

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **School**  | **Date** | **Time** | **Location** |
| L.P Miles | 8/22/19 | 3:30pm | Media Center |

**Notice Prepared By:** Chaquetta Walker  **Date Posted: 8/20/19**

**Meeting Agenda**

*This meeting will not allow for Public Comment*

1. **Action Items**
	1. Approval of Agenda
	2. Fill Vacant Positions
	3. Fill Open Community Member Seat
	4. Fill Open Swing Seat
	5. Approval of Previous Minutes
	6. Election of Officers
		1. Chair
		2. Vice-Chair
		3. Secretary
		4. Cluster Representative
	7. Review and Approve Public Comment Format
	8. Set GO Team Meeting Calendar
	9. Review, Confirm/Update, and Adopt GO Team Meeting Norms
2. **Discussion Items**
	1. Strategic Plan
	2. Sponsorships
3. **Information Items**
	1. Principal’s Report
	2. Community block party

**L.P. Miles Elementary school**

**Date: 8/22/19**

**Time: 3:30 p.m.**

**Location: Media Center**

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items**
	1. Approval of Agenda
	2. Fill Vacant Positions
	3. Fill Open Community Member Seat
	4. Fill Open Swing Seat
	5. Approval of Previous Minutes
	6. Election of Officers
		1. Chair
		2. Vice-Chair
		3. Secretary
		4. Cluster Representative
	7. Review and Approve Public Comment Format
	8. Set GO Team Meeting Calendar
	9. Review, Confirm/Update, and Adopt GO Team Meeting Norms
4. **Discussion Items**
	1. Strategic Plan
	2. Sponsorships
5. **Information Items**
	1. Principal’s Report
6. **Announcements**
	1. Community block party
7. **Adjournment**

**L.P. Miles Elementary School**

**Date: 8/22/19**

**Time: 3:30 p.m.**

**Location: Media Center**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Thalise Perry**  |  |
| **Parent/Guardian** | **Leslie Austin** |  |
| **Parent/Guardian** | **Marquita Hixon** |  |
| **Parent/Guardian** |  |  |
| **Instructional Staff** | **Arissa Camp-Glover (chairperson)** |  |
| **Instructional Staff** | **Chaquetta Walker (secretary)** |  |
| **Instructional Staff** | **Dr. Karen Hood** |  |
| **Community Member** | **Jermaine Luke** |  |
| **Community Member** | **(open)** |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |

1. **Action Items** *(add items as needed)*
	1. **Approval of Agenda:** **Motion** [Passes/Fails]
	2. **Fill Vacant Positions** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Appointee’s Name:** |  |

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

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Appointee’s Name:** |  |

* 1. **Fill Open Swing Seat**

|  |  |
| --- | --- |
| **Open Position:** | **Swing Seat** |
| **Appointee’s Name:** |  |

* 1. **Approval of Previous Minutes** [Passes/Fails]
	2. **Election of Officers**
		1. **Chair: Result:** [Insert Name of Member Elected as Chair]
		2. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]
		3. **Secretary: Result:** [Insert Name of Member Elected as Secretary]
		4. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]
	3. *For High Schools:* **Appoint Student Representative**

**Student Representative:** [Insert Name of Student Representative]

* 1. **Approval of Public Comment Format:** **Motion** [Passes/Fails]
	2. **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** |  |  |  |  |

* 1. **Adopt GO Team Norms Motion** [Passes/Fails]
1. **Adjournment: Motion** [Passes/Fails]

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order:** [Insert actual Start Time of the meeting]
2. **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)* |  |  |

**Quorum Established:** [Yes or No]

1. **Action Items** *(add items as needed)*
	1. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

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

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* 1. **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** |  |

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

|  |  |
| --- | --- |
| **Open Position:** | **Swing Seat**  |
| **Nominee’s Name:** |  |
| **Nominated by** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

**SWING SEAT RESULT:**

* 1. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* 1. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*
		1. **Chair: Result:** [Insert Name of Member Elected as Chair]

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]

|  |  |
| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Secretary: Result:** [Insert Name of Member Elected as Secretary]

|  |  |
| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

|  |  |
| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* 1. *For High Schools***: Appoint Student Representative**

**Student Representative:** [Insert Name of Student Representative]

* 1. **Review and Approve Public Comment Format** [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]

* 1. **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** |  |  |  |  |

* 1. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**

Members Approving:

Members Approving:

Members Approving:

**Motion** [Passes/Fails]

1. **Discussion Items** *(add items as needed)*
	1. **Discussion Item 1**: [Add description of discussion item and brief summary of the discussion]
	2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Information Items** *(add items as needed)*
	1. **Principal’s Report** [Add brief summary of the report and any resulting discussion]
	2. **Information Item 2** [Add brief summary of the item and any resulting discussion]
3. **Announcements** [Add brief summary of the announcements]
4. **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]