Alexa Smith]
  F. **Approval of Public Comment Protocol: Motion** [Passes] "Public Comment Requests will be open until 3:00 pm on the days of designated Go Team Meetings. Public Comments will occur during a 20-minute period at the end of the designated GO Team meetings. Each commenter will be allotted 2 minutes for comment."

G. **GO Team Meeting Calendar** *(GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment)* [*Passes*]

	Date	Time	Location	Public Comment Permitted? (Yes/No)
1	August 23, 2023	3:30	Virtual	No
2	September 27, 2023	3:30	Virtual	No
3	October 25, 2023	3:30	Virtual	Yes
4	November 29, 2023	3:30	Virtual	Yes
5	January 24, 2023	3:30	Virtual	Yes
6	February 28, 2023	3:30	Virtual	Yes
7	March 13, 2023	3:30	Virtual	No
8				

H. **Adopt GO Team Norms Motion** [Passes]
"This is a meeting of the team. Only members of the GO team can participate in the discussion. Any members of the public are here to quietly observe. We will be fully present. We will follow the agenda as noted to the public and stay on task. We will be respectful of each other at all times. We will be open-minded. We invite and welcome contributions of every member and listen to each other. We will respect all ideas and assume good intentions. We will approach differences of opinion with curiosity."

IV. **Discussion Items. None**
V. **Principal's Update:**
   A. We did not make our enrollment numbers as of the fifteenth day of school (August 21, 2023) We were 11 students short. With that comes a reduction in funds of approximately $58,000. Most of this will be covered by our reserved funds.
   B. We are still internalizing our data from last year, but Humphries grew in every metric except proficiency in science. We should feel proud of our school.
VI. **Announcements**
   A. **Save the Date!** The GO team G3 Summit is returning this year on September 23, 2023. We hope all GO Team members can attend.
   B. **Orientation Training.** The GO team office would like to remind all GO team members that they must complete their orientation training in order for our GO team to be in compliance.
   C. **Attendance is our focus.** Next month is National Attendance Awareness Month and we will be doing a lot of activities during that month. If you have any ideas,

or know of any organizations who want to participate, please send them to Dr. Marshall. Ms. Tia Barnes volunteered to assist with snacks.

VII.   **Adjournment: Motion to Adjourn at 4:35 pm.** [Passes]

[SCHOOL NAME]
Date: [insert date]
Time: [insert scheduled time]
Location: [insert meeting location]

I.   **Call to order:** [Insert actual Start Time of the meeting]
II. **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]

III. **Action Items** *(add items as needed)*

A.   **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

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

Vacant Position:	*[Parent, Staff, Community, or Swing]*
Nominee Name	GO Team Members **In favor** of Nominee

C. **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**	

D. *For High Schools*: **Appoint Student Representatives**
Student Representative 1: [Insert Name of Student Representative]
Student Representative 2: [Insert Name of Student Representative]

E. **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]

F. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*

   i. **Chair: Result:** [Insert Name of Member Elected as Chair]

Officer Position:	Chair
Nominee Name	GO Team Members **In favor** of Nominee

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

Officer Position:	Vice Chair
Nominee Name	GO Team Members **In favor** of Nominee

Meeting Minutes

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

Officer Position:	Secretary
Nominee Name	GO Team Members **In favor** of Nominee

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

Officer Position:	Cluster-Representative
Nominee Name	GO Team Members **In favor** of Nominee

G.   **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]

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

	Date	Time	Location	Public Comment Permitted? (Yes/No)
1				
2				
3				
4				
5				
6				
7				
8				

I. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**
Motion to adopt made by: [Insert Name]; Seconded by: [Insert Name]
Members Approving:
Members Opposing:
Members Abstaining
Motion [Passes/Fails]

IV. **Discussion Items** *(add items as needed)*
   A. **Discussion Item 1**: [Add description of discussion item and brief summary of the discussion]
   B. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]

V. **Information Items** *(add items as needed)*
   A. **Principal's Report** [Add brief summary of the report and any resulting discussion]
      i. **Enrollment and/or Leveling Updates**
      ii. **Strategic Plan and Performance Measures Update**
   B. **Information Items** [Add brief summary of the item and any resulting discussion]

VI. **Announcements** [Add brief summary of the announcements]

VII. **Adjournment**
Motion made by: [Insert Name]; Seconded by: [Insert Name]
Members Approving:
Members Opposing:
Members Abstaining:
Motion [Passes/Fails]

ADJOURNED AT [Insert Actual Time]

Minutes Taken By: [Insert Name]
Position: [Insert Officer Position or GO Team Member]
Date Approved: [Insert Date When Approved