Meeting Summary

[Boyd Elementary]
Date: [September 7, 2023]
Time: [3:30p.m.]
Recording: [Zoom
Passcode: V2fz75#P**]**

I.   Roll Call

Role	Name *(or Vacant)*	Present or Absent
Principal	Dr. Joi Kilpatrick	**Present**
Parent/Guardian	Natalie Barnett	**Absent**
Parent/Guardian	London Henry	**Present**
Parent/Guardian	Sarah Ramsey	**Present**
Instructional Staff	Katherine Allred	**Present**
Instructional Staff	Billesha Jackson	**Present**
Instructional Staff	Vivian Mussenden	**Present**
Community Member	Larenzia Lawrence	**Absent**
Community Member	Becky Matthews	**Present**
Swing Seat	Shirkia Spearman	**Present**

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

A.   **Approval of Agenda: Motion [**Passes**/Fails]**

B.   **Fill Vacant Positions** *(copy and complete table for each vacant position)*

Vacant Position:	[Parent, Staff, Community, Swing]
Appointee's Name:	London Henry

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

Open Position:	Community Member
Appointee's Name:	Becky Matthews

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

Open Position:	Swing Member
Appointee's Name:	Shirkia Spearman

E.   **Approval of Previous Minutes [**Passes**/Fails]**

F.   **Election of Officers and Representatives**

    i.   **Chair: Result:** [Vivian Mussenden]

    ii.   **Vice Chair: Result:** [Becky Matthews]

      iii.   **Secretary: Result:** [Katherine Allred]

      iv.   **Cluster Representative: Result:** [London Henry]

G.   **Approval of Public Comment Protocol: Motion** [Passes/Fails]

H.   **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	Virtual or Hybrid	Time for Public Comment? (Yes/No)
1	September 21, 2023	3:30p.m.	Hybrid	Yes
2	October 19, 2023	3:30p.m.	Hybrid	Yes
3	November 16, 2023	3:30p.m.	Hybrid	Yes
4	February 15, 2024	3:30p.m.	Hybrid	No
5	March 21, 2024	3:30p.m.	Hybrid	Yes
6	April 18, 2024	3:30p.m.	Hybrid	Yes

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

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

GO·TEAMS
STRONG SCHOOLS
START WITH ME!

[SCHOOL NAME]
Date: [insert date]
Time: [insert scheduled time]
Recording: [insert meeting recording link]

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, or Community*
Nominee's Name:	
GO Team Members **In favor**	
GO Team Members **Opposed**	

GO Team Members **Abstaining**	

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

Nominee's Name:	Nominated by	GO Team Members In favor

GO Team Members who **ABSTAINED** from voting:

SWING SEAT RESULT:

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

F. **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]

G. **Election of Officers and Representatives** *(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

GO Team Members who **ABSTAINED** from voting:

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

GO Team Members who **ABSTAINED** from voting:

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

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

GO Team Members who **ABSTAINED** from voting:

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

GO Team Members who **ABSTAINED** from voting:

H. **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]

I.   **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	Virtual or Hybrid	Time for Public Comment? (Yes/No)
1				
2				
3				
4				
5				
6				
7				
8				

J.   **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]

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 Update** [Add brief summary of the update and any resulting discussion]
   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