

# Meeting Summary

Heritage Academy Elementary School

Date: **Monday, November 01, 2021**

Time: **3:30 PM**

Location: **Virtually**

**I. Roll Call**

Role	Name (or Vacant)	Present or Absent
Principal	Trennis Harvey	Present
Parent/Guardian	Kewonnia Whitaker	Present
Parent/Guardian	Precious Vaughn	Absent
Parent/Guardian	Vacant	
Instructional Staff	Heather Rutland Brown	Present
Instructional Staff	Olivia Scates	Present
Instructional Staff	April Thacker	Present
Community Member	Clairissa Taylor	Absent
Community Member		
Swing Seat	Darryl Davis	Present
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)**

<b>Vacant Position:</b>	[Parent, Staff, Community, Swing]
<b>Appointee's Name:</b>	

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

<b>Open Position:</b>	Community Member
<b>Appointee's Name:</b>	

D. **Fill Open Swing Seat**

<b>Open Position:</b>	Swing Seat
<b>Appointee's Name:</b>	

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 Passes**

G. **Election of Officers**

i. **Chair: Result: Olivia Scates**

## Meeting Summary

- ii. Vice Chair: Result: [Heather Rutland Brown](#)
- iii. Secretary: Result: [April Thacker](#)
- iv. Cluster Representative: Result: [Kewonnia Whitaker](#)
- H. Approval of Public Comment Format: Motion [\[Passes\]](#)
- I. 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	09/07/21	4:00 PM	Virtually	No
2	11/01/21	3:30 PM	Virtually	No
3	12/06/21	3:30 PM	Virtually	No
4				
5				
6				
7				
8				

- J. Adopt GO Team Norms Motion [Passes](#)

### III. Adjournment: Motion [Passes](#)