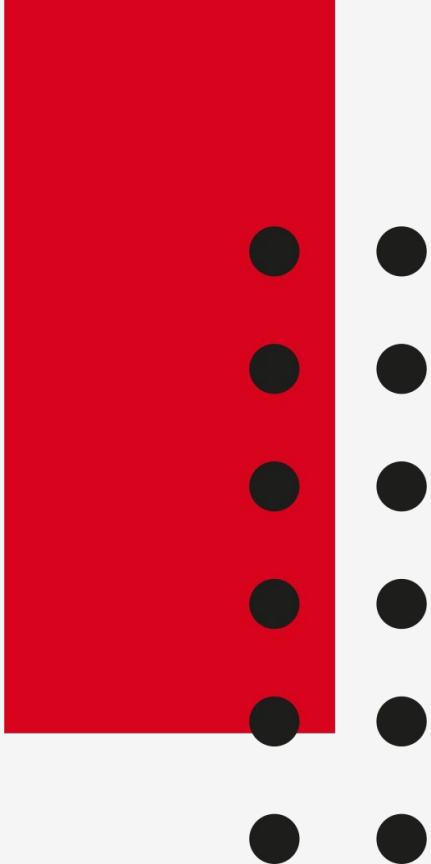
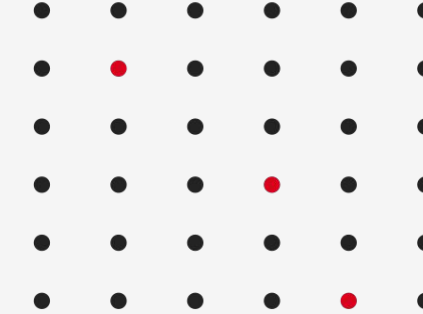




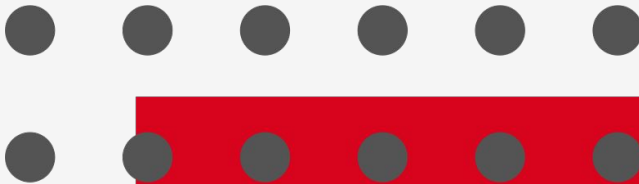
# GO Team Organizational Meeting

Template Last Revised:  
8/8/2025



- I. Call to Order
- II. Roll Call; Establish Quorum
- III. Action Items
  - A. Approval of Agenda
  - B. Fill Vacant Positions
  - C. Fill Open Community Member Seat
  - D. Fill Open Swing Seat
  - E. Approval of Previous Minutes
  - F. Election of Officers and Representatives
    - i. Chair
    - ii. Vice-Chair
    - iii. Secretary
    - iv. Cluster Representative
  - G. Review and Approve Public Comment Protocol
  - H. Set GO Team Meeting Calendar
    - I. Review, Confirm/Update, and Adopt GO Team Meeting Norms
- IV. Discussion Items
  - A. Reserve Funds Budget Allocation
  - B. Stakeholder Engagement Exercise
- V. Information Items
  - A. Principal's Update
    - i. APS Personal Electronic Device Policy (PED)
    - ii. Our PED Implementation
  - B. APS Forward 2040 –Comprehensive Long Range Facilities Plan
- VI. Announcements
  - A. New GO Team Member Training and Orientation
- VII. Adjournment

# Agenda



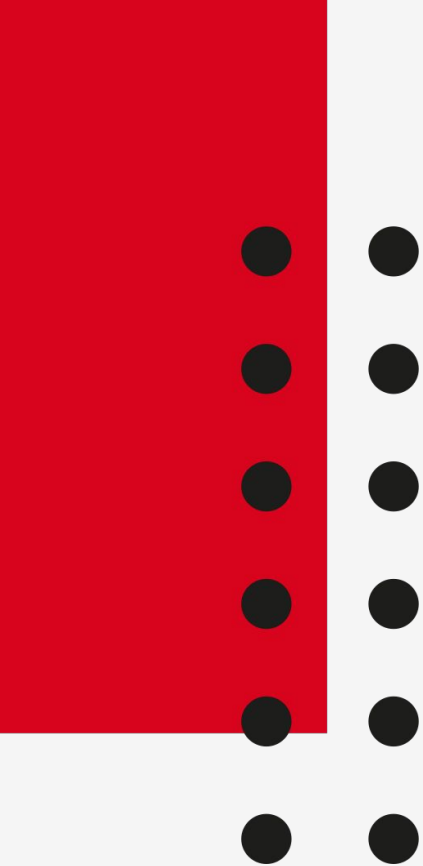
- GO Team will appoint an interim secretary **for this meeting.**
- Interim Secretary will call roll of current GO Team members.
- Secretary will announce if the GO Team has a **quorum.**

**The meeting can only proceed if a majority of current members are present.**

**Interim  
Secretary**

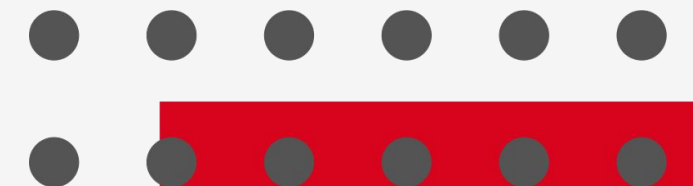
**Call Roll**

**Establish  
Quorum**



- I. Call to Order
- II. Roll Call; Establish Quorum
- III. Action Items
  - A. Approval of Agenda
  - B. Fill Vacant Positions *(if applicable)*
  - C. Fill Open Community Member Seat
  - D. Fill Open Swing Seat
  - E. *For High Schools:* Appoint Student Representatives
  - F. Approval of Previous Minutes *(last meeting of 2024-2025 school year)*
  - G. Election of Officers and Representatives
    - i. Chair
    - ii. Vice-Chair
    - iii. Secretary
    - iv. Cluster Representative
  - H. Review and Approve Public Comment Protocol
    - I. Set GO Team Meeting Calendar
    - J. Review, Confirm/Update, and Adopt GO Team Meeting Norms
- IV. Discussion Items *(add items as needed)*
  - A. Stakeholder Engagement Exercise
  - B. Discussion Item 2:
- V. Information Items *(add items as needed)*
  - A. Principal's Update
    - i. APS Personal Electronic Device Policy (PED)
    - ii. Our PED Implementation
  - B. APS Forward 2040 –Comprehensive Long Range Facilities Plan
- VI. Announcements *(add items as needed)*
  - A. New GO Team Member Training and Orientation
- VII. Adjournment

**Approve the  
Agenda**



# Fill Open Community Seat

- The new **Community Member** for the open seat will serve for a full two-year term – until June 2027.
- Individuals **cannot** be full-time APS employees.
- Principal nominates the individual for the Community Member seat.

**The GO Team votes on the nomination for the Community Member.**

# Fill Open Swing Seat

- Any GO Team member can nominate someone for the **open Swing Seat**.
- Anyone **except** school administrators are eligible to fill the seat.
- The new Swing Seat member will serve a full two-year term until June 2027.

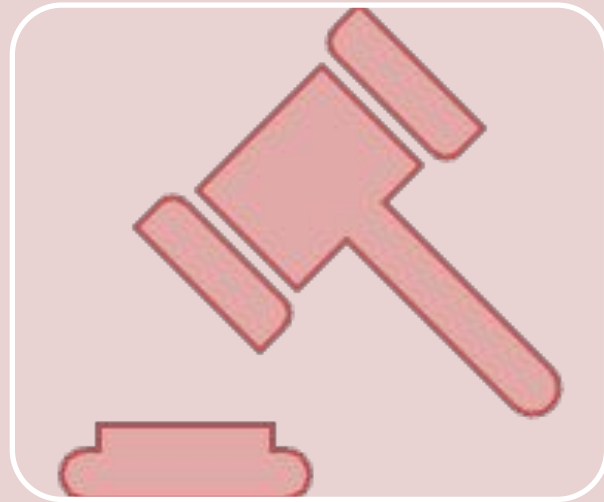
**The GO Team votes on the nomination(s) for the swing seat.**

- Review minutes from the last meeting of the 2024–2025 school year.
- GO Team will offer amendments and corrections to the minutes.
- GO Team will then vote to approve the previous meeting’s minutes.

# Approval of the previous meeting Minutes

*(last meeting of  
2024–2025)*

# Election of Officers



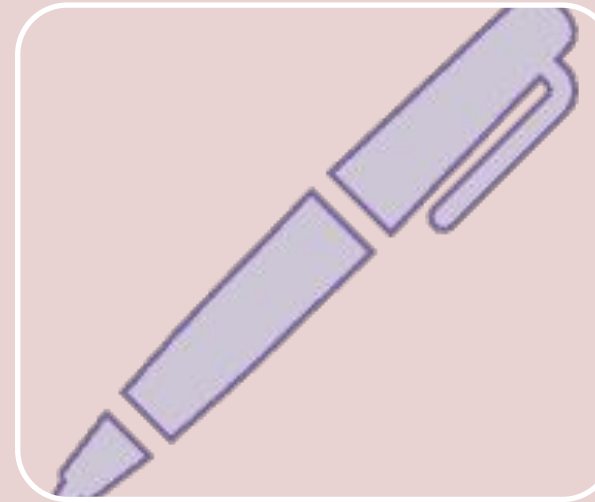
## CHAIR

- Works with GO Team to create the agenda
- Leads meetings
- Monitors GO Team compliance with Open Meeting Laws and member training



## VICE-CHAIR

- Ensures compliance with parliamentary procedure
- Acts as Chair, if the Chair is absent



## SECRETARY

- Takes minutes at meetings
- Ensures compliance with Open Meeting Laws by posting GO Team documents on the school's GO Team webpage



## CLUSTER REP

- Attends Cluster Advisory Team (CAT) meetings (about 3/year)
- Reports out at CAT about your school
- Brings cluster report back to GO Team
- Can hold an officer position

Find more information about officer positions in the [GO Team Handbook](#)

The GO Team Office provides additional training and resources for officers.





# CHAIR





## Chair Responsibilities

The GO Team Chair is the leader of the GO Team and presides at all meetings of the GO Team.

### Key Responsibilities

- Leading GO Team Meetings
- Working with the Principal and GO Team to develop meeting Agendas
- Ensuring every GO Team member has an opportunity to be heard
- Monitoring team compliance

### Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services
  - Knowledge of, and ability to work with, the broader school community
  - Ability to understand concepts and articulate ideas
  - Willingness to learn facilitation skills and provide balanced leadership
- 
- 

# VICE-CHAIR



## Vice-Chair Responsibilities

The GO Team Vice-Chair assists the GO Team Chair in providing leadership to the GO Team and presides at all meetings of the GO Team in the absence of the Chair.

### Key Responsibilities

- Ensuring the GO Team follows parliamentary procedure
- Working with the Principal and Chair to develop meeting Agendas
- Acting as Chair, if the Chair is not present.

### Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services
- Knowledge of, and ability to work with, the broader school community
- Ability to understand concepts and articulate ideas
- Willingness to learn facilitation skills and provide balanced leadership



## Secretary Responsibilities

The GO Team Secretary is responsible for communication regarding GO Team meetings and documenting the work and decisions of the GO Team.

### Key Responsibilities

- Posting GO Team documents (agendas, summaries, and minutes) to the website
- Taking minutes at GO Team meetings
- Ensuring the GO Team is in compliance with Georgia Open Meeting Laws

### Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services.
- Knowledge of, and ability to work with, the broader school community
- Willingness to learn about and ensure GO Team compliance with Robert's Rules of Order and Georgia's Open Meetings and Records laws
- Organization skills and an ability to adhere to deadlines

CLUSTER

REP



## Cluster Advisory Team Representative Responsibilities

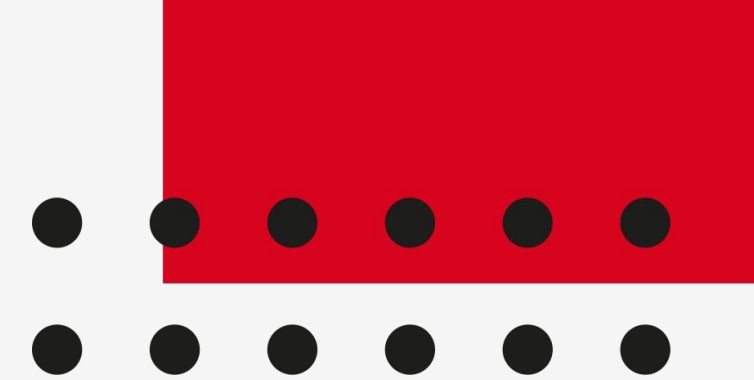
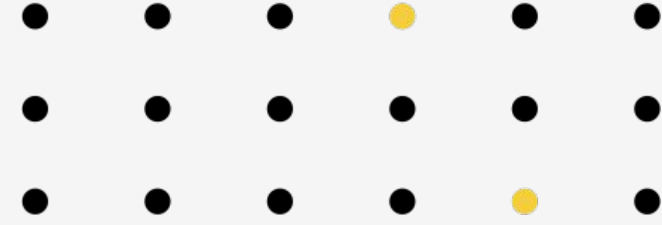
The CAT Representative serves as the voice of their school's GO Team within the Cluster Advisory Team. The CAT Rep may also be the Chair, Vice-Chair, or Secretary.

### Key Responsibilities

- Attend all Cluster Advisory Team Meetings
- Represent your school at the CAT Meetings
- Bring relevant information and reports back to your GO Team

### Qualifications

- Willingness to collaborate with schools, principals, and community partners
- Interest in supporting continuous improvement and equity across schools
- Knowledge of, and ability to work with, the broader cluster community



# Public Comment Protocol

## Requirements

- Opportunities for public comment **shall** be provided at least four (4) times in a school/fiscal year and noted on the GO Team's webpage and meeting agenda;
- GO Team members will **not** provide responses or engage in direct conversation during public comment;
- Each GO Team will determine a consistent method for receiving public comments and for parents and other citizens to sign up to address the team;
- **At least 20 minutes** of time will be allotted for the public to make comments at meetings where public comment is permitted; and
- The public will receive at least 2 business days' notice of the Public Comment Protocol.





# Public Comment Protocol Tips

- **Public Comment Is Not Mandatory at Every Meeting**: GO Teams are not required to include a Public Comment period at every meeting, but should be scheduled for meetings involving major action items needing community input.
- **Plan and Structure Public Comment Thoughtfully**: When included, Public Comment should be scheduled at a specific time (e.g., a 20-minute segment with 2 minutes per speaker) and aligned with the school community's availability to encourage participation.
- **Establish a Clear and Transparent Process**: Provide clear instructions for how individuals can sign up to speak. During the Public Comment period, GO Team members should listen without responding, using the input to inform decisions.
- **Encourage Ongoing Community Engagement**: Remind stakeholders that Public Comment during meetings is just one way to share input. Emails to GO Team members and special sessions can also serve as valuable channels for community feedback.

**The GO Team votes on its  
Public Comment Protocol**

# Public Comment Protocol to Update

As the Burgess-Peterson Academy GO Team welcomes input from students, staff, parents and members of the community, each meeting will include an opportunity for public comment. To have an opportunity to offer public comment, two options are given:

1. Join the GO Team meeting on Zoom between 6:10 - 6:30 PM to make a public comment to the GO Team. Community members will be given up to 2 minutes to speak during which the team will listen, but not respond.
2. If you are unable to attend the meeting, you can also email your public comment to Secretary, and it will be read to the GO Team during the meeting.
3. You may sign up via the listed Google Form.

## **Suggestion: Add Google Form for Public Comment Sign Up**

- Why? Each GO Team will determine a consistent method for receiving public comments and for parents and other citizens to **sign up** to address the team


**The GO Team votes on its  
Public Comment Protocol**



# Meeting Calendar



## Requirements

- Hold **at least six** (6) business meetings this school year (*this meeting plus at least 6 more*);
  - **At least four** (4) of the meetings must permit time for Public Comment;
  - Meetings **cannot** be held during the instructional school day;
  - Meetings **must** be live-streamed and recorded; and
  - Meeting locations for hybrid meetings must be places which can accommodate the public (*i.e. – not a conference room*).
- 



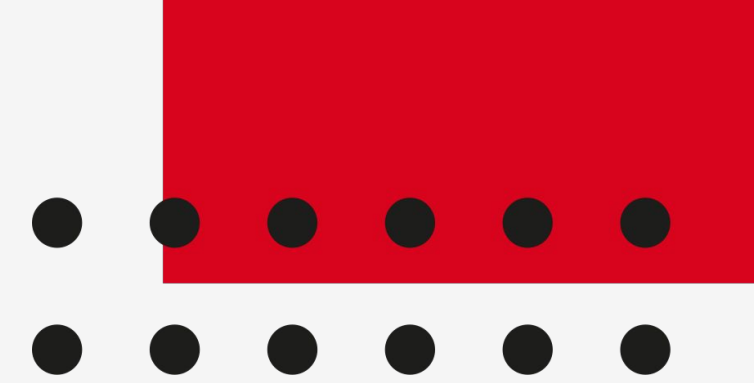
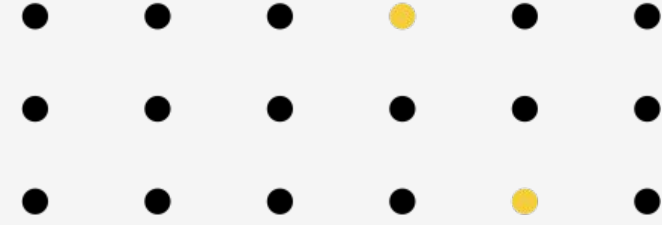
# Meeting Calendar Considerations

- **Hold at least 3 business meetings per semester**: This will ensure your GO Team has sufficient time to complete its business
- **Fall Semester 2025**: Your GO Team will be developing its 2025-2030 Strategic Plan to align with the District's new strategic plan; allow enough time to complete this work
- **Budget Meetings**:
  - Allocation Meeting: Late January
  - Draft Feedback Meeting: Early February – before February break
  - Finalization Meeting: Early March – after staffing conferences
- **Public Comment**: Select at least **four (4)** of meetings that will allow time for public comment.

## The GO Team votes on its Meeting Calendar

# Proposed Meeting Dates

Meeting #	Date / Time	Notes / Considerations about the Meeting date	Meeting Focus
Organizational	<b>8/28/25</b> <b>6:00 PM</b>		Organizational Meeting - Fill Open Seats, Public Comment Protocol, Meeting Norms, Officer Elections, etc.
1	<b>9/18/25</b> <b>6:00 PM</b>	9/25/25 is literacy night	Review Strategic Plan, CIP Goals, leveling impacts
2	<b>10/9/25</b> <b>6:00 PM</b>	Week of 10/13-10/17 is fall break, PTA meeting is 10/22	CIP Deep Dive, Needs Assessment, Strategic Plan Development 2025-2030
3	<b>11/20/25</b> <b>6:00 PM</b>	11/6 in math night, 11/11 is PTA executive board meeting	Finalize Strategic Plan Updates and Strategic Plan Priorities
4	<b>1/29/26</b> <b>6:00 PM</b>	Late in January for budget release	Budget Allocation Meeting
5	<b>2/12/26</b> <b>6:00 PM</b>	Winter break is 2/16-2/20	Budget Feedback Meeting
6	<b>3/12/26</b> <b>6:00 PM</b>	Typically need to have budget finalized by 3/15, Culture fest 3/19	Budget Finalization Meeting
7	<b>5/14/26</b> <b>6:00 PM</b>		Year end closeout, self-assessment



# Meeting Norms

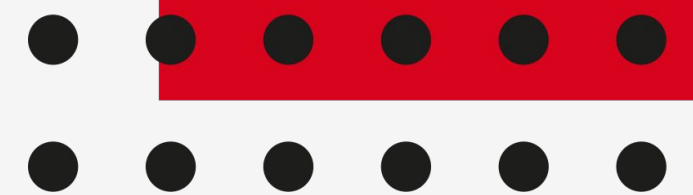
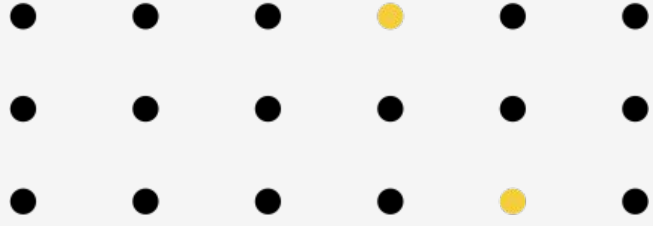
The GO Team may change these norms.

**The GO Team votes on its meeting norms.**

## Initial Norms

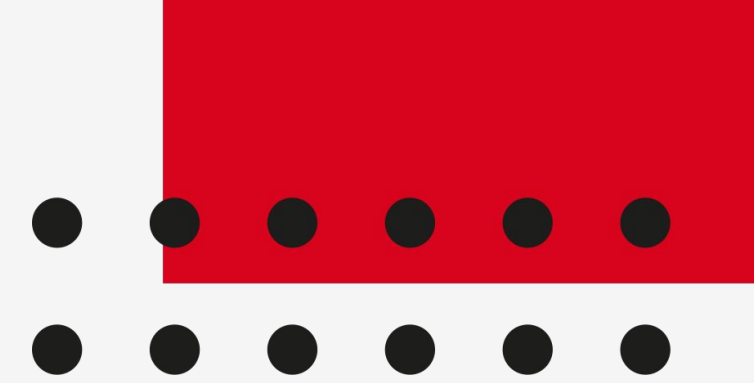
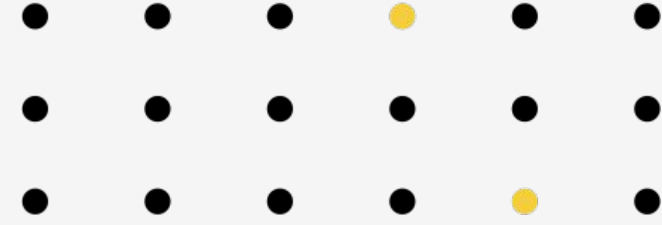
- This is a meeting of the GO Team. Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe.
- We will be fully present.
- We will follow the agenda as noticed to the public and stay on task.
- We will be respectful of each other at all 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.





# Discussion Items





## Reserve Funds

\$130,062 to allocate

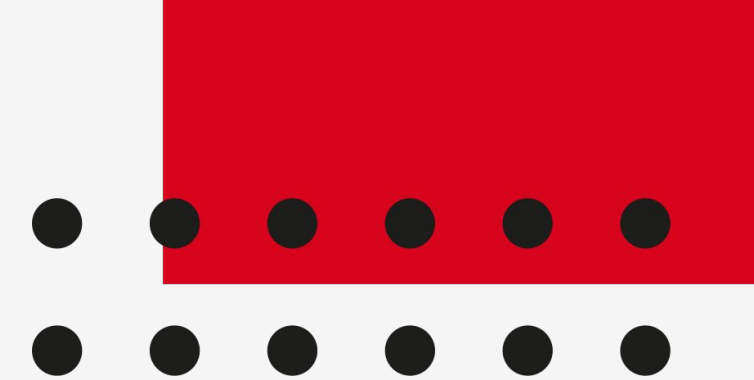
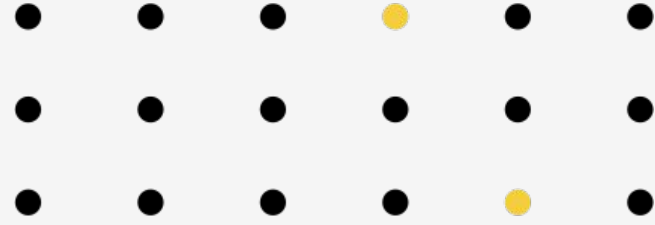
### Reserve Funds Allocation

**The GO Team votes on the use of reserve funds.**

#### Suggestions:

- Permanent Sub: \$43,000
- Hourly Family Engagement Liaison: \$17,000
- Overtime (custodians, school resource officer): \$2,500
- ELA Training: \$10,000
- Materials/Supplies: \$37,562
- Teacher Tutor from materials/supplies – \$20,000





# Stakeholder Engagement Exercise

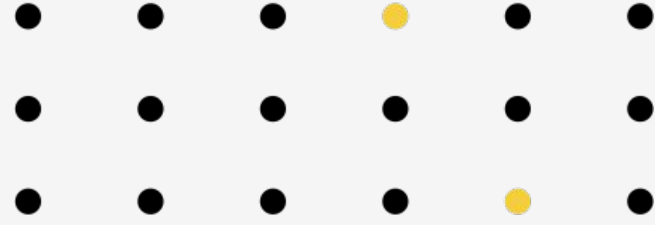
## Why We're Here

GO Teams play a vital role in decision-making that impacts the school's direction, priorities, and overall success.

- Stakeholder engagement ensures that the decisions we make reflect the real needs and voices of the people our schools serve.
- We're stronger when we bring others into the work—when we listen, learn, and co-create with families, students, staff, and community members.

**Today our GO Team will:** Brainstorm ways to involve our school's key stakeholders in our work.





## Here's the challenge:

We're going to look at four groups—Families, Students, Staff, and Community.

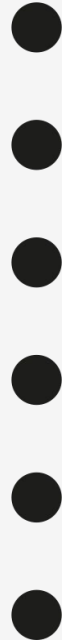
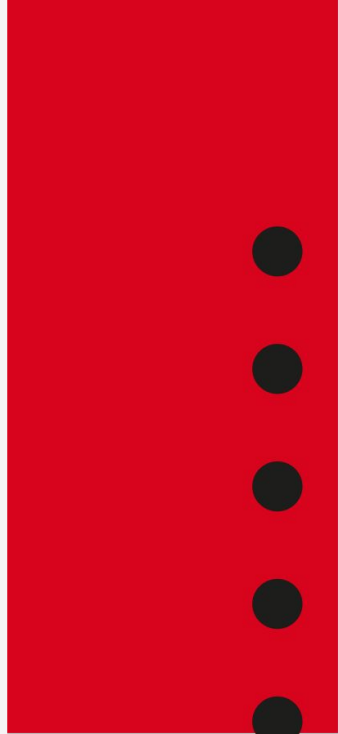
For each group, we'll ask and answer three questions:

1. **INFORM** – What's a fun or unexpected way to keep them in the loop?
2. **INPUT** – What's a meaningful way to get their ideas or feedback?
3. **INVITE** – How can we bring them into the *work*, not just the audience?

Let's get creative, specific, and push past the usual answers.

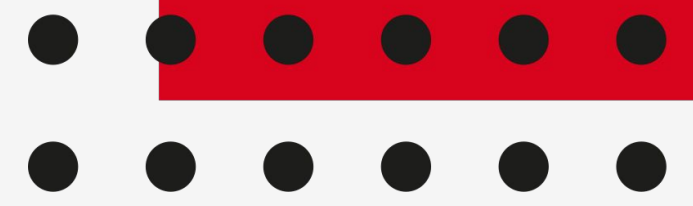
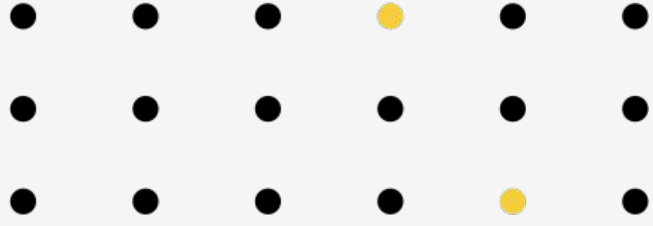






	FAMILIES	STUDENTS	STAFF	COMMUNITY
<b>INFORM</b> What’s a fun, unexpected way to keep them in the loop?	Sun Dragon Sentinel - email & Remind  Signature Events: Literacy, Math, Culture Fest  Facebook  PTA Coffee Chats  Teacher newsletters	Morning/Afternoon Announcements  Bulletin Boards  Morning Meetings  IB Ambassadors  Classroom Buddies	Friday Notes  Staff Meeting Activities  Culture Club  Videos  Social Media for Staff only  Updates from GO Team, quarterly review  Remind	BPA Marquee  ***Quarterly Newsletter - community businesses / East Atlanta Neighborhood group / EABA /  Community Event Tent
<b>INPUT</b> What’s a meaningful way to gather their ideas or feedback?	Feedback Form - Post in Sun Dragon Sentinel  Complete the feedback loop	Bulletin Board - Guiding Question, Use announcements	Feedback Form - Link in Friday Notes to form	Include feedback opportunity with guiding questions in newsletter - QR code
	Guiding Questions: examples – Belonging in the school community - spaces to belong, etc. What’s one thing that would make our school feel more welcoming? If you would be in charge of school clubs, what’s one more thing you would add? What is a school event that you’ve heard about and would love to bring back?			
<b>INVITE</b> How can we bring them into the work, not just the audience?	Signature Events Q1/Q3 Parent-Teacher Conferences Coffee Chats PTA Meetings Invite based on feedback	Principal Advisory Council  IB Ambassadors	Pedagogical Leadership Team GO Team Committees Culture Club Events	GO Team Sponsorship Formal Partnership Community Events - EAV Strut, Wheelbarrow Fest Career Day Involvement





# Information Items



- Beginning of Year Glows
- School Communication
- School Safety
  - Officer Lee, new School Resource Officer
  - Carpool Efficiency and Safety
  - Sun Dragons Fly Solo
- Family Literacy Night: Sept. 25, 5:30 - 7:00 PM

# Principal's Update



# APS Personal Electronic Device Policy

- ❑ **Starting this school year (2025–2026)**, students will be asked to keep their phones “up and away” during the school day.
- ❑ Our [Personal Electronic Device policy](#) is a long-standing Board policy designed to support a focused, respectful, and distraction-free learning environment for everyone.
- ❑ Additionally, **next school year (2026–2027)**, in line with a new state law ([HB340](#)), this will expand to include other personal devices like smartwatches, tablets, and headphones.

Click the boxes below for the:

APS Board  
Policy

APS PED  
Regulation

APS  
PED  
Policy

## In support of the APS PED Policy, at BPA:

- The use of cell phones and other PEDs is a privilege that may be granted to students before and after the official school day, only with parent consent.
- During the school day all devices must be turned off and kept out of sight unless approved by school administration.
- Students will be granted access to their phones by school administrators for personal emergencies and other special circumstances.

# PEDs in our School



# APS Forward 2040: Reshaping the Future of Education

## Taskforce Meetings

May 8, 2025 – Presentation

August 5, 2025– Presentation

## Upcoming Public Meetings

- August 25
- October 20
- November 10

**Virtual** – at Noon

**In-person** at 6PM at CLL (130 Trinity Ave)

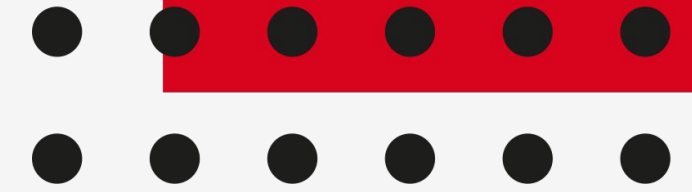
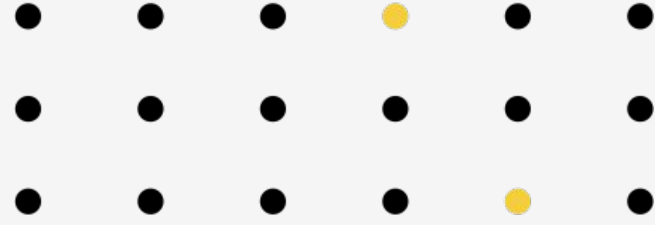


One District. One Goal. Every Child.

# UPDATE

## Comprehensive Long Range Facilities Plan

[atlantapublicschools.us/APS2040](https://atlantapublicschools.us/APS2040)



# Announcements



# IN-PERSON

**Bring the full GO Team**

Come ready to collaborate, contribute, and  
create the future!

**Come learn more about:**

- Your school's 2025-2030 Strategic Plan
- Stakeholder Engagement
- APS Forward 2040

*...and much more*

# SAVE THE DATE

## G3 Summit

Go.Grow.Govern.

Saturday

September 27

8:30 AM – 2:30 PM

Atlanta College & Career Academy

1090 Windsor St SW





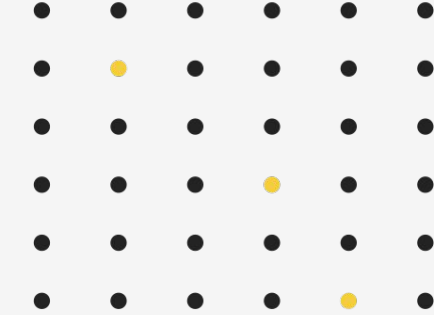
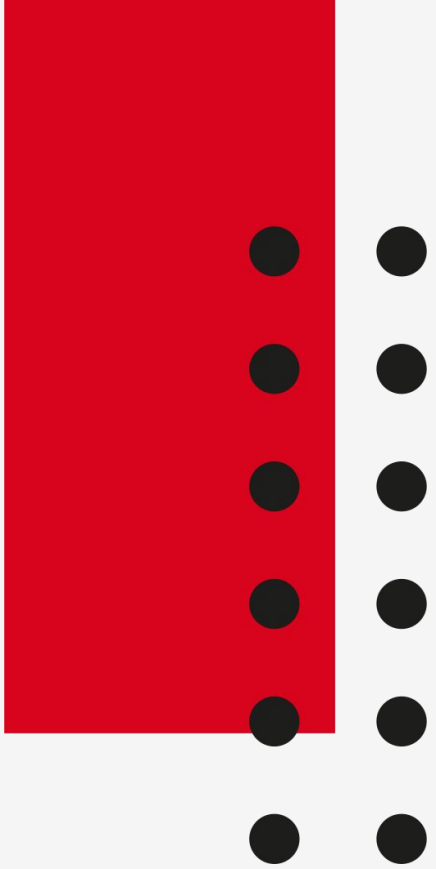
# GO Team Members

**Remember to complete your training.**

As outlined in Section 2.14 of the GO Team Handbook, GO Team members are **required to complete** orientation within **one year** of joining the team and must be renewed every four years.

Failure to complete this training will result in removal from the GO Team

Contact the GO Team Office if you have any questions.



# THANK YOU

*We're looking forward to a great year!*

