# GO TEAMS
## STRONG SCHOOLS
## START WITH ME!

# MEETING NOTICE

| School | Date | Time | Location |
|---|---|---|---|
| Cascade Elementary | August 31, 2022 | 3:30 PM | Media Center or Zoom <br> https://atlantapublicschoolsus.zoom.us/j/3707920268?pwd=dUFGOUdXWjRQYjZTWldXcmg2VHRMQT09 |

**Notice Prepared By:** Tiffany Momon     **Date Posted:** 8/18/2022

# Meeting Agenda
(*agenda may be amended*)

## This meeting [will not] allow for Public Comment

I.  **Action Items**
     A.  Approval of Agenda
     B.  Fill Vacant Positions *(if applicable)*
     C.  Fill Open Community Member Seat
     D.  *For High Schools*: Appoint Student Representatives
     E.  Approval of Previous Minutes
     F.  Election of Officers
          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
II.  **Discussion Items** *(add items as needed)*
     A.  Discussion Item 1:
     B.  Discussion Item 2:
III.  **Information Items** *(add items as needed)*
     A.  Principal's Report
          i.  Enrollment and/or Leveling Update

*Last revised on* 8/17/2022

        ii.   Strategic Plan and Performance Measures Update

        iii.  2022 GA Milestones Results

B.      Information Item 2

# Meeting Agenda

## [Cascade Elementary School]
### Date: [August 31, 2022]
### Time: [3:30 PM]
### Location: [Media Center andhttps://atlantapublicschools-us.zoom.us/j/3707920268?pwd=dUFGOUdXWjRQYjZTWldXcmg2VHRMQT09 ]

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.   *For High Schools*: Appoint Student Representatives
    E.   Approval of Previous Minutes
    F.   Election of Officers
        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** *(add items as needed)*
    A.   Discussion Item 1:
    B.   Discussion Item 2:
V.    **Information Items** *(add items as needed)*
    A.   Principal's Report
        i.    Enrollment and/or Leveling Updates
        ii.   Strategic Plan and Performance Measures Update
        iii.  2022 GA Milestones Results
    B.   Information Items
VI.   **Announcements** *(add items as needed)*
    A.   New GO Team Member Training and Orientation
VII.  **Public Comment** *(if applicable)*
VIII. **Adjournment**

**[SCHOOL NAME]**
**Date: [insert date]**
**Time: [insert scheduled time]**
**Location: [insert meeting location]**

**I.** **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)* | | |

**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: | |

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

| Open Position: | Community Member |
|---|---|
| Appointee's Name: | |

  D. *For High Schools:* **Appoint Student Representatives**
  **Student Representative 1:** [Insert Name of Student Representative]
  **Student Representative 2:** [Insert Name of Student Representative]
  E. **Approval of Previous Minutes** [Passes/Fails]
  F. **Election of Officers**
   i. **Chair: Result:** [Insert Name of Member Elected as Chair]
   ii. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]
   iii. **Secretary: Result:** [Insert Name of Member Elected as Secretary]
   iv. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]
  G. **Approval of Public Comment Protocol: Motion** [Passes/Fails]

H.    **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 Permitted? (Yes/No) |
|---|------|------|----------|------------------------------------|
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

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

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

# Meeting Minutes

**[SCHOOL NAME]**
**Date: [insert date]**
**Time: [insert scheduled time]**
**Location: [insert meeting location]**

**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, Community, or Swing]* |
|---|---|
| **Nominee Name** | GO Team Members **In favor** of Nominee |
| | |
| | |
| | |

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

E.   **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]

F.   **Election of Officers** *(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 |
| | |
| | |
| | |

   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 |
| | |
| | |
| | |

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

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

**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 |
|  |  |
|  |  |
|  |  |

G. **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]

H. **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 Permitted? (Yes/No) |
|---|---|---|---|---|
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

I.   **Review, Confirm/Update, and Adopt GO Team 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 Report** [Add brief summary of the report and any resulting discussion]
   i.   **Enrollment and/or Leveling Updates**
   ii.   **Strategic Plan and Performance Measures Update**
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]

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**Minutes Taken By:** [Insert Name]
**Position:** [Insert Officer Position or GO Team Member]
**Date Approved:** [Insert Date When Approved