

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Date** | **Time** | **Location** |
|  |  |  |  |

**Notice Prepared By:** **Date Posted:**

**Meeting Agenda**

(*agenda may be amended*)

*This meeting will not allow for Public Comment*

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items** 
   1. Approval of Agenda:
   2. Fill Open Community Member Seat
   3. Approval of Previous Minutes
   4. Review, Confirm/Update, and Adopt GO Team Norms
4. **Discussion Items** *(add items as needed)*
   1. N/a
   2. Discussion Item 2:
5. **Information Items** *(add items as needed)*
   1. **Return + Learn** **Plan *(required)***
   2. Principal’s Report
6. **Announcements** *(add items as needed)*
   1. Announcements
7. **Adjournment**

**Perkerson Elementary School**

**Date: September 29, 2020**

**Time: 4 pm**

**Location:** [**Zoom Link**](https://atlantapublicschools-us.zoom.us/j/2077958750?pwd=MjNlbWhVdXVFc00zdU8xbG15RTFoUT09)

1. **Call to Order**
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   1. N/a
   2. Discussion Item 2:
5. **Information Items** *(add items as needed)*
   1. **Return + Learn** **Plan *(required)***
   2. Principal’s Report
6. **Announcements** *(add items as needed)*
   1. Announcements
7. **Adjournment**

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **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)* |  |  |

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. **Approval of Previous Minutes: Motion** [Passes/Fails]
  2. **For High Schools: Appoint Student Representative**

Student Representative:[Insert Name of Student Representative]

* 1. **Approval of Public Comment Format:** **Motion** [Passes/Fails]
  2. **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. **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. ***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. **Review and Adopt GO Team Norms** [Insert or attach approved Public Comment Format] Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**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. **Return + Learn Plan *(required)*** [Add brief summary of the plan and any resulting discussion]
   2. **Principal’s Report** [Add brief summary of the report and any resulting discussion]
   3. **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]