

# Meeting Minutes

[Boyd Elementary]

Date: [11/15/18]

Time: [3:15PM]

Location: [Conference Room]

I. Call to order: [3:26PM]

II. Roll Call

Principal	Joi Kilpatrick	Present
Parent/Guardian	London Henry	Present
Parent/Guardian	Crystal Bailey	Present
Parent/Guardian	Miranda Dozier	Present
Instructional Staff	Sharlene Hendley	Present
Instructional Staff	Beatrice Sewell	Present
Instructional Staff		
Community Member	Darien Waite	Absent
Community Member	Kim Dennis	Present
Swing Seat	Natalie Williams-Jordan	Present
Student (High Schools)		

**Guests Present:** [If someone has been invited someone to present to the GO Team, list the name(s) here; you do not have to list observers]

**Quorum Established:** [Yes]

III. Action Items

- a. **Approval of Agenda:** Motion made by: [Hendley]; Seconded by: [Sewell]  
**Members Approving:** Jordan, Bailey, Dozier, Dennis, Henry  
**Members Opposing:**  
**Members Abstaining:**  
**Motion [Passes]**
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*  
Motion made by: [Hendley]; Seconded by: [Sewell]  
**Members Approving:** Jordan, Bailey, Dozier, Dennis, Henry  
**Members Opposing:**  
**Members Abstaining:**  
**Motion [Passes]**
- c. **Action Item 1:** []

## Meeting Minutes

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

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** []

d. **Action Item 2:** []

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

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes]

**IV. Discussion Items** School Updates

School Improvement Plan

- a. **Discussion Item 1:** [School Updates: Focus second semester on utilizing volunteers well; Identified and discussed District policy on volunteering; Career week expectations; Focus on literacy and math; Discussed The New Teacher Project TNTTP; assessment tools]
- b. **Discussion Item 2:** [Preliminary discussion around the School Improvement Plan, and its working parts]

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

- a. **Principal's Report** [Identified attendance rate as an issue and action steps to support improving attendance]
- b. **Information Item 2** [Add brief summary of the item and any resulting discussion]

**VI. Announcements** [Clark Atlanta interns will work with Boyd during the second semester]

**VII. Adjournment**

Motion made by: [Hendley]; Seconded by: [Sewell]

Members Approving: Dozier, Jordan, Bailey, Dennis, Henry

Members Opposing:

Members Abstaining:

**Motion** [Passes]

**ADJOURNED AT** [3:35pm]

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**Minutes Taken By:** [Crystal Bailey]

**Position:** [Secretary]

**Date Approved:** [Insert Date the Minutes are **APPROVED** by the GO Team]