

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Date** | **Time** | **Location** |
| Toomer ES | 9/4 | 5:00pm | Media Center |

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

**Meeting Agenda**

(*agenda may be amended*)

*This meeting will not allow for Public Comment*

1. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   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. *For High Schools*: Appoint Student Representative
   8. Review and Approve Public Comment Format
   9. Set GO Team Meeting Calendar
   10. Review, Confirm/Update, and Adopt GO Team Meeting Norms
2. **Discussion Items** *(add items as needed)*
   1. Discussion Item 1:
   2. Discussion Item 2:
3. **Information Items** *(add items as needed)*
   1. Principal’s Report
   2. Information Item 2

**[Toomer Elementary School]**

**Date: [September 4, 2019]**

**Time: [5:00pm]**

**Location: [Toomer Library]**

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   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. *For High Schools*: Appoint Student Representative
   8. Review and Approve Public Comment Format
   9. Set GO Team Meeting Calendar
   10. Review, Confirm/Update, and Adopt GO Team Meeting Norms
4. **Discussion Items** *(add items as needed)*
   1. Discussion Item 1:
   2. Discussion Item 2:
5. **Information Items** *(add items as needed)*
   1. Principal’s Report
   2. Information Item 2
6. **Announcements** *(add items as needed)*
   1. Announcements
7. **Public Comment** *(if applicable)*
8. **Adjournment**

**[Toomer Elementary]**

**Date: [September 4, 2019]**

**Time: [5:00pm]**

**Location: [Toomer Library]**

1. **Call to order:** [5:08pm]
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Caroline Brown** | **Present** |
| **Parent/Guardian** | **Catherine Harper** | **Present** |
| **Parent/Guardian** | **Celeste Walley-Jean** | **Present** |
| **Parent/Guardian** | **VACANT** |  |
| **Instructional Staff** | **JaBria Cooper** | **Present** |
| **Instructional Staff** | **Kaitlin Clark** | **Present** |
| **Instructional Staff** | **Khadija Washington** | **Present** |
| **Community Member** | **Vijay Makar** | **Present** |
| **Community Member** | **Neill Davis** | **Present** |
| **Swing Seat** | **Cassie Furlow** | **Present** |

**Quorum Established:** [Yes]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Kaitlin Clark]; Seconded by: [JaBria Cooper]

Members Approving: unanimous

Members Opposing:

Members Abstaining:

**Motion** [Passes]

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

|  |  |
| --- | --- |
| **Vacant Position:** | **Instructional Staff** |
| **Nominee’s Name:** | Khadija Washington |
| GO Team Members  **In favor** | unanimous |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

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

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** | Neill Davis |
| GO Team Members  **In favor** | Unanimous |
| 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:** | Cassie Furlow |
| GO Team Members  **In favor** | Unanimous |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

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

Motion made by: [Vijay Makar]; Seconded by: [Catherine Harper]

Members Approving: Unanimous

Members Opposing:

Members Abstaining:

**Motion** [Passes]

* 1. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*
     1. **Chair: Result:** [Neill Davis]

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

* + 1. **Vice Chair: Result:** [Catherine Harper]

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

* + 1. **Secretary: Result:** [Cassie Furlow]

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

* + 1. **Cluster Representative: Result:** [Khadija Washington]

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

* 1. **Review and Approve Public Comment Format** [Following APS GoTeam Public Comment Rules and procedures. As a Toomer GoTeam, we will create a Google Form in which the public can send in public comments when they are not able to make a meeting and then will be read during Public Comment time at the next meeting] Motion to adopt made by: [Vijay Makar]; Seconded by: [Neill Davis]

Members Approving: Unianimous

Members Opposing:

Members Abstaining

**Motion** [Passes]

* 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** | **9/4** | **5:00pm** | **Toomer Library** | **No** |
| **2** | **10/10** | **4:30pm** | **Toomer Library** | **Yes** |
| **3** | **11/21** | **4:30pm** | **Toomer Library** | **Yes** |
| **4** | **1/21** | **5:00pm** | **Toomer Library** | **Yes** |
| **5** | **2/27** | **5:00pm** | **Toomer Library** | **Yes** |
| **6** | **3/31** | **4:30pm** | **Toomer Library** | **No** |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

1. **Confirm GO Team Meeting Calendar**

Motion to adopt made by: [Vijay Makar]; Seconded by: [Neill Davis]

Members Approving: Unanimous

Members Approving:

Members Approving:

**Motion** [Passes]

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

Motion to adopt made by: [Catherine Harper]; Seconded by: [Vijay Makar]

Members Approving: Unanimous

Members Approving:

Members Approving:

**Motion** [Passes]

1. **Announcements:**
   1. GoTeam Summit: September 28th: Kaitie Clark, JaBria Cooper, Cassie Furlow, Catherine Harper (?)
   2. Complete Survey
2. **Adjournment**

Motion made by: [Celeste Walley-Jean]; Seconded by: [Khadija Washington]

Members Approving: Unanimous

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**ADJOURNED AT** [Insert Actual Time]

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**Minutes Taken By:** [Kaitie Clark]

**Position:** [Secretary]

**Date Approved:** [10-17-2019]