**West Manor Elementary School**

**Date: August 21, 2018**

**Time: 5:05 p.m.**

**Location: Media Center**

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

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Dr. Lawrence** | **Present** |
| **Parent/Guardian** | **Mr. Duncan** | **Present** |
| **Parent/Guardian** | **Mrs. Dove** | **Absent** |
| **Parent/Guardian** |  |  |
| **Instructional Staff** | **Tanya Steele** | **Present** |
| **Instructional Staff** | **Kimberly Smallwood** | **Present** |
| **Instructional Staff** | **Kimberly Wilder** | **Present** |
| **Community Member** | **Anthony Flanagan Representative (Renaldo Leon)** | **Present** |
| **Community Member** | **Walter Mobley** | **Absent** |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |

**Quorum Established:** Yes

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: Kimberly Smallwood Seconded by: Tanya Steele

Members Approving: Dr. Lawrence, Mr.Duncan, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, Anthony Flanagan Rep

Members Opposing: None

Members Abstaining: None

**Motion** Passes

* 1. **Approval of Previous Minutes:** *List amendments to the minutes:*
  2. Motion made by: Kimberly Smallwood Seconded by: Tanya Steele

Members Approving: Dr. Lawrence, Mr.Duncan, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, Anthony Flanagan Rep

Members Opposing: None

Members Abstaining: None

**Motion** Passes

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

|  |  |
| --- | --- |
| **Open 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. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*
     1. **Chair: Result:** Mariel Lawrence

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** | Dr. Lawrence, Mr.Duncan, Dietrice Bennett, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, Anthony Flanagan Rep |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

* + 1. **Vice Chair: Result:** Dietrice Bennett

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| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** | Dr. Lawrence, Mr.Duncan, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, and Renaldo Leon |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

* + 1. **Secretary: Result:** Kimberly Wilder

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| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** | Dr. Lawrence, Mr.Duncan, Tanya Steele, Kimberly Smallwood, Dietrice Bennett, and Renaldo Leon |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

* + 1. **Cluster Representative: Result:** Mr. Duncan

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| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** | Dr. Lawrence, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, Dietrice Bennett, and Renaldo Leon |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

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

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

* 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 (Yes/No)** |
| **1** | **September 18, 2018** | **5:00** | **Media Center** |  |
| **2** | **October 16, 2018** | **5:00** | **Media Center** |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

**Review and Approve Public Comment Format** The public has the opportunity to email Ms. Lawrence, the GO TEAM Chair questions and/or comments prior to the meeting. Then they will have the opportunity to speak during the last 15 minutes of the meeting. Motion to adopt made by: Kimberly Smallwood; Seconded by: Tanya Steele

Members Approving: Dr. Lawrence, Mr. Duncan, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, Anthony Flanagan Rep

Members Opposing: None

Members Abstaining: None

**Motion** Passes

**Review and Adopt GO Team Norms** Motion made by: Kimberly Smallwood; Seconded by: Tanya Steele

**The norms are as follows:** Respect Voices, Be Present and Participate, Respect Comments, and Follow Meeting Protocol

Members Approving: Dr. Lawrence, Mr. Duncan, Tanya Steele, Kimberly Wilder, Kimberly Smallwood, and Renaldo Leon

Members Opposing: None

Members Abstaining: None

**Motion** Passes

1. **Discussion Items** 
   1. **Discussion Item 1**: West Manor is slated to have 300 students. However, the current enrollment is 281.
   2. **Discussion Item 2**: The CCRPI scores will come out in October and the principal will elaborate on the results as well as the GMAS results.
2. **Information Items** 
   1. **Principal’s Report** The school is scheduled to be renovated during the 2019-2020.
   2. **Information Item 2** [Add brief summary of the item and any resulting discussion]
3. **Announcements** The Go TEAM Summit will take place on Saturday, September 22, 2018. West Manor is hosting a skate night fund raiser on August 31, 2018.
4. **Adjournment**

Motion made by: Kimberly Smallwood Seconded by: Tanya Steele

Members Approving: Dr. Lawrence, Tanya Steele, Chris Duncan, Kimberly Wilder, Kimberly Smallwood, Dietrice Bennett, and Renaldo Leon

Members Opposing: None

Members Abstaining: None

**Motion** Passes

**ADJOURNED AT** 5:40

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**Minutes Taken By:** Kimberly Wilder

**Position:** Secretary

**Date Approved:** [Insert Date When Approved]