

# Meeting Agenda

[SCHOOL NAME]

Date: [9/12/2018]

Time: [3:30 p.m.]

Location: [Peyton Forest ES – Conference Room]

- I. Call to order – Mrs. Nevers-Williams
- II. Roll Call; Establish Quorum - Mrs. Nevers-Williams
- III. Action Items *(add items as needed)*
  - a. Approval of Agenda:
  - b. Approval of Previous Minutes: n/a – 1<sup>st</sup> Go Team meeting
  - c. Action Item 1:
  - d. Action Item 2:
- IV. Discussion Items *(add items as needed)*
  - a. Discussion Item 1: **Need for a 3<sup>rd</sup> parent, 2 community members**
  - b. Discussion Item 2: Agreed on public comment format (max of 20 minutes for public comment, 2 minutes per person)
  - c. Team agreed to keep current meeting norms.
- V. Information Items *(add items as needed)*
  - a. Principal's Report
  - b. Information Item 2
- VI. Announcements
  - a. Go Team Summit, 9/22/18
  - b. Team elected officers
- VII. Public Comment *(if applicable)*
- VIII. Adjournment