

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Date** | **Time** | **Location** |
| L.P Miles | 3/12/20 | 3:30pm | Media Center |

**Notice Prepared By:** Chaquetta Walker  **Date Posted: 3/12/20**

**Meeting Agenda**

*This meeting will not allow for Public Comment*

1. **Action Items** 
   1. Approval of Agenda
   2. Review, Confirm/Update, and Adopt GO Team Meeting Norms
   3. Superintendent search representative
2. **Discussion Items** 
   1. Review Budget
   2. Confirm Budget
3. **Information Items** 
   1. Upcoming Events

**L.P. Miles Elementary school**

**Date: 3/12/20**

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

**Location: Media Center**

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items**val of Agenda
   1. Review, Confirm/Update, and Adopt GO Team Meeting Norms
4. **Discussion Items** 
   1. Budget Review
   2. Confirm Budget
5. **Information Items** 
   1. Upcoming Events
6. **Announcements**
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]