

# Budget Allocation Meeting Minutes

**Boyd Elementary School**  
**Date: 2/1/2024**  
**Time: 3:30pm**  
**Location: Zoom & Media Center**

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

**II. Roll Call**

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Kilpatrick	Present
Parent/Guardian	Sarah Ramsey	Present
Parent/Guardian	Natalie Barnett	Absent
Parent/Guardian		
Instructional Staff	Katherine Allred	Present
Instructional Staff	Bileisha Jackson	Present
Instructional Staff	Vivian Mussendent	Present
Community Member	Becky Matthews	Present
Community Member	Larenzia Lawrence	Absent
Swing Seat	Shirkira Spearman	Present
Student (High Schools)		

**III.**

**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 (Budget Allocation Meeting)**

a. **Approval of Agenda:** Motion made by: [Allred]; Seconded by: [Jackson]

Members Approving: All

Members Opposing: None

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Members Abstaining: None

**Motion [Passes]**

- b. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Allred]; Seconded by: (Jackson)

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion [Passes]**

- c. **Budget Development and Feedback Presentation:**

- d. Motion made by: [Allred]; Seconded by: [Matthews]

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion [Passes]**

- e. **Ranking of Strategic Plan Priorities:** [Stayed the Same]

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

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion [Passes]**

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

- a. **Review Budget Development Process**

- i. Review and Update *(if necessary)* meeting calendar [If there are changes to the calendar, provide the motion and detail any changes made to the GO Team meeting calendar.]

- b. **Budget Allocation Presentation:** [Add description of discussion item and brief summary of the discussion – be sure to include all materials presented or handed out – e.g. PowerPoint Presentation]

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## V. Adjournment

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

Members Approving: All

Members Opposing: None

Members Abstaining: None

Motion [Passes]

ADJOURNED AT [3:50]

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Minutes Taken By: [Allred]

Position: [Insert Person's Position on the GO Team – either the officer position or just "GO Team member"]

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