

Meeting Minutes

Humphries Elementary School

Date: [September 11, 2018]

Time: [4:15pm]

Location: [Humphries Elementary School's Media Center]

- I. Call to order: [4:15pm]
- II. Roll Call: Woods, Humphreys, Evans-Taylor, McNamee, Foster (absent), Barrow

Role	Name (or Vacant)	Present or Absent
Principal	Ms. Melanie Mitchell	Present
Parent/Guardian		Vacant
Parent/Guardian	Ms. Dyzala Foster	Absent
Parent/Guardian	Marques Scales	Present
Instructional Staff		Vacant
Instructional Staff	Ms. Elizabeth Woods	Present
Instructional Staff	Ms. Carla Humphreys	Present
Community Member	Ms. Joann Evans-Taylor	Present
Community Member	Ms. Yolanda Barrow	Present
Swing Seat		
Student (High Schools)		

Quorum Established: [Yes]

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

- a. **Approval of Agenda:** Motion made by: [Ms. Evans-Taylor]; Seconded by: [Ms. Woods]
Members Approving: All present
Members Opposing: none
Members Abstaining: none
Motion [Passes]
- b. **Approval of Previous Minutes:** List amendments to the minutes: No minutes at this time.
Motion made by: [Insert Name]; Seconded by: [Insert Name]
Members Approving:
Members Opposing:
Members Abstaining:
Motion [Passes/Fails]

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Fill Vacant Positions *(copy and complete table for each open position)*

Open Position:	[Parent, Staff, Community, Swing]
Nominee's Name:	Ms. Lakeesha Jordan
GO Team Members In favor	All present
GO Team Members Opposed	
GO Team Members Abstaining	

c. **Fill Open Community Member Seat:** Appointed Ms. Arnold

Open Position:	Community Member
Nominee's Name:	Ms. Geniece Arnold
GO Team Members In favor	All present
GO Team Members Opposed	none
GO Team Members Abstaining	none

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

i. **Chair: Result:** [Ms. McNamee]

Officer Position:	Chair
Nominee's Name:	Tameka McNamee
GO Team Members In favor	All Present
GO Team Members Opposed	none
GO Team Members Abstaining	none

ii. **Vice Chair: Result:** [Ms. Woods]

Officer Position:	Vice Chair
Nominee's Name:	Elizabeth Woods
GO Team Members In favor	All Present

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GO Team Members Opposed	None
GO Team Members Abstaining	none

iii. Secretary: Result: [\[Ms. Arnold\]](#)

Officer Position:	Secretary
Nominee's Name:	Ms. Lakeesha Jordan (declined) Ms. Joann Evans-Taylor (declined) Ms. Geniece Arnold
GO Team Members In favor	All Present
GO Team Members Opposed	none
GO Team Members Abstaining	none

iv. Cluster Representative: Result: [Ms. Humphreys](#)

Officer Position:	Cluster-Representative
Nominee's Name:	Ms. Carla Humphreys
GO Team Members In favor	All Present
GO Team Members Opposed	none
GO Team Members Abstaining	none

- e. **For High Schools: Appoint Student Representative**
Student Representative: [\[Insert Name of Student Representative\]](#)
- f. **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 (Yes/No)
1	10/30/18	4:15	Humphries Media Center	Yes
2	12/11/18	4:15	Humphries Media Center	Yes

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3	1/29/19	4:15	Humphries Media Center	No
4	3/12/19	4:15	Humphries Media Center	Yes
5	4/16/19	4:15	Humphries Media Center	Yes
6				
7				
8				

Review and Approve Public Comment Format [Go Team Meeting Dates for October, December, March and April for 20 minutes total – 3 minutes per person at the beginning of the meeting] Motion to adopt made by: [Ms. Evans-Taylor]; Seconded by: [Ms. Jordan]

Members Approving: All Present

Members Opposing: none

Members Abstaining: none

Motion [Passes]

Review and Adopt GO Team Norms [See attached with changes to the agenda to allow public comments and public comments to 3 minutes] Motion made by: [Ms. Barrow]; Seconded by: [Ms. Arnold]

Members Approving: All present

Members Opposing: none

Members Abstaining: none

Motion [Passes]

IV. Discussion Items *(add items as needed)*

- a. **Discussion Item 1:** [Go Team Binder – Explanation of the different tabs and the school information]
- b. **Discussion Item 2:** [Decline in the school's enrollment, which impacted our budget]

V. Information Items *(add items as needed)*

- a. **Principal's Report** [Ms. Mitchell explained that enrollment is lowest in the eight years that she has been at Humphries. Humphries has 329 students enrolled. The budget was cut to accommodate in order not to lose a teacher. In order to pay the district back the \$8404, she took the money from field trips and substitute teachers]
- b. **Information Item 2** [Add brief summary of the item and any resulting discussion]

VI. Announcements [GO Team Summit – Saturday, September 22, 2018]

VII. Adjournment

Motion made by: [Ms. Evans-Taylor]; Seconded by: [Ms. Woods]

Members Approving:

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Members Opposing: none

Members Abstaining: none

Motion [Passes]

ADJOURNED AT [5:02]

Minutes Taken By: [Carla Humphreys]

Position: [GO Team Cluster Representative]

Date Approved: [Insert Date When Approved]